

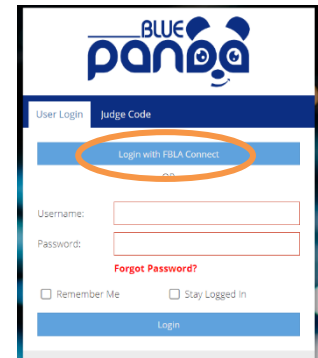
# Colorado FBLA Collegiate Division SLC Registration Instructions

## STEP 1

Advisers will register their chapters for the State Leadership Conference. Any Collegiate Direct members must reach out to Molly Davis for assistance, [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu).

To register, open Blue Panda & select Login with FBLA Connect

SLC Registration: <https://app.gbluepanda.com/Login>



## STEP 2

Login using your FBLA Connect credentials. Click Forgot Password if you have any issues.

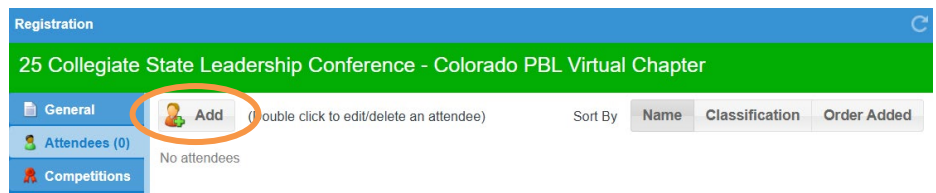


## STEP 3

Click 'Register' next to the SLC event to begin the registration process. Click 'Yes' to start a new registration. **TIP: make sure the dropdown menu at the top of the page, titled Group, has Colorado FBLA showing and not National FBLA.**

## STEP 4

Click on Attendees, and then Click Add



## STEP 5

Click on the drop-down to select the member that you would like to add to your registration. All paid students in FBLA Connect should auto-populate in the dropdown menu. Please verify that the grade is accurate.

Add their lunch order, and email for parking, if applicable. Add in any information on the "special needs" questions, if applicable. Save when complete. Repeat this process for each student attending the conference.

More Info

Please select a lunch option for a boxed lunch.  
Dietary restrictions can be added under Dietary Needs:

Grilled Vegetable (vegetarian option)

If this attendee will be parking on campus, please enter an email address to receive a discounted rate:  
xyz@gmail.com

Special Needs

Special Needs:  Gets time and a half for testing per an IEP

Dietary:  Vegetarian

Cancel Save

## STEP 6

To register advisers and/or other chaperones, click 'Add', and then indicate whether you are registering an official FBLA Adviser or a Chaperone under 'Attendee.' Input adviser/chaperone information into each respective field, add in their lunch order and email for parking if applicable, and save when complete.

*Note: Chaperones could be any adult that is not an official FBLA Adviser, including other staff members from the local chapter's school.*

**Add New Attendee**

General

Attendee:

First Name:

Last Name:

Email:

By submitting this email address I agree this address is either mine or I have the approval and authority to provide this address and I consent that the event organizer may use this email address to contact this attendee for purposes related to this event through human-initiated or automated communications.

Cell Phone Number:

By submitting this cell phone number I agree this number is either mine or I have the approval and authority to provide this number and I consent that the event organizer may use this number to contact this attendee for purposes related to this event through human-initiated or automated communications.

## STEP 7

Once you have added all attendees to the conference registration, you will need to register your students for competitive events. Click on the tab labeled 'Competitions' from the menu on the left, then click on Add.

*Note: You can register for competitions by event or attendee. Registering by attendee may be easier for smaller chapters. This tutorial will show how to register by event.*

Registration

25 Collegiate State Leadership Conference - Colorado PBL Virtual Chapter

General Add View By Event Attendee

Name	Group ↑	Registered
Hospitality Management Case Compe...	Case Competition	
Marketing, Sales, and Communication...	Case Competition	
Foundations of Accounting	Objective Test	
Foundations of Communication	Objective Test	
Foundations of Computer Science	Objective Test	
Foundations of Economics	Objective Test	
Foundations of Entrepreneurship	Objective Test	

## STEP 8

Use the dropdown menu at the top of the screen and select an event in which your student(s) are competing. Click on the student(s) name(s) that is/are competing in the event, and then use the > symbol to move them into the Assigned box.

**NOTE: The entry type is very important for team events. If you want students competing together on the same team, make sure "team" is selected and add all students on that team, then save, then you can add in the next team. If you want students to compete as individuals, select "individual" and then add each entry.**

**Add Competition Registration**

Competition

Event:

Type: Individual / Team (1 - 3)

Grade Restriction: 13-17

Entry

Individual  Team  Group/Chapter Adding a single Team entry.

<< < > >>

Assigned

Cancel Save

## STEP 9

Repeat for each student competing in that event (as needed) and save.

Check the Call to Conference for the number of entries allowed in each event per student and any chapter limits per event.

## STEP 10

When you have finished registering competitors, check the bottom left of your screen for any issues to resolve. Click on the button to fix any issues that are listed in the screen that pops up.

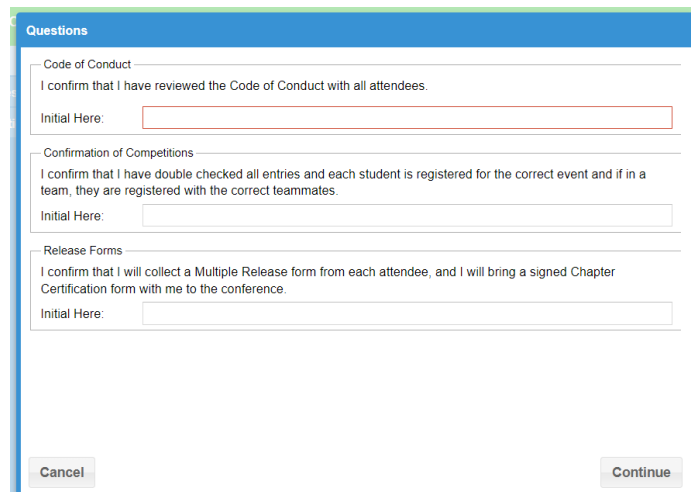
If you need to update any registration data, double click on the attendee name.

## STEP 11

Verify everything looks accurate on your attendee screen and competitions screen, then hit Submit.

## STEP 12

Before completing your submission, you will be asked to read and initial next to adviser acknowledgement statements. Initial next to each statement and click continue.



The screenshot shows a 'Questions' dialog box with a blue header. It contains three sections, each with a text area for a statement and a text input field for initials:

- Code of Conduct:** "I confirm that I have reviewed the Code of Conduct with all attendees." Initial Here:
- Confirmation of Competitions:** "I confirm that I have double checked all entries and each student is registered for the correct event and if in a team, they are registered with the correct teammates." Initial Here:
- Release Forms:** "I confirm that I will collect a Multiple Release form from each attendee, and I will bring a signed Chapter Certification form with me to the conference." Initial Here:

At the bottom of the dialog box are two buttons: "Cancel" on the left and "Continue" on the right.

## STEP 13

There are a few items to look over on the registration submitted screen:

1. If you have students in testing events, you will download the E-Testing login cards when the testing window opens.
2. Make sure you have "No Issues" at the bottom of the screen. Click on the button if you have anything that needs to be corrected.

If you have any questions, please contact Molly Davis, [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu), or Ashley Manning, [ashley.manning@cccs.edu](mailto:ashley.manning@cccs.edu). See you in April!