

REGISTERING FOR THE MISSOURI FBLA DISTRICT LEADERSHIP CONFERENCE

A STEP BY STEP GUIDE

BEFORE WE BEGIN...

Share the competitive event information with your students

Provide students with the chart to help select events

Use the worksheet to help guide signing up your students to their events

BEFORE WE BEGIN...

Make sure all students competing at DLC are registered in the system by December 7

- Members do not have to be paid until the Dues Eligibility Deadline (January 12)
 - We will drop unpaid members registration at that time with no refund

Make sure you are listed as an adviser in the National Database

- Log in under chapter membership registration
- Change your status to adviser or primary adviser
 - This is the first two steps of the membership registration process

COMMON QUESTIONS

The system will send the confirmation email to the email address listed in Step One

“Finalize Registration” is the same as saving your registration

- You can always log back in and fix your registration at a later date by logging back in

If you have a critical mistake in your registration, you will not be able to finalize your registration until you fix the mistake

Guests do not list in your confirmation email, even though you have registered them

STEP ONE

Visit [Conference Registration](#)

**Log in using your chapter number and the password
“service”**

- If you do not know your chapter number, please contact Chris

**The system sometimes glitches, so you may have to repeat
your log in**

- This most commonly happens when you are or have recently been logged into the National Database (such as if you recently added members)
- Closing out of the browser or logging in again tends to resolve this issue

STEP ONE

Look for “Missouri FBLA DLC” and select “Register for this meeting”



Logged in as Otterville R - VI High School [Close Window](#)

Current Meetings

Meeting	Location	Start Date	
Missouri FBLA DLC	Various Missouri	2/1/2018	Register for this meeting.



STEP ONE

Select yourself as the adviser from the hyperlinked names

- This will pre-populate many fields
- Ensure your email address is correct for confirmations
 - The confirmation will go to this email only

Selection your District (Region)

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Missouri FBLA DLC : Contact Information

Step 1 - Contact Information: Please review and add or update Conference contact information. ** Required Field
This person will serve as the primary contact for all Conference correspondence

Division:	Contact:	<input type="text"/>	**
School:	Mailing Address:	<input type="text"/>	**
Address:	<input type="text"/>		
Phone:	City/State/Zip	<input type="text"/> ** Missouri	** <input type="text"/> 63378
Fax:	Country	<input type="text"/>	
Email:	District	<input type="text"/> 1	**
Advisers: Adviser Hyperlink	Email:	<input type="text"/>	**
Click Adviser Name to select as primary contact.	Phone:	<input type="text"/>	**
	Fax:	<input type="text"/>	

STEP TWO

Register yourself and any additional advisers attending

- Adviser registration is \$10, or \$10.60 if paying by card
- Select your years as an adviser and mark if you are attending the conference for the first time
 - This data is only for statistical purposes. You may guess if you are unsure.

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Missouri FBLA DLC : Adviser Registration

Step 2 - Adviser Registration: Check the box for each adviser attending, select years of service, and check insurance if needed.

- Only active Adviser's are listed in this section
- To add an Adviser, click the Update Adviser List button and follow the instructions on the Adviser Information page.
- After adding an Adviser, click the Refresh Adviser List button.

	Id	Adviser Name	Title	Register?	Registrant Type	Fee	Years
1	14974		Prime Contact	<input type="checkbox"/>	Adviser	\$10.00	-- ▾

If first time attending conference check box



STEP THREE

Register students for the competitive events

- This can be done using the box marked “Register?” by each student’s name

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Missouri FBLA DLC : Student Registration

OK: Your changes to the adviser registration information have been posted.

Step 3 - Student Registration: Check the box next to each student attending, and select events if needed. Only paid members are listed in this section. Sign up a Non-Members in Step 4 (Guests/Chaperones). [Bottom of Page](#)

Current Student Members:

|< First < Prev (1 - 10 of 88 records found) Next > Last >|

	Id	Student Name	Register?	Registrant Type	Fee
1	2148531	[REDACTED]	<input type="checkbox"/>	--	0.00

Will you participate in the Who's Who event? No


Select your current grade: 10

Select Competitive Event(s):

1: Non-Competitor URL: [REDACTED]

2: Non-Competitor URL: [REDACTED]

3: Non-Competitor URL: [REDACTED]



STEP THREE

Select registrant type

- Member registration is \$10, or \$10.60 if paying by card
- You will be invoiced at the rate you select here

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Missouri FBLA DLC : Student Registration

OK: Your changes to the adviser registration information have been posted.

Step 3 - Student Registration: Check the box next to each student attending, and select events if needed. Only paid members are listed in this section. Sign up a Non-Members in Step 4 (Guests/Chaperones). [Bottom of Page](#)

Current Student Members:

< First < Prev (1 - 10 of 88 records found) Next > Last >|


	Id	Student Name	Register?	Registrant Type	Fee
1	2148531	[...]	<input type="checkbox"/>	--	0.00

Will you participate in the Who's Who event? No ▾

Select your current grade: 10 ▾

Select Competitive Event(s):

1:	Non-Competitor ▾	URL: <input type="text"/>
2:	Non-Competitor ▾	URL: <input type="text"/>
3:	Non-Competitor ▾	URL: <input type="text"/>



STEP THREE

Select current grade if not auto-populated from membership registration

- You may change grade here if this is incorrect

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Missouri FBLA DLC : Student Registration


OK: Your changes to the adviser registration information have been posted.

Step 3 - Student Registration: Check the box next to each student attending, and select events if needed. Only paid members are listed in this section. Sign up a Non-Members in Step 4 (Guests/Chaperones). [Bottom of Page](#)

Current Student Members:

< First < Prev (1 - 10 of 88 records found) Next > Last >|

	Id	Student Name	Register?	Registrant Type	Fee
1	2148531	[]	<input type="checkbox"/>	--	0.00
Will you participate in the Who's Who event? No ▾					
Select your current grade: 10 ▾					
Select Competitive Event(s):					
1: Non-Competitor ▾ URL: []					
2: Non-Competitor ▾ URL: []					
3: Non-Competitor ▾ URL: []					



STEP THREE

The system has a space for shirt sizes. This question is not required, and Missouri FBLA-PBL does not provide shirts for DLC.

Questions? Contact Chris Dzurick, State Adviser at
chris.dzurick@doe.mo.gov

STEP THREE

Select competitive events (max three per student at DLC; no more than two may have a performance component)

- Leave any unused events as “Non-competitor,” such as when a student only takes 0-2 events to DLC

We will be uploading all URLs via Judigfy, so please do not use the field for this

Logged in as Fort Zumwalt South High School [Close Window](#)

Missouri FBLA DLC : Student Registration

OK: Your changes to the adviser re information have been posted.

Step 3 - Student Registration: Check the box next to each student attending, and select events if needed. Only paid members are listed in this section. Sign up a Non-Members in Step 4 (Guests/Chaperones). [Bottom of Page](#)

Current Student Members:

< First < Prev (1 - 10 of 88 records found) Next > Last >

	Id	Student Name	Register?	Registrant Type	Fee
1	2148531	Dillan Adams	<input type="checkbox"/>	-	0.00

Will you participate in the Who's Who event? No


Select your current grade: 10

Select Competitive Event(s):

1: Non-Competitor URL:

2: Non-Competitor

3: Non-Competitor



STEP THREE

Build your teams for team based events

- All teams will be Team 1, since you may only have one team per event
- Ensure if you have a Parliamentary Procedure team that at least 4 members are on the team

Logged in as Fort Zumwalt South High School [Close Window](#)

Missouri FBLA DLC FBLA: Assign Teams

OK: Your changes to the student registration information have been posted.

Step 3 - Assign Teams: [Bottom of Page](#)

Current Teams:

Event Name:	Max # of Students:	# Students Per Team:
Banking & Financial Systems	3	3

Student Name	Team #
--	▼
--	▼

Event Name:	Max # of Students:	# Students Per Team:
Parliamentary Procedure Team	5	5

Student Name	Team #
	1 ▼
	1 ▼
	1 ▼
	1 ▼

[Continue To Step Five](#) [Reset Form](#)



STEP FOUR

Register any guests/chaperones

- Additional advisers must register as an adviser in Step One
- Guests are free of charge, **but do not show on registration confirmation**

Logged in as Fort Zumwalt South High School [Close Window](#)

Missouri FBLA DLC : Guest/Chaperone Registration

OK: Your changes to the student registration information have been posted.

Step 4 - Guest/Chaperone: **Add any Guest/Chaperone attending. NOTE: Please use this option to register any attendee who is not an active Adviser or Student member.** [Bottom of Page](#)

Current Guest/Chaperone Registrants:

	Name (pfx/fn/mi/ln)	Register?	Registrant Type	Fee
1	<input type="text"/>	<input type="checkbox"/>		\$0.00
2	<input type="text"/>	<input type="checkbox"/>		\$0.00
3	<input type="text"/>	<input type="checkbox"/>		\$0.00
4	<input type="text"/>	<input type="checkbox"/>		\$0.00
5	<input type="text"/>	<input type="checkbox"/>		\$0.00
6	<input type="text"/>	<input type="checkbox"/>		\$0.00
7	<input type="text"/>	<input type="checkbox"/>		\$0.00
8	<input type="text"/>	<input type="checkbox"/>		\$0.00
9	<input type="text"/>	<input type="checkbox"/>		\$0.00
10	<input type="text"/>	<input type="checkbox"/>		\$0.00

STEP FIVE

Review your registration and ensure all is correct

- Make sure your email is correct, as this is where the confirmation email is sent

Logged in as Fort Zumwalt South High School [Close Window](#)

Missouri FBLA DLC : Review Registration

OK: Your changes to the guest registration information have been posted.

Step 5 - Finalize Registration: Click the Finalize button to add all registrants and create your invoice. [Bottom of Page](#)

[Registration Contact Information](#) **Edit Contact Information**

Contact Name: _____ Phone: _____
Address: _____ Fax: _____
Email: _____

[Adviser Registration Information](#) **Edit Adviser Information**

	Id	Registrant Name	Registrant Type	Fee
1.	14974		Adviser	\$10.00

[Student Registration Information](#) **Edit Student Information**

	Id	Registrant Name	Registrant Type	Fee	Event Fees
1.			Members - Check Payment	\$10.00	\$0.00
EVENTS: Accounting I, Business Calculations, Cyber Security					
2.			Members - Check Payment	\$10.00	\$0.00
EVENTS: Introduction to Information Technology					

STEP FIVE

Review your total to be billed

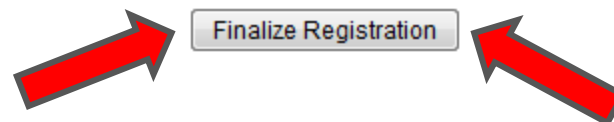
- Remember this is the payment option you will use to pay

Finalize registration

- This is the same as saving your registration; you can make changes through December 7 at 5:00PM

Registration Totals & Payment Options:

Total Registrants:	12
Total Registration Amount:	\$120.00
Total Payments:	\$0.00
Total Event Amount:	\$0.00
Total Balance Due:	\$120.00



Registration does not save unless finalized. You may finalize your registration and go back in to complete the process later.

CHANGE/MODIFY YOUR REGISTRATION

You can change your registration through 5:00pm on December 7.

- Log back in to [Conference Registration](#)
- Click “View/Add Registrants”
- Scroll to the bottom and select “View Registration/Add Additional Registrants”
- Continue through all steps to update

For additional information or support, contact Customer Service at (703) 860-3334, and reference the Missouri FBLA DLC .

[View Registration/Add Additional Registrants](#)

[Register for Other Conferences](#)

[LOGOUT](#)

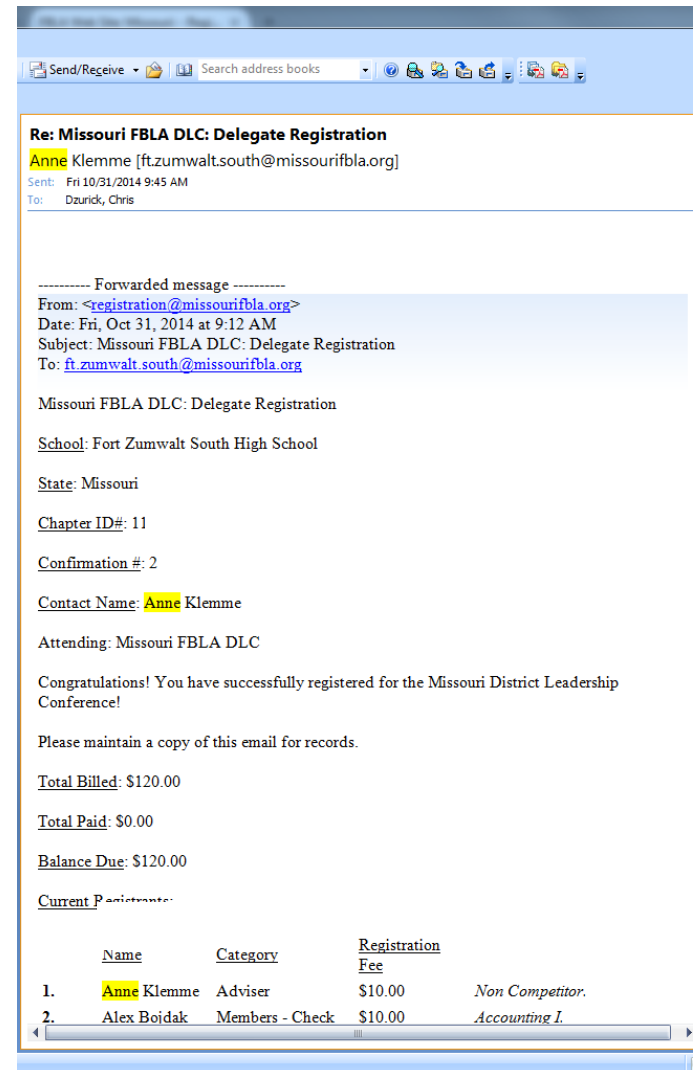
[Current Meetings](#)

Meeting	Location	Start Date	Additional Information
Missouri FBLA DLC	Various Missouri	1/30/2015	View your registration.

UNDERSTANDING YOUR CONFIRMATION

Confirmation of registration includes payment total and shows registration list

Any misspelling of names needs to be corrected under “Membership Registration” prior to submitting your DLC registration



The screenshot shows an email interface with the following content:

Re: Missouri FBLA DLC: Delegate Registration
Anne Klemme [ft.zumwalt.south@missourifbla.org]
Sent: Fri 10/31/2014 9:45 AM
To: Dzurick, Chris

----- Forwarded message -----
From: <registration@missourifbla.org>
Date: Fri, Oct 31, 2014 at 9:12 AM
Subject: Missouri FBLA DLC: Delegate Registration
To: ft.zumwalt.south@missourifbla.org

Missouri FBLA DLC: Delegate Registration
School: Fort Zumwalt South High School
State: Missouri
Chapter ID#: 11
Confirmation #: 2
Contact Name: Anne Klemme
Attending: Missouri FBLA DLC

Congratulations! You have successfully registered for the Missouri District Leadership Conference!

Please maintain a copy of this email for records.

Total Billed: \$120.00
Total Paid: \$0.00
Balance Due: \$120.00
Current Participants:

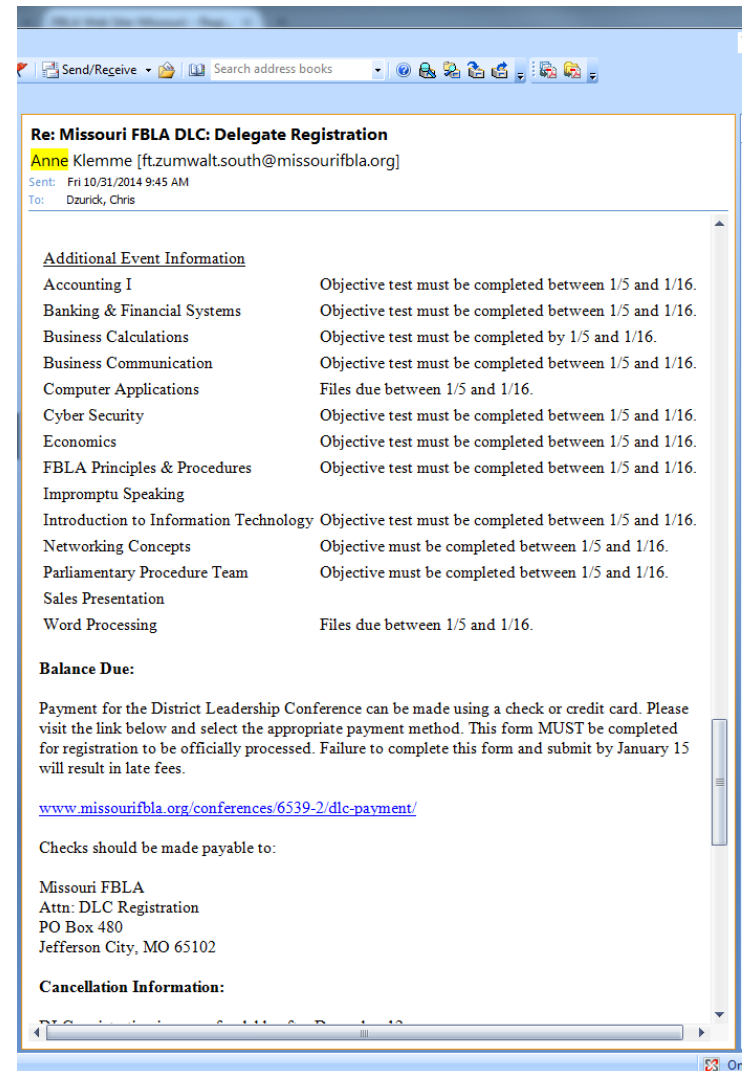
	<u>Name</u>	<u>Category</u>	<u>Registration Fee</u>	
1.	Anne Klemme	Adviser	\$10.00	Non Competitor.
2.	Alex Boidak	Members - Check	\$10.00	Accounting I.

UNDERSTANDING YOUR CONFIRMATION

Includes submission dates for events

- Event uploads are via [Judgify](#)

Includes link to complete Invoice Request Form



The screenshot shows an email interface with the following content:

Re: Missouri FBLA DLC: Delegate Registration
Anne Klemme [ft.zumwalt.south@missourifbla.org]
Sent: Fri 10/31/2014 9:45 AM
To: Dzurick, Chris

Additional Event Information

Accounting I	Objective test must be completed between 1/5 and 1/16.
Banking & Financial Systems	Objective test must be completed between 1/5 and 1/16.
Business Calculations	Objective test must be completed by 1/5 and 1/16.
Business Communication	Objective test must be completed between 1/5 and 1/16.
Computer Applications	Files due between 1/5 and 1/16.
Cyber Security	Objective test must be completed between 1/5 and 1/16.
Economics	Objective test must be completed between 1/5 and 1/16.
FBLA Principles & Procedures	Objective test must be completed between 1/5 and 1/16.
Impromptu Speaking	
Introduction to Information Technology	Objective test must be completed between 1/5 and 1/16.
Networking Concepts	Objective must be completed between 1/5 and 1/16.
Parliamentary Procedure Team	Objective must be completed between 1/5 and 1/16.
Sales Presentation	
Word Processing	Files due between 1/5 and 1/16.

Balance Due:

Payment for the District Leadership Conference can be made using a check or credit card. Please visit the link below and select the appropriate payment method. This form **MUST** be completed for registration to be officially processed. Failure to complete this form and submit by January 15 will result in late fees.

www.missourifbla.org/conferences/6539-2/dlc-payment/

Checks should be made payable to:

Missouri FBLA
Attn: DLC Registration
PO Box 480
Jefferson City, MO 65102

Cancellation Information:

SUBMITTING INVOICE REQUEST FORM

You will be required to submit an Invoice Request Form to be invoiced through Freshbooks

- Must submit regardless of check or card payment

Total cost on registration should match total cost on payment form

Payment form can be submitted [here](#)

- Once you hit submit, DO NOT CLOSE OUT until you are prompted to request an invoice

You may only submit one invoice, so please wait until you are sure your registration is complete

- If you make an error, please dispute your invoice in Freshbooks