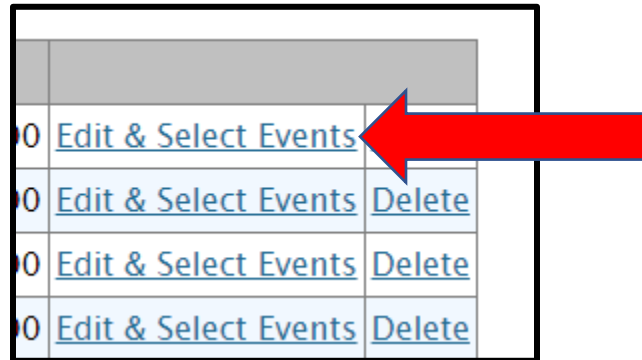


FBLA ALL-INCLUSIVE REGISTRATION STEPS

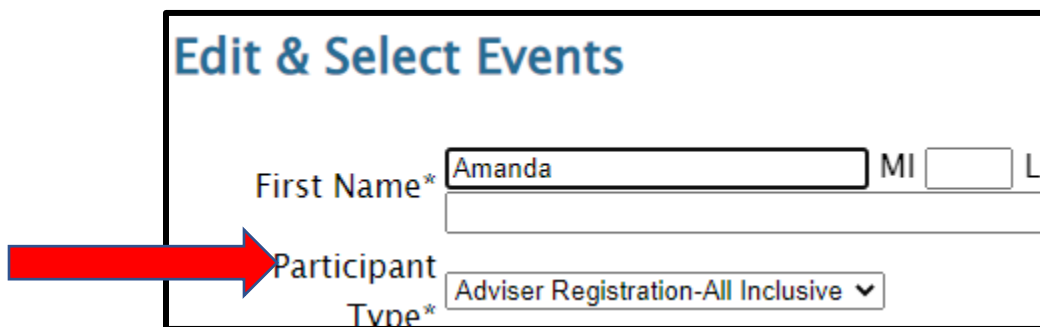
Please follow these steps if selecting All-Inclusive for the FBLA State Leadership Conference.

- Click on the “**Edit & Select Events**” link for each student if you’ve already put in your names.
 - If entering new student/adviser registration, skip and go to the next step below.



0	Edit & Select Events	
0	Edit & Select Events	Delete
0	Edit & Select Events	Delete
0	Edit & Select Events	Delete

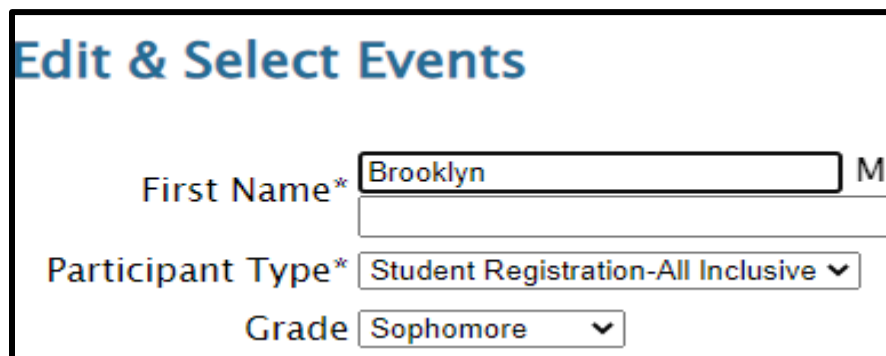
- On each attendee’s home page, select either “**Adviser Registration-All Inclusive**” or for students “**Student Registration-All Inclusive**” under “**Participant Type**”.



Edit & Select Events

First Name* MI L

Participant Type* ▼



Edit & Select Events

First Name* MI

Participant Type* ▼

Grade ▼

- Go back to the home screen and under Item Selection, click on “**Free T-Shirt & Optional Meals**” for each attendee (red arrow).

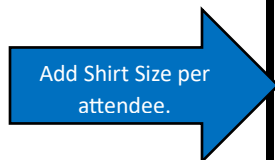
- Note the **“Status”** column (orange arrow) below for Inclusive is **“AIN”** for the Adviser, **“CIN”** for the chaperone, and **“SIN”** for students. These should be on your home page if selecting **“All-Inclusive”**



Status	Events	Item Selection	
CIN	0	Free T-Shirt & Optional Meals	
AIN	0	Free T-Shirt & Optional Meals	\$0.00
SIN	5	Free T-Shirt & Optional Meals	\$0.00
SIN	5	Free T-Shirt & Optional Meals	\$0.00
SIN	5	Free T-Shirt & Optional Meals	\$0.00
SIN	5	Free T-Shirt & Optional Meals	\$0.00




- Change the **“0”** to a **“1”** in **“All Meals (Inclusive Rate)”** under Meals
- Then also select the attendee’s shirt size under **“Shirts”**.
 - Shirts are free with all registrations.
- Hit **“Save”**.
 - By selecting **“1”** under the **“All Meals (Inclusive Rate)”** all your meals will be counted for the entire conference.
 - All other meal options should be -0-. If you add numbers to any other meals, your invoice will be wrong. ☹️**



Add Shirt Size per attendee.

Select Free T-Shirt & Optional Meals for Kayl

Description	Price	Quantity
Meals		
4/3 Dinner	\$18.00	<input type="text" value="0"/>
4/4 Breakfast	\$12.00	<input type="text" value="0"/>
4/4 Dinner	\$18.00	<input type="text" value="0"/>
4/4 Lunch	\$15.00	<input type="text" value="0"/>
4/5 Breakfast	\$12.00	<input type="text" value="0"/>
All Meals (Inclusive Rate)	\$0.00	<input type="text" value="1"/>
Shirts		
Conference T-Shirt (2 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (3 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (4 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (LARGE)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (MEDIUM)	\$0.00	<input type="text" value="1"/>
Conference T-Shirt (SMALL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (XL)	\$0.00	<input type="text" value="0"/>
<input type="button" value="Save"/>		



Add **“1”** ONLY here

- Once done entering the **“All Meals”** and the shirt sizes, hit **“View Registration”** at the bottom of the home page.

Balance Due: \$3,530.00

- Hitting “**View Registration**” will allow you to double check you have everyone entered correctly and your numbers match up.
 - *Note below-there are 25 people registered, 25 meals, and when you add up the shirts there are 25 as well.*
- Remember you can hit “**Submit**” as many times as you like after you make changes and a “**Final**” Submit before the Registration Deadline.
- A Quote will be generated with the image below plus each student’s events will be below this screen.
 - *You can print out the student events from the Quote, just cut and give them students their individual sheets.*
 - *This is a good way to have the students check the spelling of their name, the events they are in, and their shirt size.*

Quantity	Description	Each	Total
1	Adviser Registration–All Inclusive	\$110.00	\$110.00
1	Chaperone–All Inclusive w/shirt	\$85.00	\$85.00
23	Student Registration–All Inclusive	\$145.00	\$3,335.00
25	All Meals (Inclusive Rate)	\$0.00	\$0.00
2	Conference T-Shirt (2 XL)	\$0.00	\$0.00
6	Conference T-Shirt (LARGE)	\$0.00	\$0.00
8	Conference T-Shirt (MEDIUM)	\$0.00	\$0.00
5	Conference T-Shirt (SMALL)	\$0.00	\$0.00
4	Conference T-Shirt (XL)	\$0.00	\$0.00
		SUB TOTAL	\$3,530.00
	25 Participants	TOTAL	\$3,530.00

STUDENT EVENTS & INFORMATION FROM QUOTE-note shirt size, meals and events are all listed for each student under the Quote:

- **Have the students check their information is correct. Make any changes back in registration.**

Brooklyn (Student ative) (Sophomore)	BUSCOM : Business Communication INTROBUSCO : Introduction to Business Communication INTROFBLA : Introduction to FBLA PSI : Introduction to Public Speaking IEVP : Introduction to Event Planning (Team #1, Team Captain) Item: All Meals (Inclusive Rate) 1 at \$0.00 = \$0.00 Item: Conference T-Shirt (MEDIUM) 1 at \$0.00 = \$0.00
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If you have questions, email Missey: missey.boucher-goodman@azed.gov **or Tracey:** tcelaya@fUSDaz.org.