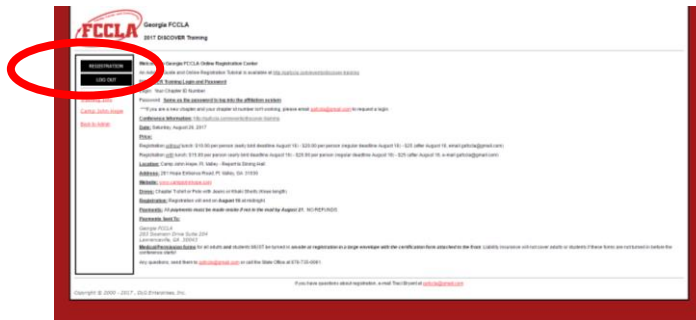


# 2019 DISCOVER TRAINING ONLINE REGISTRATION TUTORIAL

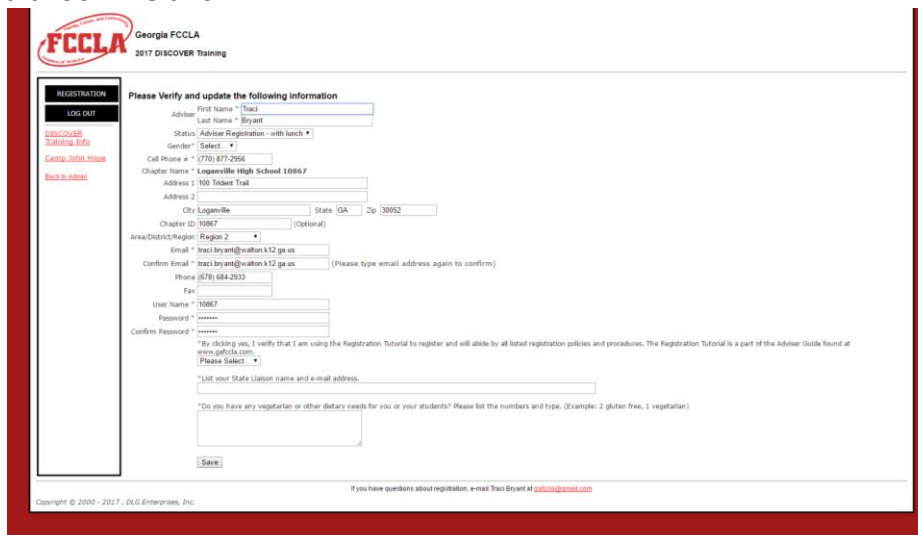
This system is NOT pre-populated with names. You will need to type names of attendees in this system.

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



**Your User Name and Password are your CHAPTER ID NUMBER.** If you do not remember your chapter ID number, please e-mail Traci Bryant at [gafccla@gmail.com](mailto: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:



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.

- Click on yes to confirm that you have read and understand the Georgia FCCLA Policies and Procedures manual.
- 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 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.

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:

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.

Once again, it will prompt you to review the information that you have chosen for this participant. Double check the information listed. If changes need to be made, hit the back button. If no changes are needed, hit Finish Participant.

You'll be taken back to the original page where you can either ADD NEW NAME, VIEW REGISTRATION or FINISHED REGISTERING. Continue to use the ADD NEW NAME button to add as many names as needed.

Georgia FCCLA  
2017 DISCOVER Training

REGISTRATION  
LOG OUT

DISCOVER Training Info  
Camp: John Hope  
Back to Admin

Registration for Loganville High School 10867  
(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.

Participant ID	Name	Participant Type	Item Selection		
3178001	Bryant, Traci	AL	Items (\$0.00)	Edit	Delete
3178002	Shelburn, Kayla	S	Items (\$0.00)	Edit	Delete

**ADD NEW NAME** **CONTINUE PROCESSING REGISTRATION**

I Agree to the above statement(s)

**VIEW REGISTRATION** **FINISHED REGISTERING**

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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.

Georgia FCCLA  
2017 DISCOVER Training

REGISTRATION  
LOG OUT

DISCOVER Training Info  
Camp: John Hope  
Back to Admin

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3178002	Shelburn, Kayla	S	Items (\$0.00)	Edit	Delete

**ADD NEW NAME** **CONTINUE PROCESSING REGISTRATION**

I acknowledge that

- I followed the instructions on the DISCOVER Training Registration Tutorial document.
- My FCCLA chapter is required to pay the full registration amount, regardless if everyone attends.
- There will be no refunds after the registration deadline date.
- I will have copies of completed Multiple Release Forms for student attendees in an envelope with the certification form, to turn in during registration. I understand that any attendee without all forms will not be allowed to stay at the conference.
- All attendees from my chapter know, understand and will follow the Georgia FCCLA code of conduct and dress code.

I Agree to the above statement(s)

**VIEW REGISTRATION** **FINISHED REGISTERING**

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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  
Invoice:

Chapter Information	Remit To
<b>Loganville High School 10867</b> Adviser: Traci Bryant 100 Trident Trail Loganville, GA 30052 Cell (770) 877-2956 Email <a href="mailto:traci.bryant@walton.k12.ga.us">traci.bryant@walton.k12.ga.us</a>	Georgia FCCLA 283 Swanson Drive Suite 204 Lawrenceville, GA 30043 Phone: 678-735-0091 Fax: 678-735-0094

Number	Date	Chapter ID	Area/District/Region
1780002	7/14/2017	10867	Region 2

Description	Count	Price Each	Ext.
Adviser Registration - with lunch	1	\$15.00	\$15.00
Student Registration	1	\$100.00	\$100.00
President	1	\$5.00	\$5.00
<b>2 Individual(s)</b>		<b>Total</b>	<b>\$25.00</b>

[Click here to display a spreadsheet.](#)

Payments must be postmarked by August 21 - if not postmarked by August 21, please bring with you on Saturday, August 26 to the Registration Desk.

Mail to:  
Georgia FCCLA #204  
282 Swanson Drive #204  
Lawrenceville, GA 30043

View By: [Event](#) | [Participant](#)

Participants Not Registered in an Event
Bryant, Traci (3178001) Adviser Registration - with lunch
Shelmutt, Kavla (3178002) Student Registration

Please click [Print My Invoice](#) to print a copy of your invoice.

[Back to Registration](#)

If you have questions about registration, e-mail Traci Bryant at [pubciv@gmail.com](mailto:pubciv@gmail.com)

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.