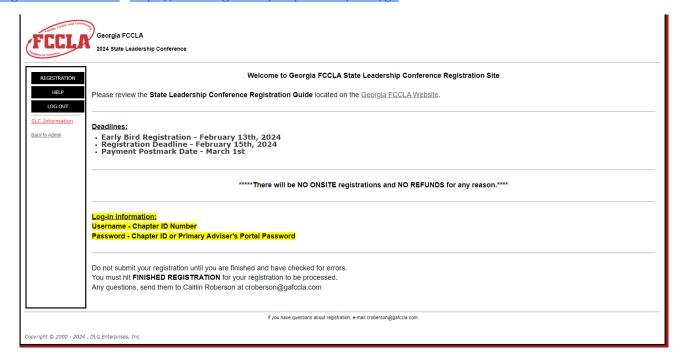# GEORGIA
STATE ASSOCIATION

Georgia FCCLA

2024 State Leadership Conference

Registration System How-To Guide

Registration Website - https://www.registermychapter.com/fccla/ga

Login

- Username = Chapter ID number (from National FCCLA Portal)
- Password = Chapter ID or Primary Adviser's National Portal Password

Verify and Update the Adviser/School Contact Information

- Primary Advisers First and Last Name
- Type of Registration for Primary Adviser
- Gender
- Cell Phone Number
- Address of the School
- Region
- Primary Chapter Adviser's email and Confirm by retyping it
- Additional emails for Financial Information (Secondary Adviser or Bookkeeper or Leave Blank)
- School Phone Number (Not Required)
- School Fax Number (Not Required)
- Attending With – Leave Blank
- Confirmation Statements
  a. By typing YES below, I agree that I have read the State Leadership Conference Registration Guide.
  b. By typing YES below, I will double check my registration, click "Finished Registering" and know that no refunds are issued after the registration deadline.

Add Adviser

- Click on "Add Adviser"
- The system will populate the Chapter Advisers that are affiliated in your chapter's National FCCLA Portal
- Using the dropdown menu, choose the "Participant Type" (Registration Type Basic or Package)
- Using the dropdown menu, choose the "T-shirt Size" for the Chapter Adviser.
- Click the gray "Submit" button.
- Participant Information Page
  - This page will let you know who you are registering by the bolded name
  - It will use the "Participant Type" and the "T-shirt Size" from the previous page to populate those two questions. This would be the time to change your selection if you have made a mistake.
  - Choose the Chapter Adviser's Gender Option from the Dropdown Menu
- Items
  - Add-On
    - Chick-fil-a Box Lunch
    - Opening Session Ticket for Parents/Guardians
    - Recognition Session Ticket for Parents/Guardians
    - Gala Ticket
    - Awards Session Ticket for Parents/Guardians
    - Alumni Reception Ticket
  - Apparel
    - Georgia FCCLA Polo Sizes Small – 4XL
  - Conference
    - State Officer Candidate
    - Voting Delegate – Need One Per Chapter
  - Culinary
    - Burner Fuel
    - Culinary Competition Burner Rental
- Questions
  - Does this member require any special accommodations? (i.e. wheelchair access, interpreter services, dietary accommodations, etc.)
    - You must fill in this blank.
    - If the adviser does not have any accommodations, please type in "NO"
    - If the adviser does have accommodations, please type in the accommodations.
  - Does this attendee have any food allergies or dietary restrictions?
    - You must fill in this blank
    - If the adviser does not have any accommodations, please type in "NO"
    - If the adviser does have food allergies or dietary restrictions, please type in the blank.
  - We need each chapter to submit at least one Competitive Event Judge for SLC to be successful, will this adult be a volunteer judge at SLC? Dropdown YES or NO.
  - If this adult will be a volunteer evaluator at SLC, please type their email address in the blank below.
- Review
  - Review all the information for this participant.
  - Ensure that all the information is correct.
  - Then, click "Finish Participant."

Adding Students

- Click on "Add Student"
- Search for Students
  a. Must be spelled exactly like they are listed in the National FCCLA Portal.
  b. If you have a school with less than 50 chapter members, you can leave the name blank and click on the "Search" button to populate all of your chapter members.
  c. Using the dropdown menu, choose the "Participant Type" (Registration Type Basic or Package)
  d. Once you have chosen the "Participant Type" then you will be able to choose the T-shirt Size.
  e. Choose the correct grade level and Gender and Competition Level
- Participant Information Page
  a. This page will let you know who you are registering by the bolded name
  b. It will use the information from the previous page to populate all of the answers to these questions. This would be the time to change your selection if you have made a mistake.
- Items – *This is the same Menu as the Chapter Adviser Items Section*
- Events – This is where you will sign your students up for their competitions.
  a. NOTE: If you have students competing in STAR Events at the Region level, you will not need to put your advancers in the system. Camille Whalen, our Georgia FCCLA STAR Events Coordinator, will be uploading all STAR Events State Advancers into the system.
  b. Competitive Events Section: Online Proficiency, STAR, State, Statesman
- Questions
  a. Does this member require any special accommodation? (i.e. wheelchair access, interpreter services, dietary accommodations, etc.)
      i. You must fill in this blank.
      ii. If the student does not have any accommodations, please type in "NO"
      iii. If the student does have accommodations, please type in the accommodations.
  b. Does this attendee have any food allergies or dietary restrictions?
      i. You must fill in this blank
      ii. If the student does not have any accommodations, please type in "NO"
      iii. If the student does have food allergies or dietary restrictions, please type in the blank.
- Review
  a. Review all the information for this participant.
  b. Ensure that all the information is correct.
  c. Then, click "Finish Participant."

Add Other Name – This is for Chaperone Registration Only

- Click on the "Add Other Name" button.
- Then, fill in the Participant Information
    - First and Last Name of the Chaperone
    - They only registration will be the Chaperone Registration
    - Choose the Gender for this attendee.
    - Click "Next"
- Items – *This is the same Menu as the Chapter Adviser Items Section*
- Questions – This is the same set of question from the Chapter Adviser Question Section
    - Does this member require any special accommodation? (i.e. wheelchair access, interpreter services, dietary accommodations, etc.)
        - You must fill in this blank.
        - If the chaperone does not have any accommodations, please type in "NO"
        - If the chaperone does have accommodations, please type in the accommodations.
    - Does this attendee have any food allergies or dietary restrictions?
        - You must fill in this blank
        - If the chaperone does not have any accommodations, please type in "NO"
        - If the chaperone does have food allergies or dietary restrictions, please type in the blank.
    - We need each chapter to submit at least one Competitive Event Judge for SLC to be successful, will this adult be a volunteer judge at SLC? Dropdown YES or NO.
    - If this adult will be a volunteer evaluator at SLC, please type their email address in the blank below.
- Then, the Review Section,
    - Review all the information for this participant.
    - Ensure that all the information is correct.
    - Then, click "Finish Adding Other."

Finish Registration

- There is a statement at the bottom of the screen, that you must check off before finalizing your registration. The statement reads,

I acknowledge that:

- *I followed the instructions on the State Leadership Conference Registration Tutorial document.*
- *My FCCLA chapter is required to pay the full registration amount, regardless of if everyone attends.*
- *There will be no refunds after the registration deadline date.*
- *I verify that all members registered in competitive events meet all national and state eligibility requirements for the event in which they are registered. (STAR Events competitors competed in the event at Region STAR Events)*
- *All attendees from my chapter know, understand, and will follow FCCLA Code of Conduct and Dress Code.*

- Click the Checkbox next to the "I Agree to the above statement(s)"
- Once you click the checkbox, the statement will disappear, and you will be able to click on the "Finished Registration" button.
- Click the "Finished Registration" button.
    a. If there are issues with your registration, you will receive an error message and it will prompt you to fix the registration problems.
    b. If your registration is good to go, the website will update to the Invoice Screen, where you can print your review and print your invoice.
    c. Your invoice will also be automatically emailed to the email address listed on the invoice and in the "Adviser/School Contact Information" in Step #2
    d. Clicking on the "View Registration" does not finalize your registration.

Editing your Registration

- You can edit your registration by clicking on the "Edit" hyperlink on the same row as the participant's registration that you need to edit. This will take you back to their "Participant Information Page".

Deleting your Registration

- You can delete your registration by clicking on the "Delete" hyperlink on the same row as the participant's registration that you need to delete. When you click on the "Delete" hyperlink, a pop-up window will be activated, and it will ask you if you are sure that you want to delete this registration. If you still want to delete this registration, click "Ok" and the website will refresh with the registration removed.
- You are unable to delete registrations after the Regular Registration Deadline.

Substitution Requests

- You can make a substitution request in the registration system.
- Click the "Substitution Request" hyperlink next to the student that you would like to substitute.
- The website will open to a new page, and you will be able to choose a student from your National FCCLA Portal to substitute for the registered participant. Then, you will choose their new t-shirt size and grade level.
- The substitution requests are sent to Caitlin Roberson for approval.