

Ohio FCCLA State Leadership Conference Step-by-Step Instructions

State FCCLA Leadership Conference Registration Step-by-Step Directions

Registration Close April 10

Onsite registration will be available for any non-competing student, and guests

Step 1: Login to registration System

Login to <https://www.registermychapter.com/fccla/oh>

Step 2: Confirming Chapter information

1. The first screen you will see you will need to make any changes in the information located on this page.
2. Cell phone Number is required in case of an emergency. Please put the Cell phone number of the phone you will have on you at State Leadership Conference.
3. On this page you must include all events you are registered for and indicate if they would attend National Leadership conferences if they place in the top two spots in their event.
4. Then click Save.

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Please Verify and update the following information

Adviser

Status

Gender *

Cell Phone # *

Chapter Name *

Address 1

Address 2

City

Chapter ID

Area/District/Region

Email *

Confirm Email *

Phone

Fax

User Name *

*Please list all events below that your members are participating in at State Leadership Conference. Next to the event in

Save

If you have questions about registration, e-mail oh_nat_fccla@registermychapter.com

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Step 3: Confirming CDE participants who are pre-populated

All CDE participants have been pre-populated into the system below. Please confirm all information for all competitors.

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State Leadership Conference

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Participant Info	Items	Events	Volunteer	Questions	Review
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First Name *

Participant Type *


Grade Level

Gender *

Level 1 - Junior - through grade 9

If you have questions about registration, e-mail oh-nat-fccla@registermychapter.com

1. After each participant it will give you the option to purchase a Parking pass.
2. Click Next to go to next page

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Participant Info	Items	Events	Volunteer	Questions	Review
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Select Items for Brooklyn Bayless

Description	Price	Quantity
Conference Parking Pass	\$15.00	<input type="text" value="0"/>

If you have questions about registration, e-mail oh-nat-fccla@registermychapter.com

1. Click Finish Participant

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Participant Info	Items	Events	Volunteer	Questions	Review
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Review information for:

Participant Info

First Name

Last Name

Participant Type

Grade 9th

Level 1 - Junior - through grade 9

Gender F

Items

No Items Purchased

If you have questions about registration, e-mail oh-nat-fccla@registermychapter.com

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Repeat Step three until all competitors are registered.

Step 4: Make Substitution of Competitors

If Adviser would like to change name of competitors:

1. Select [Substitution Request](#)
2. Click [Select student](#) to choose the student want to substitute for that event from the drop down. If student does not appear, you must contact Cheryl Hamblin to have it fixed manually
3. Select substituted students grade
4. Click Save

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Registration for

NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.

Click the [Add](#) buttons below for each participant you wish to register.
Once all Participants are listed, Click the [FINISHED REGISTERING](#) button.

Participant ID	Name	Participant Type	Item Selection	
		S	Items (\$0.00)	Substitution Request Edit Delete
		S	Items (\$0.00)	Substitution Request Edit Delete
		S	Items (\$0.00)	Substitution Request Edit Delete
		S	Items (\$0.00)	Substitution Request Edit Delete

ADD ADVISER

ADD STUDENT

ADD OTHER NAME

CONTINUE PROCESSING REGISTRATION

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If you have questions about registration, e-mail oh-nat-fccla@registermychapter.com

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Substitute Request for
Select Student
Grade Level

Step 5: Adding Adviser

1. Click on the button Add Adviser

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Registration for
(Click the above link to edit your chapter information)
NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.
Click the **Add** buttons below for each participant you wish to register.
Once all Participants are listed, Click the **FINISHED REGISTERING** button.
There are currently no entries

1. Select Adviser from Participant Type drop down (\$15.00)
2. click submit

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Add Adviser

Adviser Name	Status	Participant Type
<input type="text"/>	Paid member	<input type="text" value="Not Attending"/>
<input type="button" value="Submit"/>		<input type="text" value="Not Attending Adviser (\$15.00)"/>

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Step 6: Adding Additional Student (non-competitors)

If you are bringing students that are not competing:

- A. To add an Affiliated member click [Add Student](#)
- B. To add non-affiliated members, click [Add Other Name](#)

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(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.

Click the [Add](#) buttons below for each participant you wish to register.
Once all Participants are listed, Click the [FINISHED REGISTERING](#) button.

There are currently no entries

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To add an Affiliated member:

1. Click [Add Student](#)
2. Click Search
3. Then Select **Student \$30.00** in the drop down located next to student's name
4. Once all Affiliated students are selected, Click Continue

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Add Members

Enter a first and/or last name to search for.

First Name Last Name

(Leave fields blank to list all records)

There are currently no registered students.

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Add Members

NOTE: There is a 20 minute session time out. If you think it will take you longer than that to select all your members, you can r session expires. You can then click the Add Student button again to continue adding.

A warning message will display below when five minutes remain before session timeout.

Name	Affiliation Status	Select Participant Type		Competition Level
	Paid member	Not Attending	Grade 9 Gender Female	Junior - through grade 9
	Paid member	Not Attending	Grade 9 Gender Female	Junior - through grade 9
	Paid member	Student (\$30.00)	Grade 11 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 10 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 11 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 10 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 12 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 9 Gender Female	Junior - through grade 9
	Paid member	Not Attending	Grade 10 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 10 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 11 Gender Female	Senior - grades 10-12
	Paid member	Not Attending	Grade 12 Gender Female	Senior - grades 10-12

[Continue](#)

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To add a Non-affiliated member:

1. Click [Add Other Name](#)
2. Enter Student First and Last Name
3. Select Student as Participant Type and their Gender
4. Once all Affiliated students are selected, Click Continue



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Registration for

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Click the [Add](#) buttons below for each participant you wish to register.
Once all Participants are listed, Click the [FINISHED REGISTERING](#) button.

There are currently no entries

ADD ADVISER

ADD STUDENT

ADD OTHER NAME

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Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

First Name * MI Last *

Participant Type *

Gender *

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More help available about registration - email ohio.fccla@stateleadershipconference.com

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Step 7: Adding Guest

To add a Guest:

1. Click [Add Other Name](#)
2. Enter their First and Last Name
3. Select Guest as Participant Type and their Gender



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Click the [Add](#) buttons below for each participant you wish to register.
Once all Participants are listed, Click the [FINISHED REGISTERING](#) button.

There are currently no entries

ADD ADVISER

ADD STUDENT

ADD OTHER NAME

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If you have questions about registration, e-mail oh_nat_fccla@renicfarmchapter.com



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Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

First Name * MI Last *
Participant Type *
Gender *

Next >>

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Step 8: Finalize Registration

Once you've added everyone:

1. Click [view registration](#) to check your registration is correct.
2. When you are ready to submit your registration you need to click [Finished Registration](#). Once you click Finished Registration you are responsible for payment.
3. An Invoice will be emailed automatically.

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Registration for
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Click the [Add](#) buttons below for each participant you wish to register.
Once all Participants are listed, Click the [FINISHED REGISTERING](#) button.

There are currently no entries

[ADD ADVISER](#) [ADD STUDENT](#) [ADD OTHER NAME](#) [CONTINUE PROCESSING REGISTRATION](#) [VIEW REGISTRATION](#) [FINISHED REGISTRATION](#)

If you have questions about registration, e-mail oh_nat_fccla@registarmurcharter.com

Reminders:

All Registration must be paid by April 21, 2017.

All CDE Schedules will be found in the registration system on April 21, 2017.

Conference is not just for competing students. Check out the Schedule at a glance located on State Leadership Conference Tab for all the events taking place at conference!