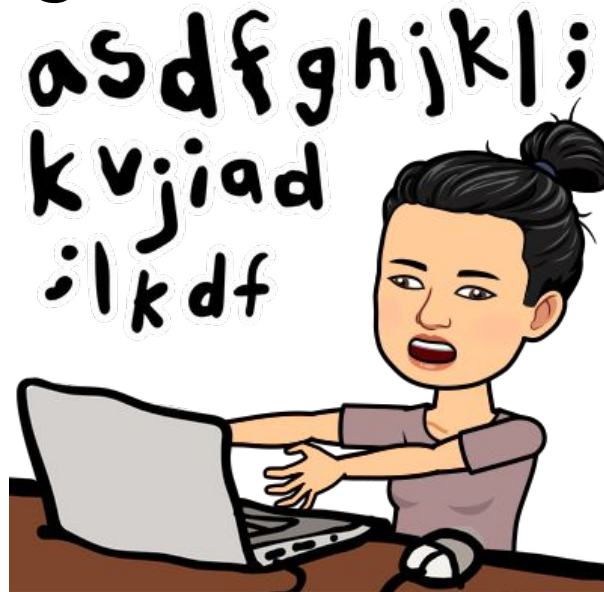


Where is my STAR Events Online Project Summary Form?



Caitlin Roberson - Georgia FCCLA

Did you know that your students can complete their Online Project Summary in their Student Portal?

For students to log in to their student portal and access their Online Project Summary Form, follow the steps below:

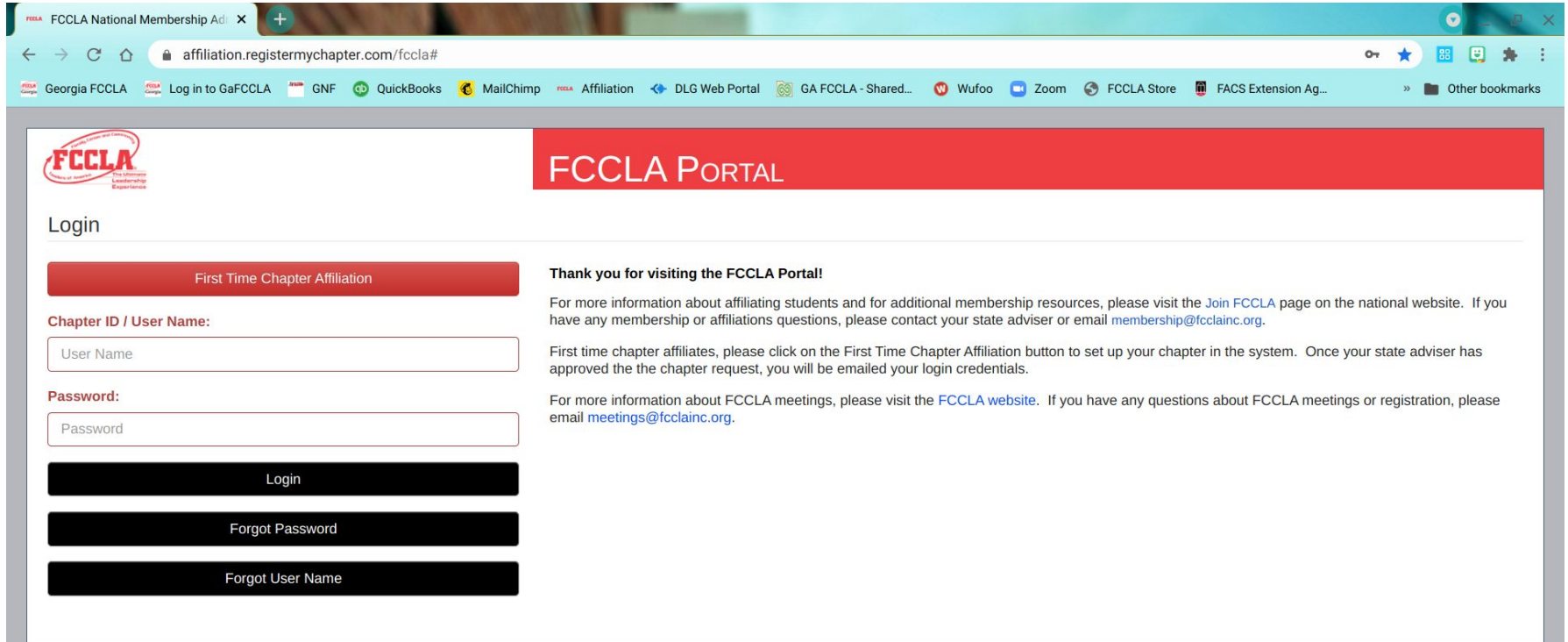
1. Go to the [national website](#) and select 'Login' at the top of the screen and then select 'Student Login' to access the student portal.
2. Enter your Member ID (your adviser can provide this number) as your username.
3. Enter the temporary password found in your welcome email (your adviser can resend this email from their chapter portal if you did not get it) Otherwise, select the 'Forgot Password' button to reset your password.
4. Select the 'Login' button.
5. Once in the student portal, go to the 'Surveys' tab.
6. Select the 'Competitive Events' folder. You will see the 2020-2021 STAR Events Online Project Summary Form.
7. Select the eyeball icon to start your survey.
8. Complete the required fields and select 'Submit' or 'Save' to continue at a later date.

How to Submit the Online Project Summary Form using the Chapter Login

Step #1

Go to the National FCCLA Affiliation Portal

<https://affiliation.registermychapter.com/fccla>



The screenshot shows a web browser window with the address bar displaying `affiliation.registermychapter.com/fccla#`. The browser's bookmark bar includes links for Georgia FCCLA, Log in to GaFCCLA, GNF, QuickBooks, MailChimp, Affiliation, DLG Web Portal, GA FCCLA - Shared..., Wufoo, Zoom, FCCLA Store, and FACS Extension Ag... The page content features the FCCLA logo on the left, which includes the text "The Ultimate Leadership Experience". A red banner at the top right of the page reads "FCCLA PORTAL". Below the banner, the "Login" section contains a red button labeled "First Time Chapter Affiliation". Underneath, there are two input fields: "Chapter ID / User Name:" with a sub-label "User Name" and "Password:". Below these fields are three black buttons: "Login", "Forgot Password", and "Forgot User Name". To the right of the login form, a message reads: "Thank you for visiting the FCCLA Portal! For more information about affiliating students and for additional membership resources, please visit the [Join FCCLA](#) page on the national website. If you have any membership or affiliations questions, please contact your state adviser or email membership@fcclainc.org. First time chapter affiliates, please click on the First Time Chapter Affiliation button to set up your chapter in the system. Once your state adviser has approved the the chapter request, you will be emailed your login credentials. For more information about FCCLA meetings, please visit the [FCCLA website](#). If you have any questions about FCCLA meetings or registration, please email meetings@fcclainc.org."

Step #2

Inside your Chapter's FCCLA Portal - Find the Tab that says "Surveys"

If you don't see "Surveys" click the blue arrow on the far right side of the screen to drop down menu for more options.



FCCLA PORTAL

RUTLAND HIGH SCHOOL - 13130

Home State Admin FAQs Logout

Membership Information ↓

Members Chapter Information Chapter Adviser(s) Meetings & Events Invoice(s) Chapter History Program Awards State Information Resources E-Store Surveys

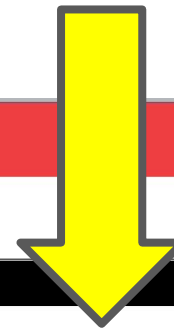
Add Chapter Members Add Existing Member Print Student Roster Print Membership Cards Email All Confirm Consent Submit Affiliation

Search

Select the red Check for Duplicate Members button before submitting your affiliation. Please use the Select All button or individually select students to be placed on an invoice.

Select All Check for Duplicate Members

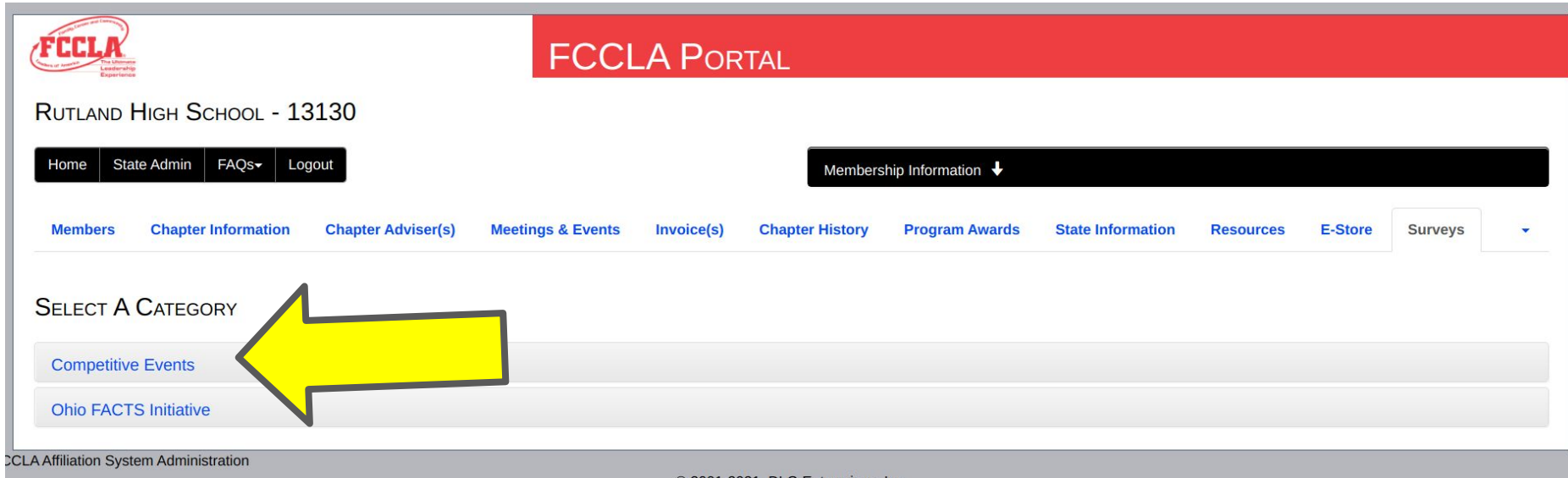
Status	Select	Delete	Membership ID	Resend Welcome Message	First Name	Last Name	Gender	Grade	Member Title	Submitted Date	Affiliation Date	Invoice Number	Edit	Transfer History	Student Portal
--------	--------	--------	---------------	------------------------	------------	-----------	--------	-------	--------------	----------------	------------------	----------------	------	------------------	----------------




It should take you to the screen below.

Click on the "Competitive Events" Tab

Step #3



 **FCCLA**
The Ultimate Leadership Experience

FCCLA PORTAL

RUTLAND HIGH SCHOOL - 13130

Home State Admin FAQs- Logout

Membership Information ↓

Members Chapter Information Chapter Adviser(s) Meetings & Events Invoice(s) Chapter History Program Awards State Information Resources E-Store Surveys

SELECT A CATEGORY

- Competitive Events
- Ohio FACTS Initiative

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When you click on the blue eye, it will take you to this screen.

Step #5

Fill out the survey

2020-2021 STAR EVENTS ONLINE PROJECT SUMMARY FORM

Back



This Project Summary Form is to be completed by the STAR Events participant(s) for each chapter entry. This should be completed at or near the completion of the project, but prior to the first competition. **One survey per entry** (not per person) is required. Members may update survey data as needed. Don't forget to hit submit and to check your email account for confirmation. The email confirmation will be sent to the email associated with the student's account and to the chapter adviser. If a replacement email is needed, please contact competitiveevents@fcclainc.org.

STAR Event participants should complete the following Project Summary Form and include the proof of submission in the competition display, file folder, or portfolio. This form will take approximately 15-20 minutes to complete. Project information may be used by FCCLA in communication with potential partners, FCCLA publications, and general use by FCCLA national headquarters. Personal information will not be included. If you have any questions or concerns, please contact national headquarters by emailing competitiveevents@fcclainc.org.

In which event are you competing? ***Required**

Select...

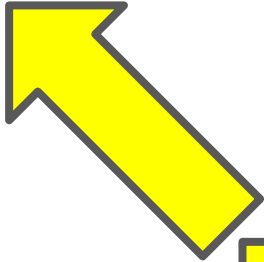
If you chose "State Competitive Events" for the previous question, please enter the name of your state event.

How many members are competing on this team? ***Required**

At the Bottom of your survey

To save your work, please click on "SAVE" so that you can return later to complete it. The survey will not "save" until all required fields have information included. Please include data in those fields, and then click "save" to be able to return to edit prior to submitting the survey. When you are ready to submit your survey, please click on "SUBMIT" and a confirmation email will be sent to the email associated with the student's account, with a copy also sent to the chapter adviser. Please print the confirmation email for use in your STAR Events documentation. Only one copy per entry (team or individual) is needed.

Submit

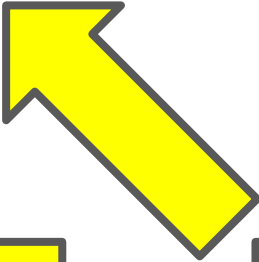


Click Submit, if you are done and good to go.

An confirmation email will be sent to the student and adviser.

The signed confirmation email is what you put in your STAR Event Portfolio/Display

Save










Click Save, if you aren't finished but would like to save your work and come back later to finish it.

Step #6

When you have completed your Online Project Summary Form, you will see an envelope icon appear next to the eye icon.

When you click on that icon, you will be able to view your confirmation email for your STAR Events Portfolio or Display.

View/Continue Survey	Email Confirmation
	
	
	
	

Step #7

This is the email you will receive and the document in the National Portal.

You will need to print this out and sign it for your student's portfolio or display.

The Following Users Have Been Emailed: [REDACTED]

Subject: 2020-2021 STAR Events Online Project Summary Form

Email Body:



EVIDENCE OF PROJECT SUMMARY SUBMISSION

Thank you for completing the project summary form for your STAR Event. To receive the point for submission, print this email and have your adviser verify by signing and dating below for including in a display, file folder, or portfolio. One survey per entry is required.

Chapter Name: [REDACTED]

State: Georgia

Members:

Event Name: [REDACTED]

Level: [REDACTED]

Project Title: [REDACTED]

Adviser's Signature _____

Date _____