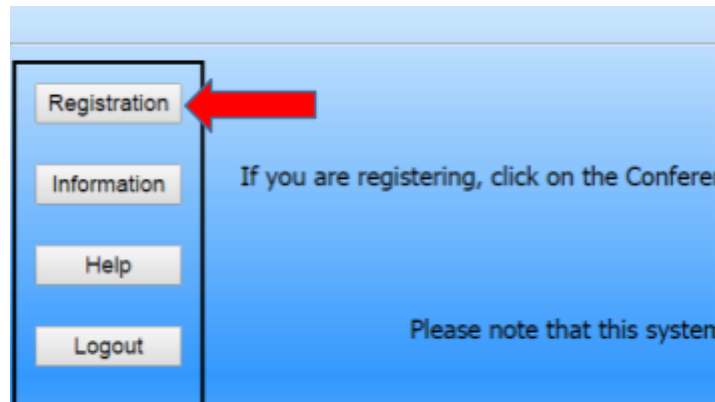


STEPS TO REGISTER YOUR CHAPTER FOR 2024 FBLA STATE LEADERSHIP CONFERENCE (SLC)

REGISTRATION OPENS: **Wednesday February 1st, 2024 for the FBLA State Conference.**

STEPS FOR REGISTERING FOR SLC:

1. Go to: <https://www.registermychapter.com/fbla/az>
2. Click on "Registration" Tab



3. **If this is the first time registering for STATE, you must click "Add My Chapter".** Yes, even if you registered for Regionals, you need another log in and password for State Registration. The red arrow denotes the link for registering your chapter for the first time.
4. **If you have already started your registration for State.** You can simply type in your User Name and Password (yellow arrow) and then it will take you to your registration.

A screenshot of a web application interface with a blue background. On the left side, there is a vertical menu with four buttons: 'Registration', 'Information', 'Help', and 'Logout'. Below the menu are links for 'Back to Admin'. The main content area shows 'Registration Type: Standard'. Below this, there is a red text instruction: 'If you have not registered this chapter for the Conference before and do not have a user name and password, click [Add My Chapter](#) to add your chapter. Otherwise, please log in with the user name and password you selected when you registered.' A red arrow points to the 'Add My Chapter' link. Below the instruction, there is a prompt 'Please enter your username and password'. There are two input fields: 'User Name' and 'Password'. A yellow arrow points to the 'User Name' input field. Below the 'Password' input field is a 'Login' button.

- To add your chapter, put in all the required information (*). This screen is where you will create a user name and password (red arrow). It can be any thing you want that you will remember. **Make sure you put your chapter name in "School Name" area**, especially if there are more than two chapters at your school (yellow arrow). For example: XYZ Union School & XYZ Media Chapter denotes 2 different chapters.

Please provide the following information

Adviser - First Name _____
 Last Name _____

Cell Phone* _____

School Name* _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip _____

Email* _____

Phone _____ Ext _____

Fax _____

School Type Middle School ▾

User Name* _____

Password* _____

Chapter ID _____

Area (region or district) Please Select ▾

Special Needs _____

Save

- Your registration will come up for the adviser. You will go in and add any optional meals and this is where you will order shirts if you want (yellow arrow). Then **click "Add New Name" to put in all your students** (red arrow).

Registration

Information

Help

Logout

[Back to Admin](#)

Registration for Sample School

(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the SUBMIT button below.

NOTE: To add names to this list, click ADD NEW NAME below.

ID	Name	Status	Events	Item Selection		
0020000	Adviser, Sample	A	0	Prepaid Meals	\$0.00	Edit & Select Events Delete

Add New Name

[Select Chapter Events](#)

[Save and Finish Later](#)

[View Registration](#) **Balance Due: \$35.00**

Submit

- Put in all the information for each student. Spell names correctly, as this is how we create name tags. Choose what type of participant (red arrow) they are by using the down arrow- High School Member, Current State Officer, or Chaperone. How you register the participant will be directly related to the fee. Make sure you put the correct grade for each competitor, but you don't need their email (only advisers). List any special needs per competitor in this section.

Add New Name

First Name* MI Last*

Participant Type*

Grade

Email (Required for Advisers)

Special Needs

Team # should remain 1 unless you are sending more than one team to compete in the same event ([Click here for help with Teams](#))

For Performance Events, please follow the entry guidelines below:

- For each competitor, scroll down and **select** (red arrow) which events they will do. Please remember each competitor can do up to 5 events. Two of the events can either be Team or Individual events. . Repeat the process until you have registered each person.
- After you enter the students, you can go in and add prepaid meals and/or order Conference Shirts individually under each student. **These items must be registered for in advance**, as you won't be able to purchase them the day of.

Description	Price	Quantity
Meals		
All Meals (Inclusive Rate)	\$0.00	<input type="text" value="0"/>
Day 1 Dinner (4/8)	\$18.00	<input type="text" value="0"/>
Day 2 Breakfast (4/9)	\$12.00	<input type="text" value="0"/>
Day 2 Dinner (4/9)	\$18.00	<input type="text" value="0"/>
Day 2 Lunch (4/9)	\$15.00	<input type="text" value="0"/>
Day 3 Breakfast (4/10)	\$12.00	<input type="text" value="0"/>
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="0"/>
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"/>		

- After each student has been added, you will have the option to select housing. We have two hotels available for conference, the Westin La Paloma and the Westward Look. We have limited availability at each. To begin, click on housing on your main registration page. It will then prompt you with three options as shown below, and the current

availability of those options. If you are booking your own room, please select the Booking Own Room option, and add all of your kids to the default option.

Please Select a Hotel

Hotel Name	Rooms Available	
Booking Own Room	Booking Own Room: unlimited	Select
Westin La Paloma	One King Bed: 218 Two Queen Beds: 237	Select
Westward Look	One King Bed: 129 Two Queen Beds: 71	Select

After you select which hotel you would prefer to stay at, it will prompt you to select the number of rooms you need and which type. There are two types of rooms available, rooms with a single king bed (sleeps 1-2) and rooms with 2 queen beds (sleeps 2-4). Once you have selected the room, give it a unique room number and assign kids to each room you are looking to reserve.

Housing Invoice Detail

CHAPTER INFORMATION	REMIT TO
Example School Seth Filo	Westin La Paloma 3800 E Sunrise Dr, Tucson, AZ 85718 Tucson, AZ 85718

Chapter Arriving 2/3/2024 4:00 AM Departing 2/11/2024 2:39 AM [\[Edit\]](#)

Room	Name
#1 (Two Queen Beds)	Example Child (\$0.00) (2/3 - 2/11 [8 Nights]) [Remove] [Override Dates]
	Example Child 2 (\$0.00) (2/3 - 2/11 [8 Nights]) [Remove] [Override Dates]
	Example Child 3 (\$0.00) (2/3 - 2/11 [8 Nights]) [Remove] [Override Dates]
#2 (One King Bed)	Seth Filo (\$0.00) (2/3 - 2/11 [8 Nights]) [Remove] [Override Dates]

HOTEL CHARGES	
Room Charge	\$0.00
Housing Total	\$0.00

10. **MOST IMPORTANT POINT WITH REGISTRATION-**

As you put in the registration, **you must follow the guidelines for how many students and teams you can put in individual and team events.** This number is based on how many students you register for the conference. Basically, the more students you register, the more you can put in events. Remember the numbers in the columns represent the number PER EVENT.

For example, if you register 20 students you are allowed 2 students in each individual event that is not in your program area, and 3 for each individual event that is, etc. For the same 20, you can have 1 team per event that is not in your program area and 2 teams for events that are in your program area. The full list of which events may be in your program area can be found on the [linked document on the last page.](#)

Please keep in mind if you go over your allotted event numbers for each event after Registration closes, the Competitive Event Coordinator will remove your extra students and they will not be allowed to register for another competition; so please make sure you follow the guidelines outlined below:

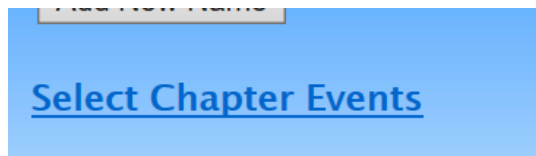
TABLE 1: CHAPTER LIMITS FOR EVENTS IF THIS IS YOUR CTE PROGRAM AREA

CONFERENCE STUDENT ATTENDEES	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
INDIVIDUAL EVENTS (PER Event If This IS the Program You Teach)	3	4	5	6	7	8	9	10
TEAM EVENTS (PER Event If This IS the Program You Teach)	2	3	4	5	6	7	8	9

TABLE 2: CHAPTER LIMITS FOR EVENTS IF THIS IS NOT YOUR CTE PROGRAM AREA & EVENTS THAT ARE CONSIDERED TO BE ALL CTE PROGRAMS

CONFERENCE STUDENT ATTENDEES	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
INDIVIDUAL EVENTS (PER Event If This IS NOT the Program You Teach)	2	3	4	5	6	7	8	9
TEAM EVENTS (PER Event If This IS NOT the Program You Teach)	1	2	3	4	5	6	7	8

11. Put in Chapter events under “Select Chapter Events” from the Main Registration Page. You don’t need to put in a name, only click that you are going to enter the event.

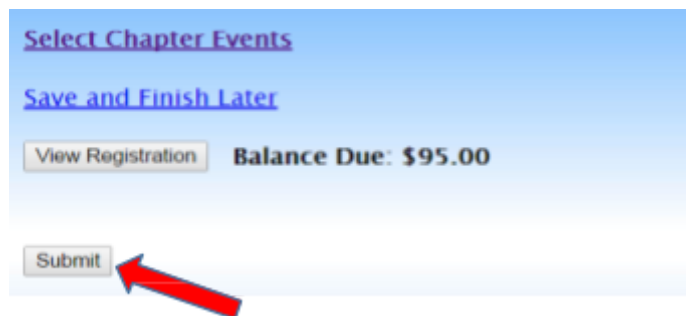


Select Chapter Events

Select	Event
<input type="checkbox"/>	BATCHAP – Battle of the Chapters
<input type="checkbox"/>	BUSGRAPH – Business Graphics
<input type="checkbox"/>	Chapscript – Chapter Scrapbook–Traditional
<input type="checkbox"/>	ChapscrPu – Chapter Scrapbook–Professionally Published
<input type="checkbox"/>	Chapshirt – Chapter Shirt
<input type="checkbox"/>	ChapSign – Chapter Sign

12. After you check the accuracy of all your students and make sure you are in compliance with the Chapter Limits per event, then you can submit your registration.

REGISTRATION MUST BE SUBMITTED BY FRIDAY, MARCH 15, 2024 @ 5:00 PM.



13. Note, **you can make changes to registration even after you have submitted up until the Registration closes @ 5:00 pm on 3/15.** If you have students who you know did not submit pre- submission items or did not go in and take a test, please go in and edit their registration to reflect what they are actually going to do at State or did for pre-submission.

By each adviser cleaning up their registration, it helps with getting the results done faster in headquarters because then we know we are not missing a student's event. It also helps get the schedules out faster before SLC. The adviser's help with making sure students are registered correctly is appreciated.

If you have any questions regarding registration, contact Competitive Event Coordinator, Seth Filo @ seth.filo@azfbla.org or 480-685-0798.