



INSTRUCTIONS FOR
STATE CONFERENCE AND
STAR EVENTS ONLINE REGISTRATION



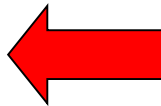
Prior to the initial February 15 deadline, changes can be made to your registration and students who drop can be subtracted fully from the invoice so advisers do not have to go through the separate refund request process.

After the initial February 15 deadline, any changes to your registration have to be made through Deborah Will (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.

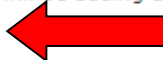
<https://www.registermychapter.com/fccla/va/Main.asp> - Once you log-in to the site, you will be taken to a screen that says "Please Verify and update the following information". No changes should be made to the school information here, as this is linked to your national affiliation. **Please add your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

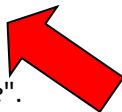
Scroll to the bottom and provide the information in the text boxes (see below). You will receive more information about events planned at state conference related to "Say Yes to FCS" and recognition of your student/s. A later screen will provide a space for you to enter your monetary donation.

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 - those in attendance at state conference will be recognized as part of our "Say Yes to FCS" initiative:



*Chapters are invited and encouraged to support the Virginia FCCLA Leadership Foundation through a donation. All donors are recognized at the state conference and on the website. 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...





Click "Save".

Next, you are taken to the screen where you register all of the participants from your chapter:

Click on "Add Adviser". Under "Participant Type", click on the dropdown box and mark conference registration for this adviser. 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 room consultant or 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 Virginia FCCLA Leadership Foundation** through a donation. All donors are recognized at the state conference. Our online registration site is set-up to allow

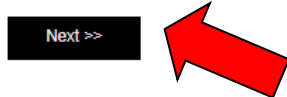
a monetary donation from the chapter to be indicated on the adviser registration screen - see diagram below for an example of what this screen looks like. In addition, a donation option is provided for your adult chaperones/guests for those who wish to make a personal donation. These amounts will be automatically added to your chapter invoice.

[Back to Registration List](#)

[Finish Processing Later](#)

Participant Info	Items	Events	Volunteer	Questions	Review
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First Name * Jane Doe
Participant Type * Adviser Package Registration
Donation Amount
Email * jane.doe@school.k12.va.us
Special Needs
Volunteer/Evaluator?



Click "Next". The next screen provides you with the opportunity to preorder conference t-shirts by requested size, along with tickets for a pizza lunch on Friday and a banquet/gala ticket on Saturday. **If you are registering for the package, DO NOT** add the pizza and banquet tickets to your invoice – those tickets are already included in the price of the package. For those registering under the package, mark your t-shirt size based on the notation that says "(w/package)" so that no additional cost is added.

If you are not registering for the package, mark the t-shirt size based on the notation that says "(non-package cost)" and the \$15 charge will be added to your invoice. Change quantity for **Friday Pizza lunch** and **Saturday Banquet & Gala ticket** from 0 to 1 if you are planning on attending those optional special events. Click "Next".

Mark STAR Events volunteer selections and provide needed information on the next 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.


Click on "Add Student" to register student members for conference and enter any in STAR Events who plan to compete. If you are registering several students, it's easier to click on the "Search" box and your full list of affiliated members will appear (see diagram on next page). 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.

[Back to Registration List](#)

Add Members

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

First Name Last Name
 (Leave fields blank to list all records)



There are currently no registered students.

For each student, click on "Select Participant Type", paying special attention to whether the student is competing in STAR Events or not, and whether or not you are registering that student under the package deal. **For students not competing in STAR Events but who want to help** either as a youth evaluator (must have had previous STAR Events experience) or as a STAR Attendant, change the "Volunteer" box from "No" to "Yes". **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. Be sure to indicate a t-shirt size for all registered under the package at no added cost; if not registering under the package please indicate a t-shirt size for all students interested – the \$15 cost of the shirt will be added to your registration. For all not registering under the package, be sure to indicate a ticket for the Friday pizza lunch and/or the Saturday banquet and gala if interested. DO NOT mark the pizza and banquet options if registering under the package – your ticket for those will be automatically added.

A list of events will appear for students 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"**.

(Sample event entry for John Doe)

National Programs in Action Level 2	1	3	2	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	What is the national program being presented? FACTS	Chapters are allowed to have up to two entries (maximum of 6 members) in this event/category for state competition, as space permits. Your first entry needs to be marked as "Team 1" and your second entry as "Team 2".
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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.

*Please note that chapters are allowed two entries in **all events except for Chapter in Review Display and Chapter in Review Portfolio**. In order to have the site show multiple entries separately on your invoice, all have been set up as "team" events even if it is actually an individual event - if you are entering more than one entry in any of these events, you will need to indicate "1" in the "Team #" box for your first entry and change that to "2" in the "Team #" box for your second entry.*

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

Review registration information for this member, **scroll down a bit and click "Finish Editing"**. Complete these steps for any additional members from the chapter who are registering for the conference.

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

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

Participant Info	Items	Events	Volunteer	Questions	Review
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Review Information for: John Doe

Participant Info

First Name John
MI
Last Name Doe
Participant Type Member Package Registration w/STAR Event entry
Grade 10th
Level 2 - Level 2 - Grades 9-10
Special Needs

Conference T-Shirt

Item	Price	Quantity
Pre-order conference t-shirt	\$0.00	1

Event Entries

Event	Team Number
National Programs in Action Level 2	1

<< BackFinish Participant

For **student STAR Event volunteers**, **make sure the adviser's cell number and email address are listed on the volunteer screen**, as this will be the means for communicating with those students. Please enter the adult's personal email and mailing address for any **chaperones** from your chapter who are volunteering, rather than your own contact information. For students signing up as youth evaluators, the "Comments" text box **must** be completed with specific information on the student's past STAR Events experience.

(Example of STAR Events volunteer sign-up on next page)

Volunteer/Evaluator Registration **NOT** Submitted

First Name * Last Name *

School

School Phone Fax

Phone Cell

Email *

Address

City State Zip

Comments (Professional Experience)

Prior Evaluator Experience?

Explain:

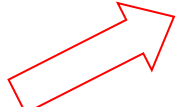
Volunteer Position

- Adult Evaluator-address, email, cell #, & event selection/s required
- Adult Room Consultant-address, email, cell#, & event selection/s req
- Adult Volunteer - put me wherever you need me! (cell #, email req.)
- Youth Evaluator-qualifications, adv cell & email req./select event/s
- Youth STAR Attendant-adviser cell & email required

Provide **adviser cell and email** for **all student** volunteers but change for any other adult volunteers

Prior STAR Events experience **MUST** be indicated here for **student** evaluators...

It is not necessary to enter any information in this box - please enter all information in "Comments" above...



Event selections will appear on a list below - don't worry about categories - check event/s of interest only ...

Click on "Add Other Name" for additional guests from your chapter (chaperones, etc.). Enter the information ("Participant Type" for registration and **change email address** from the adviser's to this person's email), and check the box for "Volunteer/Evaluator" if this individual is signing up to help with STAR Events. Click on "Next", following the same steps as above to complete the registration, and then repeat the process for any others.

Only click "Finished Registering" 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.

Conference payments may be done by check and mailed to Connie Rhoton or by going to this link to make a credit card payment: <https://simplepay.basysiqpro.com/?id=61d85190422b9c0016726288>