

2017 DISCOVER Training Online Registration Tutorial

This system is NOT pre-populated with names. You will need to type names of attendees in this system.

Click on the [Online Registration link](#) to begin registration. Click the REGISTRATION button on the upper left side of the screen.



Your User Name is your chapter number and the password is the same as the password to log into the affiliation system. If you do not remember your chapter ID number, please e-mail Traci Bryant at gafccla@gmail.com.

You will be taken to a screen to verify and update your information. Please update any information. The screen should look like this:

A screenshot of the FCCLA registration verification page. The page title is 'Please verify and update the following information'. It contains several input fields for personal and contact information, including name, address, phone number, and email. There are also checkboxes for 'I am a member' and 'I am a volunteer'. The page is framed by a thick red border.

If you are not taken to this page, please click on your school name to edit your information and answer the dietary request question.

At the end of this screen, you will be asked three mandatory questions:

- Click on yes to confirm that the Registration Tutorial is being used to register and will abide by all listed registration policies and procedures. You are currently reading the Registration Tutorial.
- List your State Liaison name and e-mail address. *What is a State Liaison?* A state liaison is a student officer that will be communicating with Georgia FCCLA Region Officers throughout the year. This student will receive updates, as well as send chapter updates to the Region Officers. The State Liaison can be a separate office, or can be assigned to an existing office. For example, the Chapter President can serve as the State Liaison.
- Do you have any vegetarian or other dietary needs for you or your students? **THIS IS IMPORTANT INFORMATION TO HAVE PRIOR TO SUBMITTING YOUR REGISTRATION. SPECIAL DIETARY REQUESTS CANNOT BE ACCOMMODATED THE WEEK OR DAY OF THE TRAINING!**

After hitting submit, you'll be taken to your registration screen. At this point, you simply select whether you want a basic adviser registration or an adviser registration with lunch. There will also be another Special Needs box for you if applicable.



After hitting submit, it will take you to your items page. You do not need to do anything here – this is meant for your student registrations. Hit the next button.

Once you hit the next button, it will take you to a Review Information screen. Double check the information listed. If changes need to be made, hit the back button. If no changes are needed, hit Finish Participant.

Georgia FCCLA
2017 DISCOVER Training

Registration for
Laport High School 2017

Participant Info

| Participant Info | Done | Cancel | Previous | Next | Finish |
|----------------------|------|--------|----------|------|--------|
| Participant Name | | | | | |
| Participant Type | | | | | |
| Grade | | | | | |
| Gender | | | | | |
| Special Needs | | | | | |
| Business/Participant | | | | | |

Next

After hitting Finished Participant, you will be taken to a registration screen. At this point, you are registered and you are ready to add names. Click the Add New Name button:

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Participant Info

| Participant Info | Done | Cancel | Previous | Next | Finish |
|----------------------|------|--------|----------|------|--------|
| Participant Name | | | | | |
| Participant Type | | | | | |
| Grade | | | | | |
| Gender | | | | | |
| Special Needs | | | | | |
| Business/Participant | | | | | |

ADD NEW NAME

Type the attendees' name and choose participant type (student, adviser, or chaperone). **Be sure to choose the correct type of registration (with or without lunch).** Select their grade level (if applicable) and gender. Add any Special Needs to the corresponding box. Click the next button.

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Participant Info

| Participant Info | Done | Cancel | Previous | Next | Finish |
|----------------------|------|--------|----------|------|--------|
| Participant Name | | | | | |
| Participant Type | | | | | |
| Grade | | | | | |
| Gender | | | | | |
| Special Needs | | | | | |
| Business/Participant | | | | | |

Next



When finished adding names of ALL attendees (students, chaperones, advisers), read the acknowledgement statement and agree to the statements. Click the FINISHED REGISTERING button. By clicking this button, you are confirming you acknowledge that fees and forms still need to be submitted. There are **NO REFUNDS** for this training.



This takes you to a screen showing the registration summary. Once you have clicked the FINISHED REGISTERING button, your registration has been submitted to Georgia FCCLA. You will also receive an e-mail invoice.

Georgia FCCLA
2017 DISCOVER Training

Georgia FCCLA
2017 DISCOVER Training
Invoice

| | | | |
|-----------------------------------|--|----------------------------------|--|
| Chapter Information | | Member ID | |
| Logansville High School 40862 | | Georgia FCCLA | |
| Address: 7000 Stewart | | 101 Peachtree Street, Suite 2000 | |
| City: Loganville, GA 30052 | | Atlanta, GA 30303 | |
| Cell: 770-377-2050 | | Phone: 404-731-0000 | |
| E-mail: lillian.williams@lshs.net | | Fax: 404-731-0000 | |

| | | | | |
|------------------|------------------|-------------|---------|-----------|
| Member: | Name: | Chapter ID: | Amount: | Register: |
| Lillian Williams | Lillian Williams | 40862 | 11.00 | Register |

| Description | Amount | Balance | Due |
|------------------|--------------|--------------|--------------|
| Registration Fee | 11.00 | 11.00 | 11.00 |
| Total | 11.00 | 11.00 | 11.00 |

Total Due: \$11.00

Please send payment to: Georgia FCCLA, 101 Peachtree Street, Suite 2000, Atlanta, GA 30303. Phone: 404-731-0000. Fax: 404-731-0000.

Participants Not Registered In an Event

Please call 404-731-0000 for more information.

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The system automatically generates a confirmation e-mail that serves as an invoice and reminder. Check, double check and triple check to make sure all students are registered.

What's needed to complete the DISCOVER Training Registration:

- ❑ Fees sent to Georgia FCCLA
- ❑ Gather completed release forms from students, put in an envelope with the certification form on the outside. This envelope is turned in at DISCOVER Training Registration.