



INSTRUCTIONS FOR 2021  
VIRTUAL STATE CONFERENCE AND  
STAR EVENTS ONLINE REGISTRATION



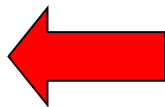
***Please register by February 15 to take advantage of reduced registration fees. Please note that the chapter conference registration fee and STAR Events entry fees are not refundable.***

*After the initial February 15 deadline, any changes to your registration have to be made through Deborah Will ([debbiewillFCCLA@comcast.net](mailto:debbiewillFCCLA@comcast.net)) - you will not be able to make your own changes. With the large number of chapters attending the conference and the many changes that happen before then, it is easier for staff if we manage your changes to registration for you.*

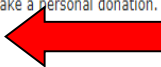
<https://www.registermychapter.com/fccla/va/Main.asp> - Once you log-in to the site, you will be taken to a screen that says "Please Verify and update the following information". No changes should be made to the school information here, as this is linked to your national affiliation. **Please add your cell phone number, if it is not already listed.**

Scroll to the bottom and provide the information in the text boxes (see below). You will receive more information about events planned at our virtual state conference related to "Say Yes to FCS" and recognition of your student/s. A later screen will provide a space for you to enter your monetary donation.

We encourage our students to consider FCS Education as a career. Please list the name/s of your seniors who are planning to major in FCS Education - all will be recognized during state conference as part of our "Say Yes to FCS" initiative:



\*Chapters are invited and encouraged to support the state Outreach Project through a donation. All donors are recognized at the state conference and on the website, and one donor chapter will receive a FREE conference registration. Our online registration site is set-up to allow a monetary donation from the chapter to be indicated on the adviser registration screen. In addition, a donation option is provided for all other adults from your chapter who wish to make a personal donation. These amounts will be automatically added to your chapter invoice. Check "Yes" or "No" if you will be adding a donation to your registration on a later screen...



Save



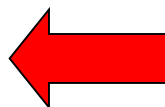
Click "Save".


Next, you are taken to the screen where you register your chapter for the virtual conference and then register all of the STAR Events competition participants from your chapter:

**Click on "Add Adviser"**. Under "Participant Type", click on the dropdown box and mark **Adviser (\$0.00)** for this adviser – there is no individual conference registration fee, only one chapter registration fee that will cover all students enrolled in your FCS courses for the virtual conference (that chapter fee will automatically be added to your chapter's invoice). At least one adviser must be marked in the chapter's registration so that access information for the virtual conference can be sent. Change the "Volunteer?" box from "No" to "Yes" for volunteering for STAR Events – remember that **at least one adviser from the chapter must volunteer unless you have recruited another evaluator volunteer.** Click "Submit". You are then taken to a screen where you will be required to **enter the adviser's email address if that does not automatically show up.**

Chapters are invited and encouraged to **support the state Outreach Project** through a donation. All donors are recognized at the state conference and on our website, and one donor chapter will receive a FREE conference registration. Our online registration site is set-up to allow a monetary donation from the chapter to be indicated on the adviser registration screen – see diagram below for an example of what this screen looks like. In addition, a donation option is provided for your adult chaperones/guests for those who wish to make a personal donation. These amounts will be automatically added to your chapter invoice.

First Name \* Jane Doe


Participant Type \* Adviser 

Donation Amount 100 

Email \* jane.doe@school.k12.va.us

Special Needs

Volunteer/Evaluator?

**Next >>** 

Click **“Next”**. **Mark STAR Events volunteer selections** and provide needed information on this screen – scroll to the bottom and click **“Next”**. Review registration information for this adviser, **scroll down a bit and click “Finish Participant”**. Complete these steps for any additional advisers from the chapter who are registering for the conference.

**At any time before you submit your registration, you can click “Finish Processing Later” to save your registration, then come back to it later to complete.**

[Back to Registration List](#)

[Finish Processing Later](#) 

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

**Click on “Add Adviser”** again for any other advisers in your chapter who wish to serve as a STAR Events evaluator and follow the steps on the previous page and above.

[Click on "Add Student"](#) to enter participating student members in STAR Events competition. **Leave the name boxes blank** and click the **"Search"** button (see diagram below) to pull up the names of your **affiliated members**. This conference/STAR Events registration site is linked to your chapter affiliation with national FCCLA, so if a student is missing or if you see the wrong grade level or a misspelled name, that must be corrected in your affiliation before it will be correct in our conference registration site. Then, allow time for state staff to import your corrected affiliation into our conference registration site before you proceed further.

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## Add Members

Enter a first and/or last name to search for.

First Name  Last Name    (Leave fields blank to list all records)  **Do not enter any names in these boxes!**

**There are currently no registered students.**

For each student, click on **"Select Participant Type"**, and mark the appropriate registration rate based on the total number of students who will be competing from your chapter – the per person rates are discounted based on more members competing from your chapter. **Leave the "Volunteer" button set at "No"** (because of the virtual nature of this year's STAR Events competition, only adults will be serving as evaluators).

**Click the "Continue" button at the bottom** after all participating students have been checked.

Follow the prompts for each student registration, **clicking on the "Next" button after completing** each step. A list of events will appear for the members marked as entering STAR Events competition – check the appropriate box for the event the student is entering, **scroll to the bottom of the screen, and click "Next"**.

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[Finish Processing Later](#)

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

First Name \* **John Doe**

Participant Type \*

Grade Level **11**

**Level 3 - Level 3 - Grades 11-12**

Special Needs



**NOTE:** the maximum number of team members for STAR Event team events is set - you will receive an error message if you try to enter above that number. A team composed of members of **mixed** grade levels must enter at the level of the highest participant member's grade level. Team events with only Level 2 (grades 9-10) or Level 3 (grades 11-12) may not include members through grade 8. Team events with only Level 3 (grades 11-12) may not include members through grade 10. In addition, **chapters are allowed to have up to three entries** in any of the events, where eligible for state competition – your first entry needs to be marked as “1”, your second entry as “2”, and your third entry as “3” for each team member.

Identify one team captain for each event team by clicking on that appropriate box.

After you have clicked on the event for this student, scroll to the bottom of the screen and click **"Next"**.

Review competition information for this member, **scroll down a bit and click "Finish Participant"**. Complete these steps for any additional members from the chapter who are entering STAR Events competition.

*(Example of review screen for verifying each person's registration)*

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[Finish Processing Later](#)

Participant Info	Items	Events	Volunteer	Questions
Review				

**Review Information for: John Doe**

*Participant Info*

**First Name** John

**MI**

**Last Name** Doe

**Participant Type** 1-9 Total STAR Events Participants

**Grade** 11th

**Level 3 - Level 3 - Grades 11-12**

**Special Needs**

*Event Entries*

**Event**

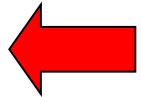
**Team Number**

National Programs in Action Level 3

1

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Finish Participant



Click on "Add Other Name" for additional adults from your chapter (administrators, parents, alumni, etc.) who are volunteering to serve as a STAR Events evaluator – there is **no registration fee** for volunteers! Enter the first and last name and mark "Participant Type" as "*Guest-STAR Events Evaluator*", type in the email address, and click "*Next*". On this next screen, it is important to **change the adviser's email** that automatically appears to this volunteer's email) and we must have a cell phone number. Check the box for "Adult Evaluator" and mark all events of interest/expertise. **Scroll to the bottom and click on "Next"**. Verify the list of events marked and click on "*Finish Adding Other*". Follow the same steps as above to repeat the process for all other volunteer evaluators, again at no charge to your chapter.

Only click "*Finished Registration*" at the bottom of the screen after you have everyone registered correctly. Your final invoice will be based on what is reflected on the date when you have finished registering (submitted) and that invoice will be emailed to you.