**Registration Help Guide**

**Indiana FCCLA State Leadership Conference**

**March 9-11, 2017**

**ONLY PAID/AFFILIATED STUDENTS WILL SHOW ON CHAPTER MEMBER LIST. PLEASE COMPLETE AFFILIATION BEFORE REGISTERING**.

Go to <https://www.registermychapter.com/fccla/in> and login using your affiliation log in and password.

**Adviser Registration**

1. Primary adviser information shows on screen. Please answer all questions on the page and click the SAVE button.
   1. If you are a 1st year adviser, please select that option from the drop down menu where Advisor shows by default.
2. You can add another adviser – by selecting the ADD ADVISOR button – but ONLY if you have affiliated them prior to registering them for State Leadership Conference.

**Affiliated Student Member**

1. To add a STUDENT MEMBER – THIS WOULD BE A REGULAR student who may be competing on site (STAR EVENT or State Project) that is an affiliated member -----
   1. Click on the ADD STUDENT button – and either type names individually or click SEARCH to see a complete list of affiliated students.
   2. When you see the name of a student that is attending SLC – Go to the 2nd column – Select Participant Type and select their type, Student (regular affiliated student either competing or not competing) or State Project Non Attending Student(affiliated student not attending but sending State Project).

**OTHER CATEGORIES WILL BE DISCUSSED LATER IN THIS TUTORIAL!!!!!!!!**

* 1. Select the T-shirt size, Grade and Gender for each student – I am working on getting t shirts for every attendee. The dress code for Club FCCLA and the Dance is also jeans and an FCCLA t-shirt (so this is a win-win).
  2. Select the level for each student, Junior, Senior or Occupational (this guarantees that they are only offered STAR event choices for their level rather than having the entire list show up)
  3. Volunteer, Yes or No. Students competing in events should select NO. If they want to volunteer when they are not competing, please send me an email with their name and I will manually enter them in a volunteer assignment.

**Other Types of Registration**

1. To add a STAR Event Volunteer- Adult, Parent/Chaperone/Guest , Culinary/ProStart Non FCCLA attendee, please follow the instructions below:
   1. Click on the ADD OTHER NAME button.
   2. Enter the demographic information and select the appropriate category for each attendee.
   3. Depending on the category, you may or may not have to enter a t-shirt size.
   4. Do not enter a grade level unless it is a Culinary/ProStart Non FCCLA attendee.
   5. Enter the level for each person – if not attending an event, select NON COMPETING
   6. Please list any special needs, including dietary restrictions or handicap accessibility issues.
   7. Answer all of the questions and click the SAVE button.
   8. Repeat this process until all other persons are registered.

**Event and Award Registration**

1. Once you have all persons added to the registration list, please go to the column on the far right and select EVENT – and choose the event, STAR or State Project(s) the student is competing in.
   1. Team events will have to be numbered by the adviser, according to the team members listed. For example, if Tommy Smith and Johnny Turner are on the same team, list them as Team 1. If there is another team – Sally Jones and Betty Adams, they would be Team 2. Please make sure this is correct when you submit registration as scheduling competitions and preparing score sheets is based on these entries.
   2. Students can compete in ONE STAR event and as many State Projects as they wish.
   3. Select the EDIT button for each registrant to make sure all questions have been answered. There are specific questions for chapters as well as individuals. These answers create the report that compiles the name tag ribbons for each member and chapter. REMEMBER HOW IMPORTANT THOSE RIBBONS ARE TO THE STUDENTS AND MAKE SURE TO ANSWER ALL QUESTION FOR EVERY ATTENDEE.
2. If you find you have made a mistake or a student changes their mind before your FINISH REGISTRATION, select the DELETE button.

**Other Great Features**

1. You can VIEW REGISTRATION at any time to see your total cost, events and list of registrants and volunteers. The top of this page will say Registration is Not Complete until you select the FINISHED REGISTERING button.
2. Also, you can click the SAVE AND FINISH LATER button if you are not able to complete all registrations at one time.