

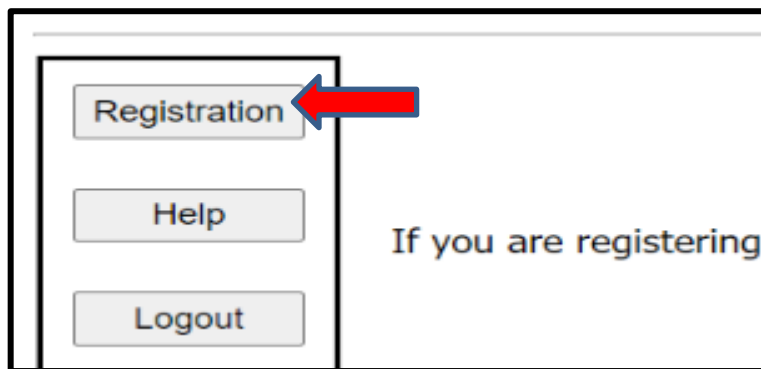
# STEPS TO REGISTER YOUR CHAPTER FOR The 2023 FBLA REGIONAL CONFERENCE-**Middle Level**

**REGISTRATION OPENS: Monday, 11/14, 2022**

**REGISTRATION CLOSES: Friday, 1/6/23 @ 5:00 pm**

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

1. Go to the Middle Level Regional Registration Link:
  - <https://www.registermychapter.com/fbla/az-ml>
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 selected when you registered.

Please enter your username and password

User Name


Password

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 

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 Accommodations for Chapter (add individual accommodations under their name)


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)

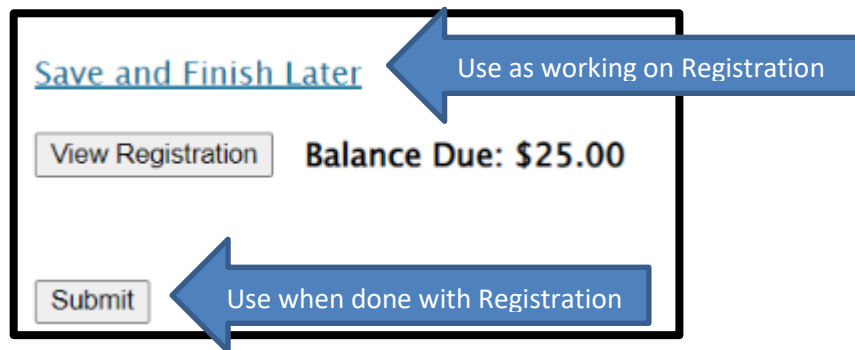
Phone  (Required for Adviser)

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 1/07/22 deadline.



**FINAL REGISTRATION MUST BE SUBMITTED BY FRIDAY, JANUARY 6, 2023, 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 1/06/23.**

- 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. 😊

**If you have any questions regarding registration, contact Competitive Event Coordinator, Tracey Celaya @ [tcelaya@fusdaz.org](mailto:tcelaya@fusdaz.org) or 520-866-3573 or FBLA State Adviser, Missey Goodman @[missey.boucher-goodman@azed.gov](mailto:missey.boucher-goodman@azed.gov) or 602-364-2339.**