

# FBLA Online Registration Quick-Review Guide

## How to Log On:

Open the **Email** that contains the **Web Address** that was sent to you by the **System Administrator**

Once you open the above-mentioned **Email**, you can choose to do one of the following options:

1. Click on the **Web Address** Link located in your **Email**
2. Copy and Paste the **Web Address** in your **Internet Browser**
3. Type the **Web Address** in your **Internet Browser**

Enter your **“Username”** that was sent to you by your System Administrator via email

Enter your **“Password”** that was sent to you by your System Administrator via email

Click on the **“Submit”** button

## I Forgot My Password:

If you have forgotten your Password, type your email address in the Email Field and Click on the **“Submit”** button and your logon information will be sent to you if you are found in the system

## First Time Login:

If you are logging in for the first time, you will see an Information Verification form to complete

Complete the appropriate fields in the **Verification** form

Click on the **“Submit”** button

 *If a field has an “Asterisk\*”, you must complete those fields before you can “Save” your information*

## How to use the Save and Finish Later Link:

Click on the **“Save and Finish Later”** Link if you want to continue with Registration at another time

## How to Add Participants (Students, Advisors, Voting Delegates, etc.):

Click on the “**Add New Name**” button

Type the **First Name** in the **First Name** field

Type the **Middle Initial** in the **MI** field

Type the **Last Name** in the **Last Name** field

Type the **Member ID** in the **Member ID** field (**This is your FBLA Membership ID Number**)

Click on the down arrow located on the right hand side of the **Grade Level** field

Select the appropriate **Grade Level** from the drop down list

Click on the down arrow located on the right hand side of the **Status** field

**(Status/Participant Types: Students, Advisors, Voting Delegates, Other, Guest etc.)**

Select the appropriate **Participant Type** from the drop down list

Type the appropriate information in the **Special Needs** field

If the **Participant Type** selected is a **Student**, select the “**Checkbox**” beside each “**Event**” that a **Student** will be competing in

**i** *If there is more than one(1) team from your chapter competing, type the appropriate “Team Number” in the “Team#” box; otherwise, leave the Team# at one (1)*

Once you have completed all of the appropriate fields, click on the “**Submit**” button  
**(Repeat the above steps until you have added all of the participants that are attending the conference)**

## How to Edit a Participant and Events:

Locate the appropriate **Participant**

Click on the “**Edit**” Link

Make the appropriate changes to **Participant and Event** form

Click on the “**Submit**” button

## How to Add an Item Selection to a Participant (T-Shirts & Pins):

Locate the appropriate **Participant**

Click on the “**Items**” Link

Locate the **Item** that you want to add

Type the appropriate **Quantity** in the **Quantity** field

Click on the “**Submit**” button

### **How to Edit and Item Selection for a Participant (T-Shirts & Pins):**

Locate the appropriate **Participant**  
Click on the **“Items”** Link  
Make the appropriate changes to the **Items** form  
Click on the **“Submit”** button

### **How to Delete a Participant:**

Locate the appropriate **Participant**  
Click on the **“Delete”** Link  
Click on **“Yes”** if you want to Delete; otherwise, click on **“No”**

### **How to Submit Your Registration:**

Once you have completed registering all of the conference participants, click on the **“Submit”** button

Click on the **“Please Click Here”** link to print a copy of your invoice

Click on the **“Confirm”** button to complete Registration  
**(You must click on the Confirm Button for Registration to be submitted)**

### **How to View Registration:**

Click on the **“View Registration”** button  
Click on the **“Back to Registration”** link to return to the Main Registration Page

### **How to View the Conference Schedule:**

Click on the **“View Conference Schedule”** link  
Click on the **“Registration”** button to return to the Main Registration Page

### **How to Log Out:**

Click on the **“Log Out”** button