

FBLA Arizona Chapters

Using FBLA Connect to input your national membership

Make sure you have your FBLA Connect information before you begin. If you do not, please contact the state office for help. If you are a new adviser this year, you will need to be added as the adviser to your chapter information. Contact the state office for assistance on this.

Log into: fbla.org then click on the FBLA Connect button on the top blue bar on the right hand side to begin.

Membership can be added beginning on August 1st of each school year. Membership can be added throughout the year but MUST be done BEFORE you compete in any regional or state competition. A lot of school districts have an earlier date so please make sure you know that and have your membership in by that date. Otherwise, the Fall membership date is November 1st. The absolute drop dead date to add members is March 1st.

Four Ways to Add New Members

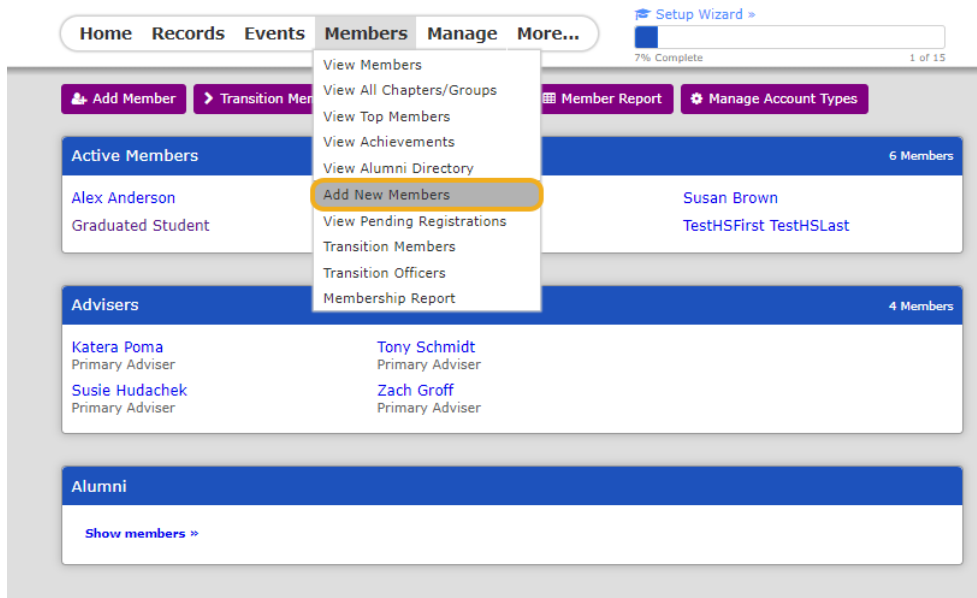
Option 1) Transferring Existing Members

Option 2) Manual Entry

Option 3) Upload

Option 4) Sending Registration Link

1. Member: Add New Members



The screenshot displays the FBLA Connect web interface. At the top, there is a navigation bar with tabs for Home, Records, Events, Members, Manage, and More... The 'Members' tab is currently selected. Below the navigation bar, there is a 'Setup Wizard' progress indicator showing 7% completion. The main content area is divided into several sections: 'Add Member' and 'Transition Members' buttons, 'Active Members' (6 Members) with a list including Alex Anderson (Graduated Student) and Susan Brown (TestHSFirst TestHSLast), 'Advisers' (4 Members) with a list including Katera Poma, Susie Hudachek, Tony Schmidt, and Zach Groff, and 'Alumni' with a 'Show members >' link. A dropdown menu is open under the 'Members' tab, with 'Add New Members' highlighted in orange. Other options in the menu include View Members, View All Chapters/Groups, View Top Members, View Achievements, View Alumni Directory, View Pending Registrations, Transition Members, Transition Officers, and Membership Report.

Add Unpaid Student

Choose one of the four options available to add contacts to your chapter.

Option 1: Add Existing Member

Transfer students, or students graduating from another school to yours, may already be in the system.

Search Member Database

[View Profile](#)

[Add Existing Member](#)

Option 2: Manual Entry

Individually enter each person's contact information to add them to your roster.

Full Name

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			

Personal E-mail

[Add Contact](#)

Option 3: File Upload

Use a CSV file to import a list of contacts onto your roster.

Import contacts from a CSV file

[Import Contact Data \(.csv\)](#)

Option 4: Registration Link

Share a link to anyone who you would like to register to be added to your roster.

Send this link to your high school chapter's public registration page. You will need to approve each account before they can log in:

<https://connect.fbla.org/testhighschool/register.php>

1 – Member: (Add existing member - transfer students)

Search by students name or email address. Select student and click "Add Existing Member" button.

Option 1: Add Existing Member

Transfer students, or students graduating from another school to yours, may already be in the system.

Search Member Database

Q Diana Chavez

- Diana Chavez
Colusa High School
- Diana Chavez
Colusa High School
- Diana Chavez Vazquez
Bassett High School
- Diana Chavez-Hernandez
James B. Hunt High School

Last Name Suffix

Option 2: Manual Entry

Individually enter each person's contact information to add them to your roster.

2 - Manual Entry: (Add students information and click "Add Contact" button)

Option 2: Manual Entry

Individually enter each person's contact information to add them to your roster.

Full Name

Fake Middle Name Student Suffix

Preferred First Name

Personal E-mail

email1234@email.com

Add Contact

3 – Import a file upload:

1. Click on Import Contact Data (.csv)

Option 3: File Upload

Use a CSV file to import a list of contacts onto your roster.

Import contacts from a CSV file

Import Contact Data (.csv)

2. Download the provided template and enter your members information. Name, email (personal email is preferred), grade and gender are required. Save template on your computer as .CSV

Note:

Gender	Grades
Female	5 Collegiate Freshman

Male	6	Collegiate Sophomore
Not Selected	7	Collegiate Junior
	8	Collegiate Senior
	9	Graduate
	10	Alumni
	11	N/A
	12	

Upload Import File

The data file must include column headers in the first row and must be in the .csv (comma-separated values) file format.
[How to save an Excel file as CSV](#)

1 Download CSV Template

[Download Template](#)

2 Enter Contact Information

Example CSV File

First Name	Last Name	Email	Grade	Gender
Alexander	Anderson	alex@example.com	6	Female
Aiden	Peterson	aiden@example.com	11	Male
Cady	Clarks	cady@example.com	Collegiate Freshman	Non-Binary
Ash	Powers	ash@example.com	Collegiate Graduate	Male
Abby	Marks	abby@example.com	Alumni	Female

3 Upload CSV File

Select CSV file for import:

No file chosen

[Import Unpaid Students](#)

3. Upload your .CSV template and click "Import Unpaid Students"

3 Upload CSV File

Select CSV file for import:

Choose File Katera CA1 - HS - Tier 3.csv

Import Unpaid Students

4. Upload you .CSV template again to reverify your information. and click on "Import Unpaid Student and Send Invitation Emails"

Map Columns

Import File Column	>>	Database Column
First Name	>>	First Name
Last Name	>>	Last Name
Email	>>	Email
Gender	>>	Gender
Grade	>>	Grade

Account Type: Unpaid Student

If a member already exists? Don't overwrite existing data, but fill in blank fields with imported data
Matching on National ID or Email Address. Overwrite existing member information with imported data

Select .CSV data file: Select the same file as in Step 1 to match the file headers:
Choose File Katera CA1 - HS - Tier 3.csv

Values to Ignore: N/A, Not Applicable Separate multiple values to ignore with commas.

Import Unpaid Students and Send Invitation Emails

4 - Registration Link

1. Copy link and send to prospective members. The link can be used to register advisers and alumni as well

Option 4: Registration Link

Share a link to anyone who you would like to register to be added to your roster.

Send this link to your high school chapter's public registration page. You will need to approve each account before they can log in:

<https://connect.fbla.org/testhighschool/register.php>

2. The student will click on I am a student

Create a new FBLA Connect account

Select your status

Soon you'll be able to...

<p>I am a student</p>	<ul style="list-style-type: none">• Register for events and meetings.• Pay membership dues and other fees.• View roster and message other members.
<p>I am an advisor</p>	<ul style="list-style-type: none">• Help officers manage their roster.• Review transactions during an audit.• Ensure smooth officer transitions.
<p>I am an alum</p>	<ul style="list-style-type: none">• Browse alum directory by industry/location.• Browse or post jobs on the Job Board.• Keep in touch through email subscriptions.

3. The student will fill out form and Submit

Create a new FBLA Connect account

E-mail:

Password:

Password (again):

Name:

Maiden Name:

Used to find your membership record with Future Business Leaders of America.

Gender: Female Male Not Selected

 Test High School Officers Only

About yourself (optional)

Preferred First Name:

Replaces your first name throughout the system.

Phone Number:

 Test High School Officers Only

Campus Address:

▼

 Test High School Officers Only

Home Address:

▼

 Test High School Officers Only

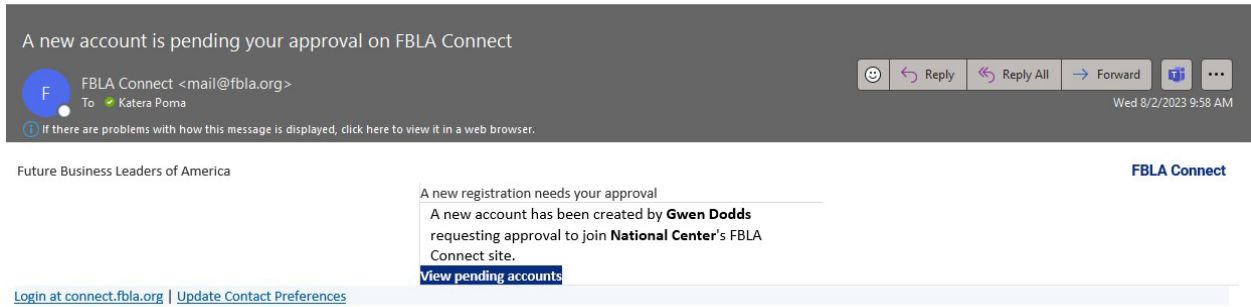
Graduation Class: ▼

 Test High School Officers Only

T-Shirt Size: ▼

 Test High School Officers Only

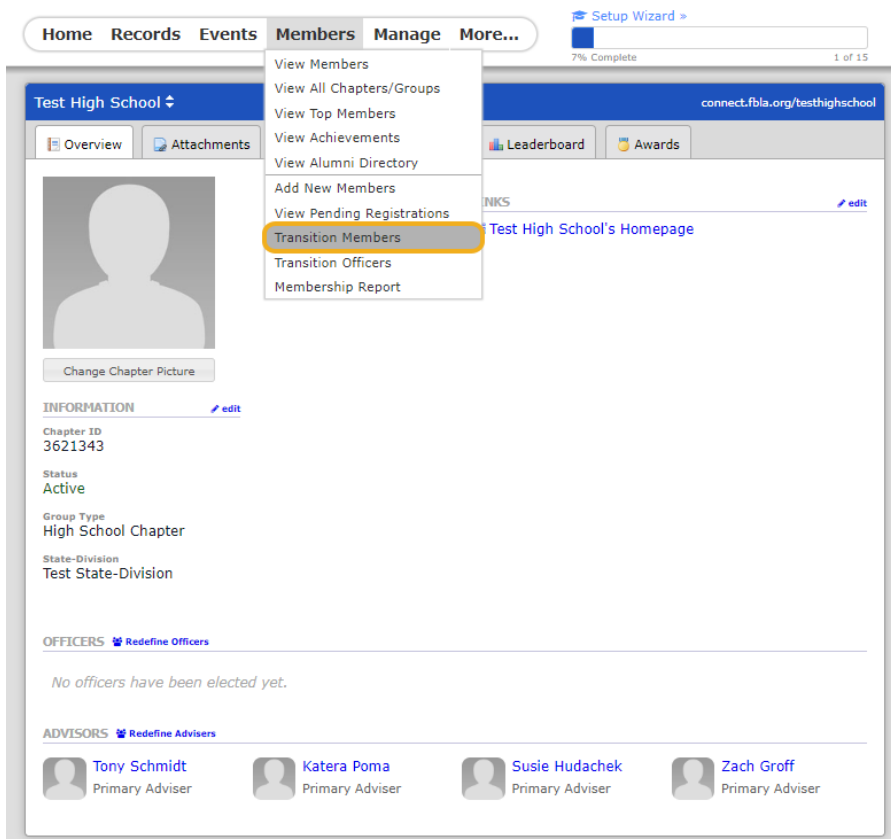
4. The adviser will receive an email informing them that they need to approve a new account request. You can click on the blue "View pending accounts" link



CREATING AN INVOICE OR A QUOTE = TRANSITION MEMBERS

(AZ chapters ignore this invoice and complete your state's chapter tier level request form and the state will generate you a membership invoice. You will pay only the state invoice which will include both the national and state fees. The national invoice DOES NOT include the state fees so do not pay it! Request an invoice from that state office).

1. Members: Transition Members (Generating an invoice or quote)



2. Select unpaid students you want on your invoice from unpaid student list and then click "Transition to Member" button. Anyone with a Green \$ with an arrow is already on an unpaid invoice.

Transitioning Members means creating an invoice/quote

Transition Members

Below you will see all of your member's official Future Business Leaders of America membership statuses. Use the tools below to report to the national Future Business Leaders of America office of any membership status changes. An invoice will be generated for your high school chapter if a payment is required to make this transition.

Unpaid Student
Includes the Unpaid Student account type.

[+ Add Unpaid Students](#)

With selected unpaid students...

[Transition to Member >>](#)

Select All

- Alex Anderson
- Alice Pulugurtha
- Alison Vist
- Anika Ryszkowski
- Devdutta Wise
- Fake Student
- Graduated Student
- Jahnavi Sharma
- Karl Mikes
- Madison Shen
- Maurya Ravichandran
- Nadia Pinni
- Sonia Talloo
- TestHSFirst TestHSLast
- Yumna Omran

Member
Includes the Active Member, Officer account types.

With selected members...

[Graduate Members >>](#)

Select All

Sarah Test

Susan Brown

Alumni
Includes the Alum, Adviser account types.

Alex Anderson

3. Choose quote or invoice.

Transition Members

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Member
Includes the Active Member, Officer account types.

With selected members...

[Graduate Members >>](#)

Select All

Sarah Test

Alumni
Includes the Alum, Adviser account types.

Alex Anderson

Quote or Invoice?

Do you need a quote or generate the invoice instead?

View the **quote**, convert to an invoice later.
 Generate the **invoice**, skip the quote step.

Submit
Cancel

4. Click on Quote for Purchase Orders or go straight to Invoice and choose check in the mail. (IGNORE this invoice and request an invoice or quote from the state office. Reminder this quote or invoice below is only for the national membership fees and DOES NOT include the state fees so do not hand this in or pay it. Contact the state office to get an invoice from them which is the one you will pay as it will include the state and national fees with the tier level you choose). DO NOT PAY THIS!

Test High School High School Chapter

Home Records Events Members Manage More... Setup Wizard 7% Complete 1 of 15

✓ Transition Successful
Successfully transitioned 1 member.

View all my high school chapter's invoices Print or share link to the invoice Share Invoice

FBLA
Future Business Leaders of America

INVOICE

Sent By:
Future Business Leaders of America, Inc.
12100 Sunset Hills Road
Suite 200
Reston, VA 20190

Invoice #: 00010
Invoice Date: Aug 2, 2023 8:44pm EDT
Due Date: Sep 1, 2023 11:59pm EDT

Bill To:
Test High School

NOT PAID

2023 High School National Fees
Fee to join FBLA for high school students.

Membership Status	Price	Quantity	Amount
Members transitioning from Unpaid Student to Active Member Fake Student	\$10.00	1	\$10.00
Test State Fee	\$4.00	1	\$4.00
		Subtotal	\$14.00
		Total	\$14.00
		Paid	\$0.00
		Due	\$14.00

Remittance address is PO Box 79063, Baltimore, MD 21279. Please include a copy of your invoice and make checks payable to FBLA. Payment is due within 60 days. If you have questions concerning the invoice or payment, contact FBLA at membership@fbla.org or by phone 800.325.2946.

Payment via Purchase Order: \$ 14.00
Choose File No file chosen
Upload Purchase Order Pay Now

Invoice generated on August 2, 2023 at 8:44pm EDT by Katera Poma.

Again, request a membership invoice form the state office and do not pay this one from nationals as it does not include the state fees only the national fees.

All PO's and checks for membership need to be sent to:

FBLA Financial Services
PO Box 1440
Owasso, OK 74055

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