

# 2020 Virtual Fall Leadership 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:

- T-shirt Quantity for Each Size (if applicable)
- Statesman Testers Quantity (if applicable)
- Distinguished Statesman Testes Quantify (if applicable)

## 1. Logging In

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

**Georgia FCCLA**  
2020 FCCLA Virtual Fall Leadership Conference

Welcome to Georgia FCCLA Fall Leadership Conference Online Registration for Camp John Hope

**REGISTRATION**

**LOG OUT**

[Conference Information](#)

[Back to Admin](#)

**REGISTRATION:**

Early Bird Registration will end October 21st at 5:00 pm. Regular registration will close on October 23rd at 5:00 pm.  
Payment must be POSTMARKED by October 30th. There will be NO onsite registration or refunds.

**CHAPTER REGISTRATION:**

Registration includes Friday night's Foundation event, all sessions, workshops, motivational speaker, leadership training, conference materials.

**UNDER Items:**

Click Items to register for any of the following competitions:

- Extemporaneous Membership Recruitment Poster - \$5.00 cost per chapter
- Pin Design - \$5.00 cost per chapter
- T-shirt Design - \$5.00 cost per chapter
- Statesman Award Testing - \$10.00 cost per student
- Distinguished Statesman Award Testing - \$10.00 cost per student

The above competitions have a Wufoo form to complete registration for these competitions. The Wufoo form is found in the competition guidelines found under Competitions on the Georgia FCCLA website. <https://gafccla.com/competitions/fall-leadership-conference>

Before you begin to register, you will need to know which competitions your chapter/student's would like to compete in. Do not SUBMIT your registration until you are completely finished and have checked for errors.

Please visit [www.gafccla.com](http://www.gafccla.com) under **Events** for more specific details and agenda.

## FCCLA Chapters:

- Username: Your Chapter ID Number
- Password: Your Chapter ID Number

If you do not remember your chapter ID number, please e-mail the Georgia FCCLA State Office 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:

**Georgia FCCLA**  
2020 FCCLA Virtual Fall Leadership Conference

**REGISTRATION**  
**LOG OUT**

[Conference Information](#)  
[Back to Admin](#)

**Please Verify and update the following information**

Adviser First Name \* Camille  
Last Name \* Whalen

Status Adviser Basic Registration

Cell Phone # \* (706) 654-8353

Chapter Name \* Commerce High School 11906

Address 1 272 Lakeview Drive

Address 2

City Commerce State GA Zip 30529

Chapter ID \* 11906

Area/District/Region Region 3

Email \* camille.whalen@commercecityschoo

Confirm Email \* camille.whalen@commercecityschoo (Please type email address again to confirm)

Phone (706) 335-5942

Fax

User Name \* 11906

Password \* \*\*\*\*\*

Confirm Password \* \*\*\*\*\*

\*By clicking yes, I verify that I am using the Registration Tutorial to register and will abide by all listed registration policies and procedures. The Registration Tutorial is a part of the Adviser Guide found at [www.gafcla.com](http://www.gafcla.com).  
Please Select... v

\*By clicking yes, I verify that I have read and understood the Georgia FCCLA Policies and Procedures Manual.  
Please Select... v

Is there a chapter that you wish to room with? Only for chapters who purchased the Package Registration. Type N/A if this does not apply to you, or if you do not have any housing requests. Please note: Housing requests are not guaranteed. Housing placements will be made based on gender breakdown and participant numbers.

If you are not taken to this page, please click on your school name to edit your information.

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.

## 2. Registering Adviser(s)

It will automatically take you to the primary adviser's registration. Click **Next** to proceed to Items. If you are planning to purchase a Conference T-shirt, please select **YOUR** shirt size **ONLY**.

You will select your chapter's t-shirt sizes/quantities **AND** the number of Statesman Testers during the Chapter Registration. **PLEASE DO NOT** enter chapter's t-shirt sizes/quantities **AND** Statesman Testers in the Adviser Registration.

Click **Next** to include any Special Accommodations. Then click **Next** to review the Adviser's Registration information. If everything is correct, click **Finish Registering**.

To add another Adviser, click **Add New Name**. Choose Adviser Registration and complete the same steps as listed above.

**FCCLA** Georgia FCCLA  
2020 FCCLA Virtual Fall Leadership Conference

Back to Registration List Finish Processing Later

<b>Participant Info</b>	<b>Items</b>	Events	Volunteer	<b>Questions</b>	<b>Review</b>
-------------------------	--------------	--------	-----------	------------------	---------------

**Review Information for: Hannah Huggins**

*Participant Info*

**First Name** Hannah  
**MI**  
**Last Name** Huggins  
**Participant Type** Adviser Basic Registration  
**Grade**

*Items*

Item	Price	Quantity
Conference T-Shirt - Size Medium	\$20.00	1

*Custom Questions & Answers*

Question Number	Question	Answer
1	Does this student require special accommodations? (Examples: wheelchair access, special dietary needs, IEP accommodations for competition)	No

<< Back **Finish Editing**

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

# 3. Chapter Information

**FCCLA** Georgia FCCLA  
2020 FCCLA Virtual Fall Leadership Conference

REGISTRATION  
LOG OUT

Conference Information  
Back to Admin

Registration for **Tift County High School 12023**  
(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			
330001	Huggins, Hannah	A	Items (\$20.00)		Edit	Delete

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

I acknowledge that:


- My FCCLA chapter is required to pay the full registration amount for all registered attendees in the system as of the deadline, regardless if everyone attends.
- I have read and understood the Georgia FCCLA Policies and Procedures Manual.
- There will be no refunds after the registration deadline date.
- All attendees will have fun during the Georgia FCCLA Fall Leadership Conference!

I Agree to the above statement(s)

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

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

Click “Add New Name” to begin adding your chapter’s information.



Georgia FCCLA  
2020 FCCLA Virtual Fall Leadership Conference

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

First Name \*  MI  Last \*   
 Participant Type \*   
 Grade Level   
  
(Note that changing the level will automatically remove this student from any events that have been previously selected)

**Next >>**

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


Copyright © 2000 - 2020 , DLG Enterprises, Inc.

To complete the Chapter Registration:

- First Name: Beginning of Chapter Name
- Last: Ending of Chapter Name
- Participant Type: Chapter Registration
- Grade Level:
  - o Middle School --- 6-8
  - o High School --- 9-12
- Levels:
  - o 1 – Level 1 – Grades 6-8
  - o 2 – Level 2 – Grades 9-10
  - o 3 – Level 3 – Grades 11-12

Then click **Next**.

## 4. Items/Statesman Testing



**Georgia FCCLA**

2020 FCCLA Virtual Fall Leadership Conference

---

REGISTRATION

LOG OUT

Conference Information

Back to Admin

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

<a href="#">Participant Info</a>	<a href="#">Items</a>	<a href="#">Events</a>	<a href="#">Volunteer</a>	<a href="#">Questions</a>	<a href="#">Review</a>
----------------------------------	-----------------------	------------------------	---------------------------	---------------------------	------------------------

**Select Items for Tift County High FCCLA**

Description	Price	Quantity
<b>Competitions</b>		
Distinguished Statesman (Complete Wufoo form found in competition guidelines)	\$10.00	<input type="text" value="0"/>
Statesman Testing (Complete Wufoo form found in competition guidelines)	\$10.00	<input type="text" value="0"/>
<b>T-shirts</b>		
Conference T-shirt - Size 2XLarge	\$22.00	<input type="text" value="0"/>
Conference T-shirt - Size 3XLarge	\$22.00	<input type="text" value="0"/>
Conference T-shirt - Size Large	\$20.00	<input type="text" value="0"/>
Conference T-Shirt - Size Medium	\$20.00	<input type="text" value="0"/>
Conference T-Shirt - Size Small	\$20.00	<input type="text" value="0"/>
Conference T-shirt - Size X-Large	\$20.00	<input type="text" value="0"/>

<< Back
Next >>


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

Insert the Quantity of Statesman Testers and/or Distinguished Statesman Testers that your chapter will have. After completing conference registration, please complete the [Wufoo Form](#) so Georgia FCCLA has the specific names of the students competing.

\*Note: For more information about Statesman Testing, please view the competition guidelines found on the Fall Conference Competition [webpage](#).\*

If this quantity was included in the Adviser Registration, please update and **ONLY** include it in the Chapter's Registration.

## 5. Items/Conference T-Shirts



**Georgia FCCLA**

2020 FCCLA Virtual Fall Leadership Conference

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

<b>Participant Info</b>	<b>Items</b>	<b>Events</b>	<b>Volunteer</b>	<b>Questions</b>	<b>Review</b>
-------------------------	--------------	---------------	------------------	------------------	---------------

REGISTRATION

LOG OUT

Conference Information

Back to Admin

**Select Items for Tift County High FCCLA**

Description	Price	Quantity
<b>Competitions</b>		
Distinguished Statesman (Complete Wufoo form found in competition guidelines)	\$10.00	0
Statesman Testing (Complete Wufoo form found in competition guidelines)	\$10.00	0
<b>T-shirts</b>		
Conference T-shirt - Size 2XLarge	\$22.00	0
Conference T-shirt - Size 3XLarge	\$22.00	0
Conference T-shirt - Size Large	\$20.00	0
Conference T-Shirt - Size Medium	\$20.00	0
Conference T-Shirt - Size Small	\$20.00	0
Conference T-shirt - Size X-Large	\$20.00	0


<< Back
Next >>

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

Insert the Quantity of Conference T-shirts that your chapter would like to purchase. The t-shirts will be shipped to the chapter's school. It will be the adviser's responsibility to distribute the t-shirts to their chapter members.

If this quantity was included in the Adviser Registration, please update and **ONLY** include it in the Chapter's Registration.

## 6. Events/Competitions



Georgia FCCLA  
2020 FCCLA Virtual Fall Leadership Conference

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

<b>Participant Info</b>	<b>Items</b>	<b>Events</b>	<b>Volunteer</b>	<b>Questions</b>	<b>Review</b>
-------------------------	--------------	---------------	------------------	------------------	---------------

**Select Events for Tift County High FCCLA**

Event Name	Min Entries	Max Entries	Select	Questions
<b>State</b>				
High School Lapel Pin Design Competition	1	1	<input type="checkbox"/>	
High School Membership Recruitment Poster	1	1	<input type="checkbox"/>	
High School T-shirt Design Competition	1	1	<input type="checkbox"/>	
Middle School Lapel Pin Design Competition	1	1	<input type="checkbox"/>	
Middle School Membership Recruitment Poster	1	1	<input type="checkbox"/>	
Middle School T-Shirt Design Competition	1	1	<input type="checkbox"/>	

[<< Back](#)      [Next >>](#)

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

Copyright © 2000 - 2020 , DLG Enterprises, Inc.

Click "Select" next to each competition your chapter will be competing in.

\*Note: You will be charged \$5 per event your chapter is competing in.\*

After selecting all that apply, click **Next**.

You will then be asked about any Special Accommodations. If none, please respond with "No" or "NA."



## 6. Finish Participant

Georgia FCCLA  
2020 FCCLA Virtual Fall Leadership Conference

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

**Review Information for: Tift County High FCCLA**

*Participant Info*

First Name Tift County  
MI  
Last Name High FCCLA  
Participant Type Chapter Registration  
Grade 11  
Level 3 - Level 3 - Grades 11-12

*Items*

Item	Price	Quantity
Conference T-Shirt - Size Small	\$20.00	1

*Event Entries*

Event	Team Number
High School Lapel Pin Design Competition	
High School Membership Recruitment Poster	
High School T-shirt Design Competition	

*Custom Questions & Answers*

Question Number	Question	Answer
1	Does this student require accommodations? (Examples: wheelchair access, special dietary needs, IEP accommodations for competition)	NA

<< Back
Finish Editing

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

This screen allows another chance to double check that all items and events are correct before clicking **FINISH PARTICIPANT**.

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

## 7. Review Registration Invoice

Georgia FCCLA  
2020 FCCLA Virtual Fall Leadership Conference

REGISTRATION  
LOG OUT

Conference Information  
Back to Admin

**Registration for Tift County High School 12023**  
(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				
3302002	High FCCLA, Tift County	S	Items (\$144.00)	Event	Edit	Delete	
3302001	Huggins, Hannah	A	Items (\$20.00)		Edit	Delete	

ADD NEW NAME
CONTINUE PROCESSING REGISTRATION
VIEW REGISTRATION
FINISHED REGISTERING

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

Click **View Registration** to review the Registration Invoice prior to finishing registration.

If the invoice looks correct, click **Back to Registration** at the bottom of the page.

## **8. Finishing Registration**

When finished reviewing the invoice (conference t-shirts, statesman exams, and competitions), 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 Conference Registration?

- ❑ Read conference information available online [HERE:](#)
  - Fall Rally Adviser Guide
- ❑ Read competition guidelines/submissions deadlines available online [HERE:](#)
  - T-shirt Design Competition
  - Lapel Pin Design Competition
  - Membership Recruitment Poster Competition
  - Statesman/Distinguished Statesman Competition

### **Submit Your Payment**

**Payment Postmark Deadline:** October 30

#### **Checks**

Checks can be made out to Georgia FCCLA and mailed to **PO Box 840, Bogart, GA 30622.**

#### **Credit Card Payments**

If you wish to make a credit card payment, please email [gafccla@gmail.com](mailto:gafccla@gmail.com). Partial credit card payments will not be accepted.

Credit card payment policy: A 3% credit card processing fee will be added to all credit card invoices.

### **Review Conference Information Prior to the Event**

Emails will be sent out to registered chapter advisers after the registration deadline for reminders and other important information. Please check your emails regularly to be aware of any updates and/or changes.

Continue to review this Adviser Guide as well as the [Fall Leadership Conference page](#) of the state website.