

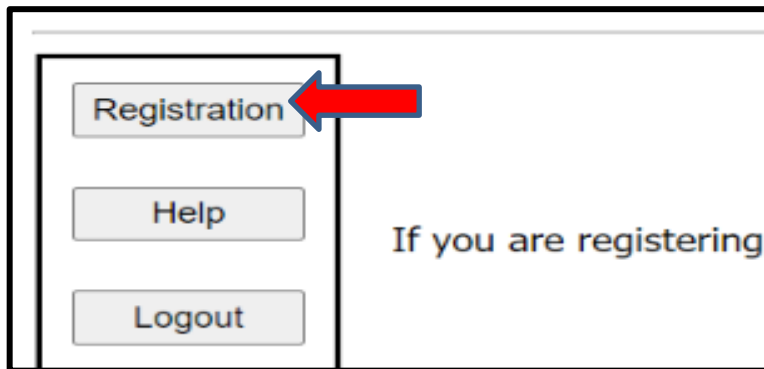
# STEPS TO REGISTER YOUR CHAPTER FOR The 2024 FBLA REGIONAL CONFERENCE-**Middle Level**

**REGISTRATION OPENS: 11/27/2023**

**REGISTRATION CLOSES: Friday, 1/5/24 @ 5:00 pm**

## **STEPS FOR REGISTERING FOR Regionals:**

1. Go to the Middle Level Regional Registration Link:
  - [FBLA Arizona Middle Level Regional Conference](#)
2. Click on "Registration" Tab



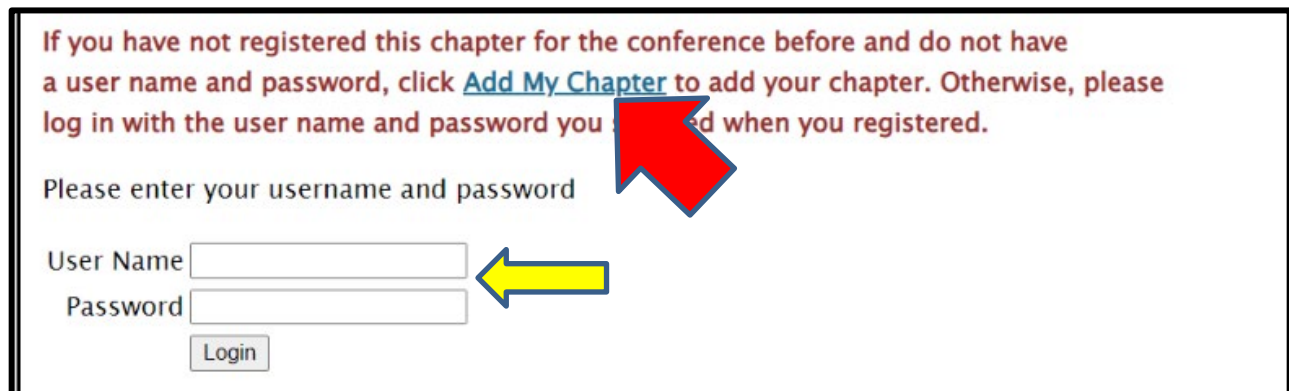
3. **If this is the first time registering for M/L Regionals, you must click "Add My Chapter"**. The red arrow denotes the link for registering your chapter for the first time. You will then enter a username and password. **PLEASE NOTE** this is a different login than the one you use for the national membership database system **UNLESS** you choose to make them the same.
4. **If you have already started your registration for M/L Regionals.** You can simply type in your username and Password (yellow arrow) and then it will take you to your registration. **PLEASE NOTE** this is a different login than the one you use for the national membership database system **UNLESS** you choose to make them the same.

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 used when you registered.

Please enter your username and password

User Name

Password

A screenshot of a login form. At the top, there is a paragraph of text in red and black. Below it, the text 'Please enter your username and password' is followed by two input fields: 'User Name' and 'Password'. A 'Login' button is below the password field. A red arrow points to the 'Add My Chapter' link in the text above. A yellow arrow points to the 'User Name' input field.

5. To add your chapter, put in all the required information (\*); also circled in Red below.
- This screen is where you will create your username and password. It can be anything you want that you will remember.
  - **Make sure you put your M/L chapter name in “School Name” area**, especially if there are more than two chapters at your school or if there is a high school with the same name.

### Please provide the following information

Adviser \*  First Name   
Last Name

Cell Phone\*

School Name \*  **School Name, Not Adviser**

Address 1

Address 2

City  State  Zip

Email \*

Phone  Ext

Fax

School Type

User Name \*

Password \*

Chapter ID

Area (region or district)   
Special Accommodations   
for Chapter   
(add individual accommodations under their name)

**Change to "Arizona"**


6. Your registration will come up for the adviser. **Then click “Add New Name” to put in all your students.**

## 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.**

There are currently no entries



[Save and Finish Later](#)

**Balance Due: \$0.00**

7. **Put in all the information for each student.**

- Spell names correctly (First and Last), as this is how we create name tags.
- Choose what type of participant they are by using the down arrow- Middle School Member, or Adviser
  - 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 adviser's).
- List any special needs per competitor in this section.
- “Save” after each entry

## Sample School

(Click the above link to edit your chapter information)

### Add New Name

First Name\*  MI  Last\*

Participant Type\*

Grade

Email  (Required for Advisors, Adviser)

Phone  (Required for Adviser)

Special Needs

8. For each competitor, scroll down and **select (red box)** which events each student will compete in.
- Please remember **each competitor can do up to 3 events for Regionals.**
    - Each student can only compete in 2 performance events (either individual and/or team).**
      - Examples of registration:
        - 3 tests
        - 1 test/1 individual performance/1 team
        - 1 test/2 individual performances
        - 1 test/2 teams
  - See [Middle Level Competitive Event List-Regionals](#) to see the full list of all the M/L Events.
    - Note, screen shot below does not show all the events offered.*
  - Team Performances can have 1-3 team members
    - You MUST select a Team Captain (1 student) per each team when registering.
  - Keep the "Team #" at "1" unless adding another team, then that team would be "2" and so on.
  - You have NO event limits per chapter**
    - You can enter as many students/teams per event, but you must follow the 3 events per student limit.**
  - Repeat the process until you have registered each person, saving each time.

Select	Team #	Team Captain	Event Name	Min Entries	Max Entries	Max # of Teams
<input type="checkbox"/>			Financial Literacy (FINLIT)	1	99	
<input type="checkbox"/>			Interpersonal Communications (INTPCOM)	1	99	
<input type="checkbox"/>			Leadership (LEAD)	1	99	
<input type="checkbox"/>			Learning Strategies (LEARN)	1	99	
<input type="checkbox"/>			Running an Effective Meeting (RUN)	1	99	
<b>Team Performance</b>						
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Business Ethics (BETHICS)	1	3	25
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Critical Thinking Skills (CRTG)	1	3	25
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Exploring Business Issues (EBI)	1	3	25
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Marketing Mix Challenge (MMC)	1	3	25
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	ML MULTIMEDIA & WEBSITE DEVELOPMENT (MWD)	1	3	25
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Video Game Challenge (VGV)	1	3	25

9. After you check the accuracy of all your students, then you can submit your registration.
  - Click “Save & Finish Later” while you are working on your registration; however, once you are done you can hit “Submit”.
    - You can “Submit” Multiple times.
      - **RECOMMENDATION: Hit “Submit” every time you make changes to make sure your Registration is the most accurate.**
    - A Quote will be generated for you as you hit “Submit”, but you will not receive an invoice until after Registration has closed.
  - You can make changes any time during registration opening, but a “Final” submit should be made by the 1/05/24 deadline.

**FINAL REGISTRATION MUST BE SUBMITTED BY FRIDAY, JANUARY 5, 2024, BY 5:00 PM.**

**Pre-Submissions due January 4th, 2024 by 5:00 PM**

**Note, you can make changes to registration even after you have submitted up until the Registration closes @ 5:00 pm on 1/05/24.**

- If you have students who you know did not submit their pre-submission item(s), please go in and edit their registration to reflect what they are competing in at Regionals.
  - 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 Regionals.
  - The adviser’s help with making sure students are registered correctly, is appreciated.