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

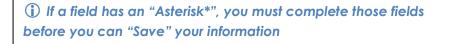
I Forgot My Password:

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



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, Advisers, Voting Delegates, Other, Guest etc.)** Select 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