

2017 Fall Rally Conference Registration Tutorial

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

Information needed to register:

- Student names
- T-shirt size
- Knowledge Bowl competitor team names
- Knowledge Bowl proctor name and e-mail

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

FCCLA Georgia FCCLA and Georgia CTI
2017 Fall Leadership Rally

Welcome to Georgia FCCLA and Georgia CTI Online Registration Center.
Please refer to the [Fall Rally Registration Tutorial](#), as a part of the Adviser Guide

FCCLA Registration: LOG IN BY CLICKING THE REGISTRATION BUTTON TO THE LEFT

Login: FCCLA Chapter ID Number
Password: Same as the affiliation
If you are a **CTI chapter**: Click [HERE](#) to add your chapter. Register as XXX High CTI. Please use gafccia as your password. And 1234 as your Chapter ID.

Registration Deadlines:

- Early Bird Registration will end at midnight on **September 22nd**.
- Regular Registration will end at midnight on **September 28th**.
- **All permission forms must be turned in at the Registration Desk on October 11.**
- Payment must be postmarked by **October 3**.
- Registration includes Georgia National Fair Admission, Keynote Speaker and Rally.
- **Bus driver registration is FREE** with NO t-shirt.
- Click on **ITEMS** if you would like to purchase the **UNLIMITED FAIR RIDES for \$20.00**. The armbands are only available pre-order on or before **September 22nd**.
- You may buy the same armbands the day of the Rally at the fair as well for \$20.00 (Cash or Credit ONLY)
- For Knowledge Bowl competitions, register your students and proctor here, too. Click on the **EVENTS** link next to the name.
- For **ALL COMPETITIONS** (including Knowledge Bowl), registrations need to be submitted through the [Georgia National Fair](#).

Parade of Chapters:
Please assign one student to be a chapter representative. You may do this by clicking on "Items" by the student's name. If you would like to volunteer for the Courtesy Corps for the General Session, then click "Items" as well.
Do not submit your registration until you are completely finished and have checked for errors.


If you have questions about registration, e-mail Traci Bryant at gafccia@gmail.com

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The log-in and password are the same as your login for the FCCLA affiliation system. If you do not remember your chapter ID number, please e-mail Traci Bryant at gafccia@gmail.com.

If you are a CTI chapter, you will click on the [HERE](#) to add your chapter.

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



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REGISTRATION

LOG OUT

[Fall Rally Information](#)

[Georgia Fair Registration](#)

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Please Verify and update the following information

Adviser First Name *
 Last Name *
 Status
 T-Shirt Size *
 Cell Phone # *
 Chapter Name *
 Address 1
 Address 2
 City State Zip
 Chapter ID (Optional)
 Area/District/Region
 Email *
 Confirm Email * (Please type email address again to confirm)
 Phone
 Fax
 User Name *
 Password *
 Confirm Password *


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If you are not taken to this page, please click on your school name to edit your information and add your T-shirt size.

Click **SAVE**, then you'll be taken to the registration "wizard". The wizard will take you through all the steps necessary to register attendees: Participant Info, Items, Events, Volunteer and Review.

Participant Info



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REGISTRATION

LOG OUT

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Participant Info	Items	Events	Volunteer	Questions	Review
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First Name * MI
 Last *
 Participant Type *
 T-Shirt Size * (Do not select for "Knowledge Bowl Test Proctor", "Bus Driver Registration", otherwise, it is required.)
 Email *

 Volunteer/Evaluator?
 (Note that changing the level will automatically remove this student from any events that have been previously selected)

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Add all participant information. Advisers can volunteer. If you'd like to volunteer to assist with the Knowledge Bowl, please check the box next to **Volunteer/Evaluator**. Students are not eligible to volunteer. Once completed with this step, click **NEXT**.

Don't forget to register your bus driver! If you don't know the bus driver's name, you can register them as Bus Driver.

Items

This is where the chapter representative (for the Parade of Chapters), courtesy corps and armbands can be selected.

Special Note about Armbands

Armbands can only be pre-ordered until September 22nd. After September 22, all armbands will need to be purchased on-site at the Georgia National Fair midway. Only cash or credit will be accepted for armband payment!

Events (Knowledge Bowl Competitions)

MUST BE REGISTERED FOR FALL RALLY AND KNOWLEDGE BOWL BY SEPTEMBER 22!!

**All other competitions will register directly with [Georgia National Fair](#).*

In order to be registered for the Knowledge Bowl event, you need to be registered in TWO places by September 22nd

1. Register with the Georgia National Fair site, found [HERE](#).
2. Register the **students and online test proctor** through the Fall Rally site, instructions below:

In the Events section, the student can be registered for Knowledge Bowl. **Any student that is registered for Knowledge Bowl in the Georgia FCCLA system ALSO needs to be registered in the Georgia National Fair system.** Make Room for Legumes doesn't have a registration, just complete the entry form. All other Georgia National Fair competitions need to go through registration at the Georgia National Fair site. **All directions MUST be followed on the Georgia National Fair website to prevent disqualification.**

If participating in the Knowledge Bowl competition, you must register **four students and a proctor** before September 22nd.

Volunteer

Advisers can sign up to assist in Knowledge Bowl. Complete the information in this section to volunteer.

Review

This screen allows another chance to double check that everything is correct before clicking **FINISH PARTICIPANT**.

You'll be taken back to the original page where you can either **ADD NEW NAME** or **FINISH REGISTERING**.

Registering Proctors for Knowledge Bowl – MUST BE REGISTERED BY SEPTEMBER 22nd

Once you have finished registering members, you'll register the proctor for the Knowledge Bowl online testing. Reminder: The proctor needs to be a non-FACS, non-FCCLA adult.

1. Click on **ADD NAME**.
2. Add the proctor's name, select "Knowledge Bowl Test Proctor" as the Participant Type, and enter their e-mail.
3. Uncheck the Volunteer/Evaluator section
4. Do not select any items
5. Review their information and click **FINISH PARTICIPANT**.

Note: Proctors may attend the Fall Rally at no cost, but it is not necessary.

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Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
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First Name * Susanne MI Last * Crowe
 Participant Type * Knowledge Bowl Test Proctor
 Email * scrowe@walton.k12.ga.us
 Not Competing
 (Note that changing the level will automatically remove this student from any events that have been previously selected)
 Volunteer/Evaluator?

Next >>

If you have questions about registration, e-mail Traci Bryant at gafccla@gmail.com

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Advisers to Knowledge Bowl teams will also acknowledge:

By clicking below, I understand that materials used for Georgia FCCLA Online Knowledge Bowl Tests are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction.

In order to maintain the integrity of the testing and competitive process, I further understand that advisers are not allowed to access or view tests at any time and that advisers are not allowed to question proctors or students about test content.

Maintaining test item security prohibits any test proctor from:

- unauthorized printing or photocopying any test items or materials, or
- assessing or removing test materials from the secure locations, or
- utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
- allowing students to access events at times other than their scheduled testing time,
- allowing students to test in one event more than once, or
- allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Georgia FCCLA office for investigation.

I further understand that compromising test security in any way will result in the disqualification of all FCCLA students testing at this school.

Finishing Registration

When finished adding names of ALL attendees (students, chaperones, advisers, bus drivers), read the acknowledge statements, click the box next to “I Agree to the above statement(s)” and then click FINISHED REGISTERING. There are **NO REFUNDS** for this conference.

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.

The system automatically generates a confirmation e-mail that serves as an invoice and reminder.

What’s needed to complete the Georgia FCCLA Fall Rally Registration?

- Read conference information available online [HERE:](#)
- Fall Rally Adviser Guide
- Knowledge Bowl Study Guides