

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.

REGISTRATION

Help

LOG OUT

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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 *

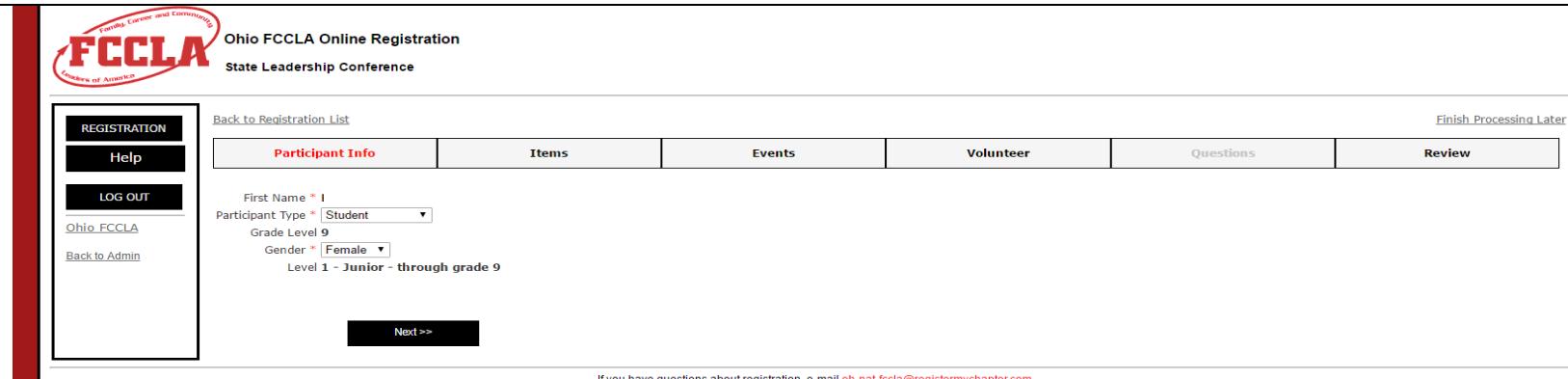
*Please list all events below that your members are participating in at State Leadership Conference. Next to the event in

If you have questions about registration, e-mail oh_fclab@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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REGISTRATION Help LOG OUT

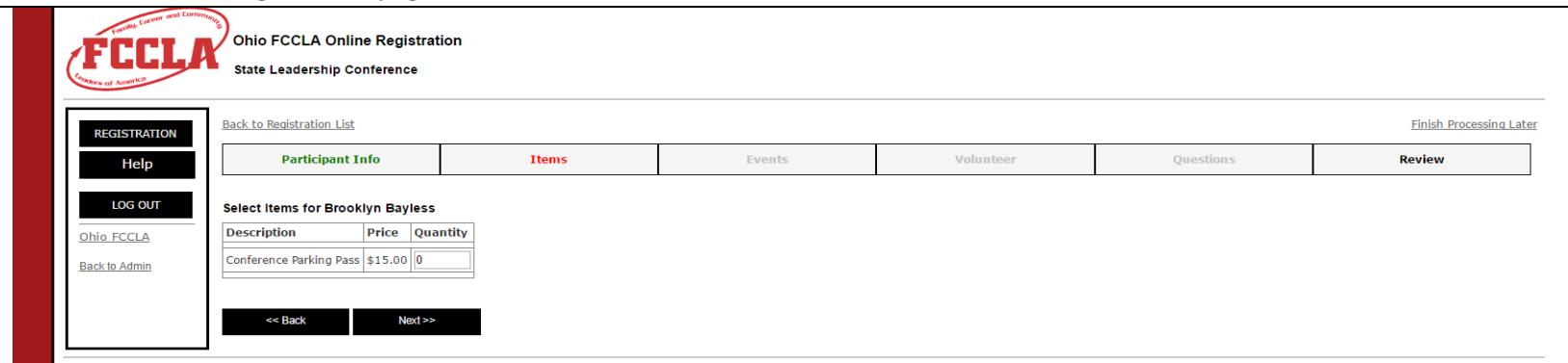
Ohio FCCLA Back to Admin

Participant Info Items Events Volunteer Questions Review

First Name * I
Participant Type * Student
Grade Level 9
Gender * Female
Level 1 - Junior - through grade 9

Next >> Finish Processing Later

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

Select Items for Brooklyn Bayless

Description	Price	Quantity
Conference Parking Pass	\$15.00	0

<< Back Next >>

1. Click Finish Participant



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Participant Info Items Events Volunteer Questions Review

Review information for: Brooklyn Bayless

First Name I
Last Name Bayless
Participant Type Student
Grade 9th
Level 1 - Junior - through grade 9
Gender F

Items
No Items Purchased

<< Back Finish Participant

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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

REGISTRATION

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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	<u>Items</u> (\$0.00)	<u>Substitution Request</u>	<u>Edit</u>	<u>Delete</u>		
S	<u>Items</u> (\$0.00)	<u>Substitution Request</u>	<u>Edit</u>	<u>Delete</u>		
S	<u>Items</u> (\$0.00)	<u>Substitution Request</u>	<u>Edit</u>	<u>Delete</u>		
S	<u>Items</u> (\$0.00)	<u>Substitution Request</u>	<u>Edit</u>	<u>Delete</u>		

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@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

ADD ADVISER **ADD STUDENT** **ADD OTHER NAME** **CONTINUE PROCESSING REGISTRATION** **VIEW REGISTRATION** **FINISHED REGISTRATION**

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

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Add Adviser

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

[Back to Registration List](#)

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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](#)

The screenshot shows a registration interface. On the left, a sidebar menu includes 'REGISTRATION', 'Help', 'LOG OUT', 'Ohio FCCLA', and 'Back to Admin'. The main content area is titled 'Registration for' with a note: '(Click the above link to edit your chapter information)'. A red note says: 'NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.' Below this, instructions say: 'Click the Add buttons below for each participant you wish to register. Once all Participants are listed, Click the FINISHED REGISTERING button.' A message states: 'There are currently no entries'. At the bottom are buttons for 'ADD ADVISER', 'ADD STUDENT', 'ADD OTHER NAME', 'CONTINUE PROCESSING REGISTRATION', 'VIEW REGISTRATION', and 'FINISHED REGISTRATION'.

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

The screenshot shows an 'Add Members' page. On the left, a sidebar menu includes 'REGISTRATION', 'Help', 'LOG OUT', 'Ohio FCCLA', and 'Back to Admin'. The main content area has a 'Back to Registration List' link. It is titled 'Add Members' and says 'Enter a first and/or last name to search for.' It features 'First Name' and 'Last Name' input fields, a 'Search' button, and a note: '(Leave fields blank to list all records)'. A message states: 'There are currently no registered students.'

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[Back to Registration List](#)

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 **refresh** the session. 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.

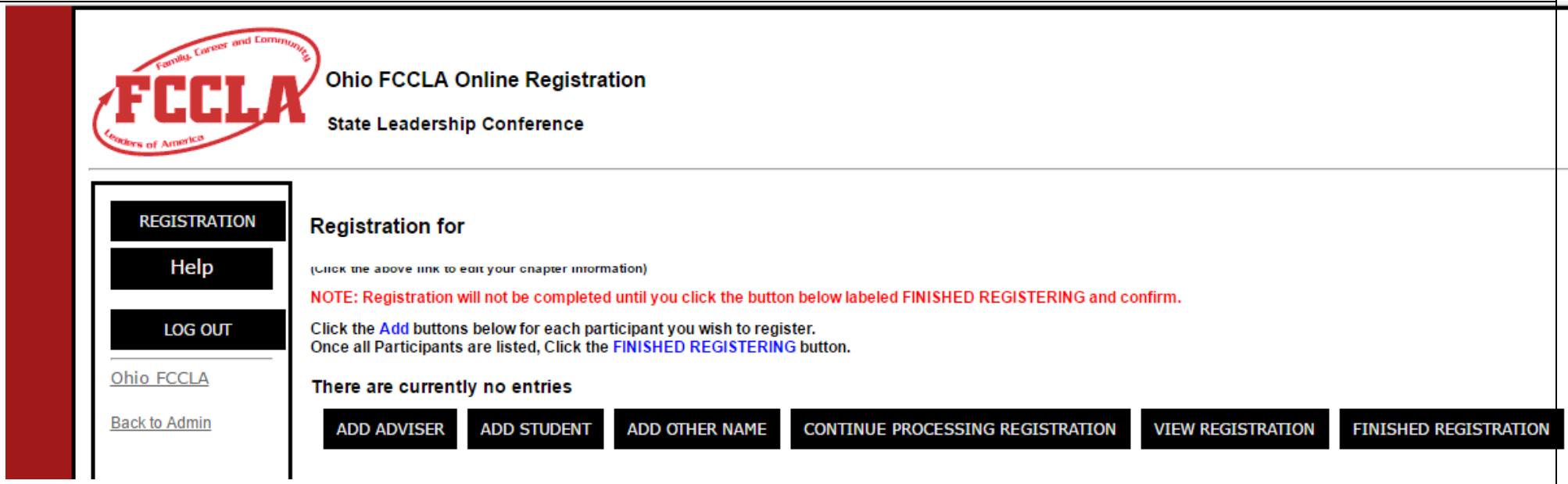
Name	Affiliation Status	Select Participant Type		Competition Level
	Paid member	Not Attending	Grade 9 Gender Female	Junior - through grade 9
	Paid member	Not Attending Student (\$30.00)	Grade 9 Gender Female	Junior - through grade 9
	Paid member	Not Attending	Grade 11 Gender Female	Senior - grades 10-12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

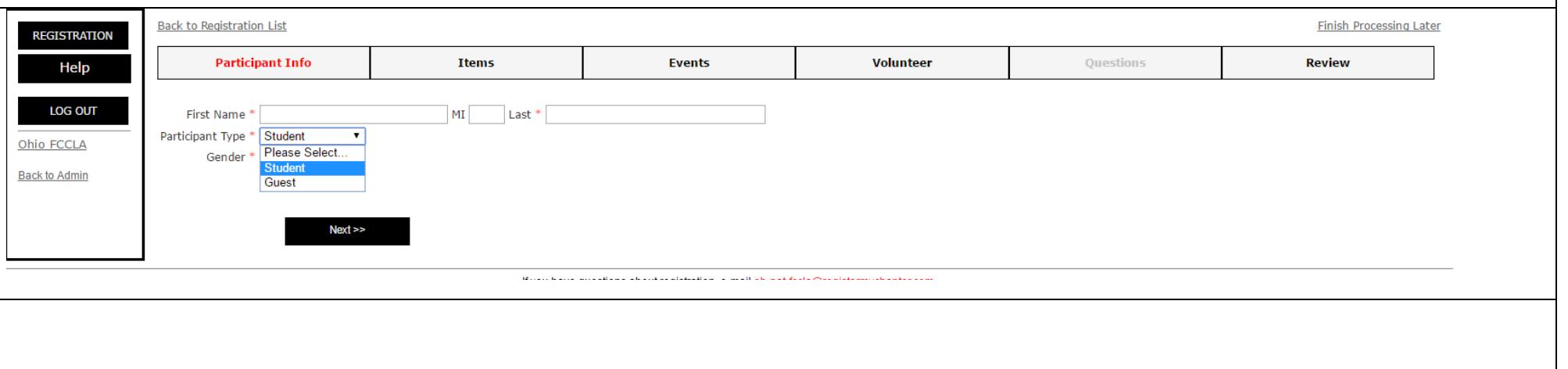
(Click the above link to edit your chapter information)

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

ADD ADVISER **ADD STUDENT** **ADD OTHER NAME** **CONTINUE PROCESSING REGISTRATION** **VIEW REGISTRATION** **FINISHED REGISTRATION**



Back to Registration List [Finish Processing Later](#)

Participant Info **Items** **Events** **Volunteer** **Questions** **Review**

First Name * MI Last *

Participant Type *
 Gender *

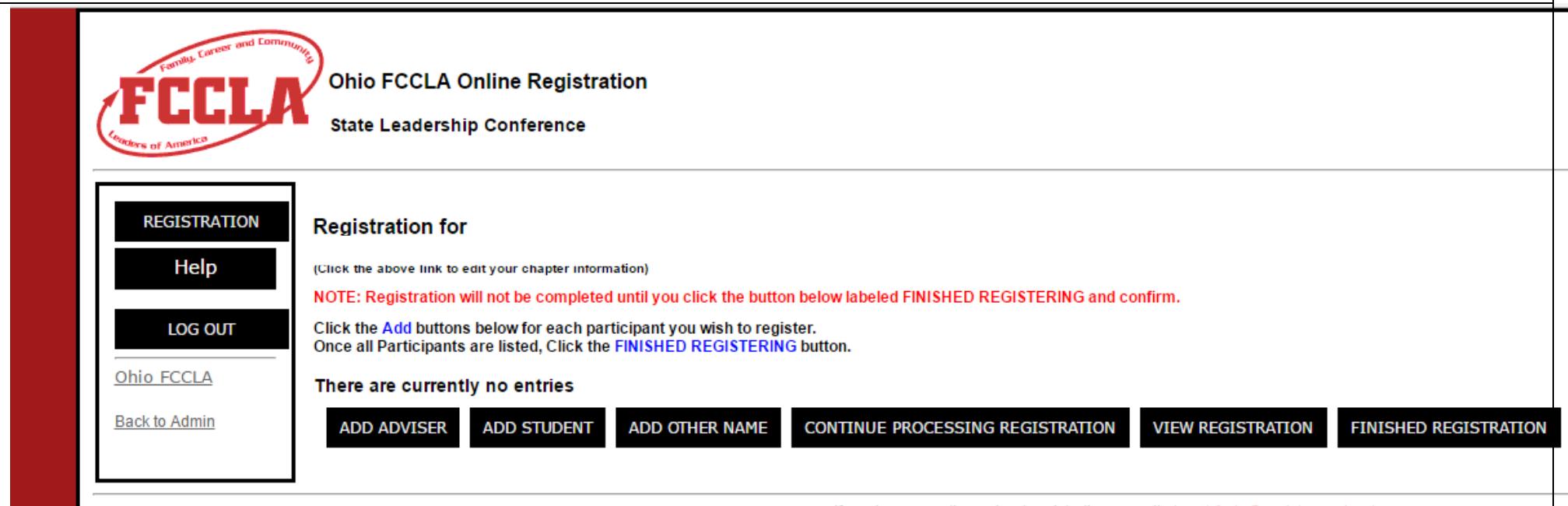
Next >

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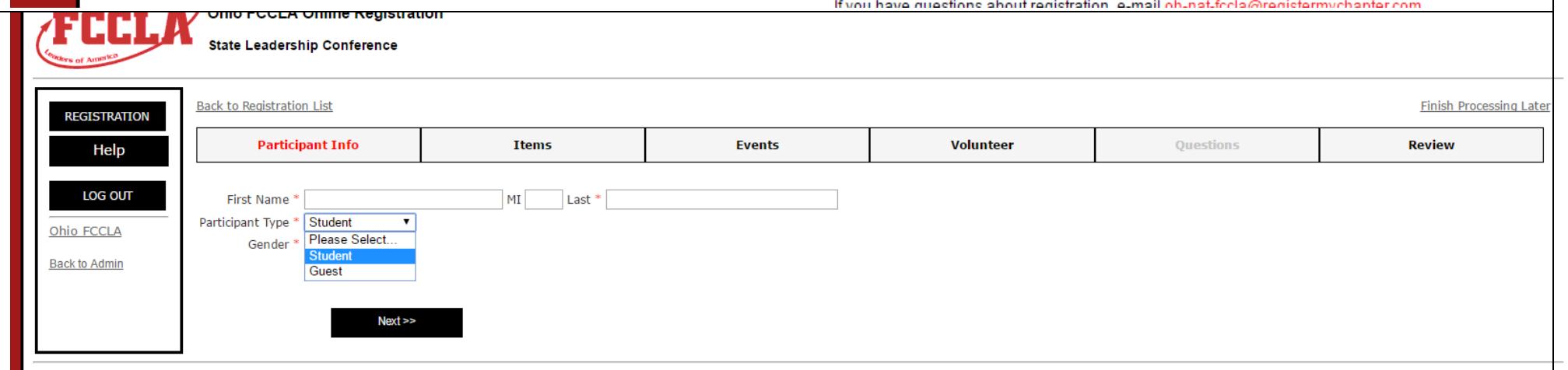
Step 7: Adding Guest

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



The screenshot shows the Ohio FCCLA Online Registration page for the State Leadership Conference. The page features a large red FCCLA logo on the left. On the right, there is a sidebar with buttons for 'REGISTRATION', 'Help', 'LOG OUT', 'Ohio FCCLA', and 'Back to Admin'. The main content area has a heading 'Registration for' and a note: '(Click the above link to edit your chapter information)'. A red note says: 'NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.' Below this, there is a message: 'Click the Add buttons below for each participant you wish to register. Once all Participants are listed, Click the FINISHED REGISTERING button.' A message at the bottom states: 'There are currently no entries'. At the bottom of the page are buttons for 'ADD ADVISER', 'ADD STUDENT', 'ADD OTHER NAME', 'CONTINUE PROCESSING REGISTRATION', 'VIEW REGISTRATION', and 'FINISHED REGISTRATION'. A red note at the bottom right says: 'If you have questions about registration, e-mail ohio.fccla@registermyevent.com'.



The screenshot shows the 'Participant Info' step of the registration process. The page has a red FCCLA logo on the left and a sidebar with 'REGISTRATION', 'Help', 'LOG OUT', 'Ohio FCCLA', and 'Back to Admin'. The main area has a 'Participant Info' tab and a 'Next >>' button. The 'Participant Info' form includes fields for 'First Name' (with a red asterisk), 'MI' (with a red asterisk), 'Last' (with a red asterisk), 'Participant Type' (a dropdown menu with 'Student' selected), 'Gender' (a dropdown menu with 'Please Select...' and 'Student' selected), and a 'Review' tab at the top right. A red note at the bottom right says: 'Finish Processing Later'.

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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

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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

ADD ADVISER **ADD STUDENT** **ADD OTHER NAME** **CONTINUE PROCESSING REGISTRATION** **VIEW REGISTRATION** **FINISHED REGISTRATION**

If you have questions about registration, e-mail ohio.fccla@raintowmchancor.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 glace located on State Leadership Conference Tab for all the events taking place at conference!