

STEPS TO REGISTER YOUR CHAPTER FOR 2023 FBLA STATE CONFERENCE

REGISTRATION OPENS: Monday, January 30, for the FBLA State Conference.

STEPS FOR REGISTERING:

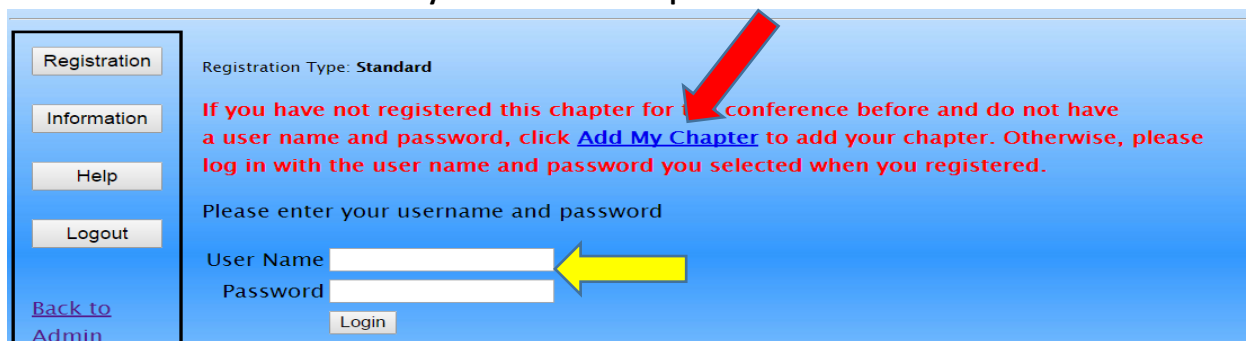
STEP #1-Click on the correct Registration Link below:

<https://www.registermychapter.com/fbla/az>

STEP #2-Click on “Registration” Tab



- **If registering for the first time in the system, click “Add My Chapter”.** This will allow you to create a log in and password for Spring Registration. The red arrow denotes the link for registering your chapter for the first time.
 - **Make a note of your username and password.**



- **If you have already started your registration for SLC,** you can simply type in your User Name and Password (yellow arrow) and then it will take you to your registration.

STEP #3-To add your chapter, put in all the required information (*).

- **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-Business & XYZ Union-Media denotes 2 different chapters. Don't have both chapters put “XYZ Union”.
 - Remember, you can combine 2 of the school's chapters if they are at the same school, not same District.

- XYZ Union can combine Business and Media and do 1 registration.
 - Make sure you sign up both advisers under the 1 registration.
- Use whatever formula gives you the most numbers from the Chapter Limits. See Step #6 below.
 - If the limits are better for XYZ Union to register as 2 chapters, do that. Again, register your chapters as combined or separate that gives you the best registration based on the Chapter Limits.
- **REQUIRED-NEW: Add One Of The CTE Programs: “Media”, “Business” or “IT” to the end of your Chapter Name so we know what CTE Program you are**
 - **Example: “Sample High School-Business”**
- **NEW:** Make sure you include your Chapter ID
 - This should be your Chapter Number from Nationals, or you can just make up a number/text.
 - Without a Chapter ID Number, your student’s names will not be pulled over to Judge Pro for scoring.
- **NEW:** Make sure you put “Arizona” in for the State.
- **WARNING:** Be careful not to Autofill. If you do this, it will change your Chapter Name to your own name and also not fill in each required line. Each cell should be typed in individually. **Do NOT use Autofill!**
- After you “Save”, you will enter your information as the Adviser and select “Participant Type”.

STEP #4-Put in all the information for each student.

- Click “Add New Name” to put in all your students
- Choose what type of participant (red arrow on next page) they are by using the Down Arrow-High School Member, Chaperone, Adviser.
- How you register the participant will be directly related to the fee.
 - Registration fee is \$70 per student and includes a free shirt.
 - **Note: Advisers are \$35 with shirt and Chaperones are free (no shirt), or \$35 for Chaperones with a shirt.**
 - Chaperones may be asked to judge or assist.
- Make sure you put the correct grade for each competitor, but you don’t need the member’s email (only adviser’s is required).
- List any special needs per competitor in the “Special Needs” section.

The screenshot shows a form titled "Add New Name" with the following fields: First Name*, Last Name*, Participant Type* (Please Select...), Grade (Please Select...), Email (Required for Advisors), and Special Needs. A red arrow points to the Participant Type dropdown menu. Below the form, there is a note: "Team # should remain 1 unless you are sending more than one team to compete in the same event (Click here for help with Teams)" and "For Performance Events, please follow the entry guidelines below:".

STEP #5: Free Shirt Included with registration! Please add your shirt size for each participant on the home registration screen. Click on *“Free T-Shirt & Optional Meals”* to put in your size.

Put “1” in the correct size for each participant. You can also do a total for each size under the Adviser name instead of clicking on each student’s name.

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"/>		

STEP #6: Buffet-style meals are available at Westin during the SLC, but MUST be pre-ordered. Use the same *“Free T-Shirt & Optional Meals”* to select the meals you would like per participant. Just click in the “Quantity” box under each participant’s name.

Note, there are not a lot of food options without leaving the Hotel and no meals are included without purchasing them. Contact Missey about this if you have any questions regarding meals.

Category	Description	Price
Meals	4/3 Dinner	\$18.00
Meals	4/4 Breakfast	\$12.00
Meals	4/4 Dinner	\$18.00
Meals	4/4 Lunch	\$15.00
Meals	4/5 Breakfast	\$12.00

STEP #7-For each competitor, scroll down and select which events each member will compete in.

- For each competitor, scroll down and **select** which events each student will compete in.
 - Please remember each competitor can do up to 5 Events for SLC.
 - Two of the events can either be Team and/or Individual events from the Quad System.
 - See [FBLA Regional Competitive Event List](#) to help you determine the Quad Events in A-D. **Remember you get more entries per event specific to your CTE Program, but ALL Events are open to EVERYONE.**
 - For Teams, **you MUST select a Team Captain for events in Quads C & D-1 team captain per team, can be anyone on the team.**
 - Teams (Quads C & D) consist of 1-3 students.
 - Keep the Team # "1" unless you want to add another team to that event. Then you would put "2" and so on.
 - Remember to keep Event Limits in mind when creating more than 1 team per event, even though it says "8" as a MAX (red arrow), your number is based on your student conference registration, not membership (see next page).**
- Repeat the process until you have registered each person, saving each time.

Repeat the process until you have registered each student in your chapter.

Select	Team #	Team Captain	Event Name	Min Entries	Max Entries	Max # of Teams	Notes
Team Quad C (open to all, check limit table--more per CTE Programs)							
<input type="checkbox"/>	1	<input type="checkbox"/>	Banking & Financial Systems (BFS)	1	3	8	More participants allowed for Business CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Business Ethics (BETHIC)	1	3	8	More participants allowed for Media CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Business Management (MDM)	1	3	8	More participants allowed for Business CTE Programs. event has a pre-submission.
<input type="checkbox"/>	1	<input type="checkbox"/>	Coding & Programming (CPR)	1	3	8	More participants allowed for IT CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Computer Game & Simulation Programming (CCSP)	1	3	8	More participants allowed for IT CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Data Analysis (DATA)	1	3	8	More participants allowed for IT CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Digital Photography--Commercial Photo Portfolio (AZ_DPCPP)	1	3	8	More participants allowed for Media CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Digital Video Production (DVP)	1	3	8	More participants allowed for Media CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Entrepreneurship (ENTRE)	1	3	8	More participants allowed for Business CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Graphic Design (GD)	1	3	8	More participants allowed for Media CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Hospitality & Event Management (HOSP)	1	3	8	More participants allowed for Business CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	International Business (GBUS)	1	3	8	More participants allowed for Business CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Introduction to Business Presentation (BPORESO)	1	3	8	More participants allowed for Business CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Introduction to Event Planning (IEVP)	1	3	8	More participants allowed for Business CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Introduction to Social Media Strategy (ISMS)	1	3	8	More participants allowed for Media CTE Programs
<input type="checkbox"/>	1	<input type="checkbox"/>	Management Information Systems (MIS)	1	3	8	More participants allowed for IT CTE Programs

1. **STEP #8-MOST IMPORTANT POINT WITH REGISTRATION-**

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 (Quads A-D).**

- This number is based on how many students you register for the conference **NOT** your membership number.
- **NEW-Now based on CTE Program, you can enter more per teams/individuals per event in certain CTE Program Groups. See the Competitive Event List for CTE Program Event Categories.**
 - Basically, the more students you register, the more you can put in each event, plus additional registrations are allowed under either "Business", "Media" or "IT".
- **Event limits are PER EVENT, not Quad.**

Please see the limits below, note the NEW section for Quads A & C based on CTE Program or not:

EVENT LIMITS FOR QUADS B & D (All CTE Programs)

CONFERENCE STUDENT ATTENDEES	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
QUAD B – INDIVIDUAL <i>(Per Event)</i>	2	3	4	5	6	7	8	9
QUAD D – TEAM <i>(Per Event)</i>	1	2	3	4	5	6	7	8

CHAPTER LIMITS FOR QUADS A & C 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
QUAD A – INDIVIDUAL <i>(Per Event – If This IS The Program You Teach)</i>	3	4	5	6	7	8	9	10
QUAD C – TEAM <i>(Per Event – If This IS The Program You Teach)</i>	2	3	4	5	6	7	8	9

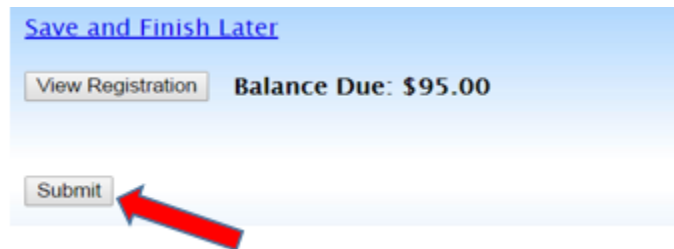
CHAPTER LIMITS FOR QUADS A & C IF THIS IS NOT YOUR CTE PROGRAM AREA

CONFERENCE STUDENT ATTENDEES	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
QUAD A – INDIVIDUAL <i>(Per Event – If This IS NOT The Program You Teach)</i>	2	3	4	5	6	7	8	9
QUAD C – TEAM <i>(Per Event – If This IS NOT The Program You Teach)</i>	1	2	3	4	5	6	7	8

STEP #9-After you check the accuracy of all your students and made sure you followed the Chapter Limits per event, submit your registration.

**FINAL REGISTRATION MUST BE SUBMITTED BY
Thursday, March 2, 2023 @ 5:00 PM.**

- Please note, your registration is not complete until you hit “Submit”.
 - But remember, you can “Submit” as many times as you like up until Registration closes.
- You will receive an invoice at a later date, but you should have a PO in place before you do a “Final” submit. Hitting “Submit” will generate a quote.



STEP #10-Note, you can make changes to registration even after you have submitted up until the Registration closes @ 5:00 pm on 03/02/23.

- With each adviser cleaning up their registration, it helps the Competitive Events Coordinator getting the results done faster in headquarters because then we know we are not missing a student’s event score.
- The adviser’s help with making sure students are registered correctly is appreciated.

STEP #12-If you have any questions regarding registration, contact Competitive Event Coordinator, Tracey Celaya @ tcelaya@fusdaz.org or 520-866-3573. It is best to email Tracey.