

Texas FCCLA

Competitive Event Registration Instructions

Competitive event and conference registration are both in the DLG system. Competitive Event registration must be submitted **by 11:59 p.m. CST on December 1**. Payment for competitive event entries must be received at the Texas FCCLA office by 11:59 p.m. CST on December 31.

Registration Link: <https://webportal.registeryourchapter.com/pickconf/FCCLA/TX/428>

Logging In: Select the appropriate region link. Use your national FCCLA chapter ID and password to log-in.

Region STAR and Proficiency Events

\$35 per entry for individual events (Baking and Pastry, Career Investigation, Culinary Arts, Early Childhood Education, Fashion Construction, Job Interview, Leadership, Say Yes to FCS Education, Teach or Train, Texas Cupcake Presentation, Texas Mystery Basket, and Texas Serving Up Success)
\$50 per entry for team events (all other events)

Chapters MUST be affiliated with payment posted by November 15 before advisors can register students for competitive events. The number of members submitted on November 1 and paid on November 15 determines the number of competitive event entries a chapter may have.

How to Register a Student:

1. Click on the "Add Student" button

The screenshot shows the FCCLA Texas registration page for the 2016 Region I Leadership Conference. On the left is a navigation menu with 'REGISTRATION' and 'LOG OUT' buttons. The main content area is titled 'Registration for' and includes a 'Back to Admin' link. A table lists a participant: Odom, Jacqueline Odom, with a Participant Type of 'A' and an Item Selection of 'Items (\$0.00)'. Below the table are buttons for 'ADD ADVISER', 'ADD STUDENT', 'ADD OTHER NAME', 'VIEW REGISTRATION', and 'FINISHED REGISTERING'. A blue arrow points to the 'ADD STUDENT' button. A 'Save and Finish Later' link is also present. At the bottom, there is a copyright notice and a contact email: pstephens@texasfccla.org. The text 'Click "Add Student"' is overlaid at the bottom of the screenshot.

2. Click the "Search" button to view all students.

The screenshot shows the 'Add Members' section of the FCCLA Texas registration page. It prompts the user to 'Enter a first and/or last name to search for.' There are input fields for 'First Name' and 'Last Name', followed by a 'Search' button. A note says '(Leave fields blank to list all records)'. Below this, it states 'There are currently no registered students.' and provides a 'Back to Registration List' link. A blue arrow points to the 'Search' button. The text 'Click "Search" to view all students' is overlaid at the bottom of the screenshot. The same copyright notice and contact email are at the bottom.

- Under the "Select Participant Type" column, select "Member" to add the student's conference registration fee. ***SEE PAGE 5 VOR VOTING DELEGATE REQUIREMENT**
- Click the "Continue" button



REGISTRATION

LOG OUT

Back to Admin

Add Members

NOTE: There is a 20 minute session time out. If you think it will take you longer than that to select all your members, you can make your selection in multiple groups. Simply make as many selections as you can in 20 minutes and save before the session expires. You can then click the Add Student button again to continue adding.

A warning message will display below when five minutes remain before session timeout.

Name	Affiliation Status	Select Participant Type	Grade	Gender	Competition Level	Volunteer
Hope Agüero	Paid member	Not Attending	Grade 12	Female	Senior - grades 10-12	No
Paola Alonzo	Paid member	Not Attending	Grade 11	Female	Occupational - grades 10-12	No
Robert Anes	Paid member	Not Attending	Grade 12	Male	Senior - grades 10-12	No
Jovanna Arriaga	Paid member	Not Attending	Grade 10	Female	Senior - grades 10-12	No
Gabby Barrios	Paid member	Not Attending	Grade 10	Female	Senior - grades 10-12	No
Briana Caballero	Paid member	Not Attending	Grade 11	Female	Senior - grades 10-12	No
Ana Cadena	Paid member	Not Attending	Grade 12	Female	Senior - grades 10-12	No
...	Grade 11

Gabe Walton	Paid member	Not Attending	Grade 12	Male	Occupational - grades 10-12	No
Emily Weaver	Paid member	Not Attending	Grade 12	Female	Occupational - grades 10-12	No

Currently no registered students.

[Back to Registration List](#)

Select conference participation type. Then scroll down to the bottom and click "Continue."

- On the screen that appears next, verify student information. Then click the "Next" button.
- Select any items that you would like to add for the participant and click the "Next" button.

REGISTRATION

LOG OUT

Back to Admin

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
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Select FCOSA/Certificates/Tracks for Kasandra Culp

Description	Price	Quantity
Certificates/Ribbons		
How many participating in Spotlight on Chapters?	\$0.00	0
How many Proficiency Event certificates/ribbons?	\$0.00	0
How many STAR event certificates/ribbons?	\$0.00	0
Family and Consumer Science Assessments (FCOSA)		
FCOSA - Child Development Onsite	\$15.00	0
FCOSA - Consumer Math - Onsite	\$15.00	0
FCOSA - Creed, Mission & Purpose Onsite	\$15.00	0
FCOSA - Culinary Arts - Onsite	\$15.00	0
FCOSA - Education & Training Onsite	\$15.00	0
FCOSA - Etiquette Onsite	\$15.00	0
FCOSA - Fashion Design Onsite	\$15.00	0
FCOSA - Hospitality Onsite	\$15.00	0
FCOSA - Interior Design Onsite	\$15.00	0
FCOSA - Job Interview Onsite	\$15.00	0
FCOSA - Parliamentary Procedure Onsite	\$15.00	0
FCOSA - Step One Onsite	\$15.00	0

- On the next screen, find the event that the student wishes to enter and click the check box under the "Select" column next to that event. If there will be multiple entries from your chapter in the same event level, be sure to add a "Team #" (Team 1, Team 2, etc.) For students wanting to be on the same team, be sure to add the same "Team #" next to their name/event.
 - *Note:** if an event/level does not appear on the list for the selected student, the student may not be eligible to enter that level.
- Click the "Next" button

FCCLA Texas
2016 Region I Leadership Conference

REGISTRATION
LOG OUT
Back to Admin

(Click the above link to edit your chapter information)

Select Events for **Hope Aguiro**
Team # should remain 1 unless you are sending more than one team to compete in the same event.
[Click here for help with Teams](#)

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Questions
Proficiency						
Say Yes to FCS Occupational	1	3	999	<input type="checkbox"/>	1	
Say Yes to FCS Senior	1	3	999	<input type="checkbox"/>	1	
Serving Up Success Senior	1	999	999	<input type="checkbox"/>		
STAR						
Advocacy Junior	1	3	999	<input type="checkbox"/>	1	
Advocacy Occupational	1	3	999	<input type="checkbox"/>	1	
Advocacy Senior	1	3	999	<input type="checkbox"/>	1	
Applied Math for Culinary Management Senior	1	3	999	<input type="checkbox"/>	1	
Applied Math for Culinary Mangement Occupational	1	3	999	<input type="checkbox"/>	1	
Career Investigation Senior	1	999	999	<input type="checkbox"/>		
Chapter in Review Display Junior	1	3	999	<input type="checkbox"/>	1	
Chapter in Review Display Occupational	1	3	999	<input type="checkbox"/>	1	
Chapter in Review Display Senior	1	3	999	<input type="checkbox"/>	1	
Chapter in Review Porfolio Junior	1	3	999	<input type="checkbox"/>	1	
Chapter in Review Porfolio Occupational	1	3	999	<input type="checkbox"/>	1	
Chapter In Review Portfolio Senior	1	3	999	<input type="checkbox"/>	1	
Chapter Service Project Display Junior	1	3	999	<input type="checkbox"/>	1	
Chanter Service Project Disnlav Occupational	1	3	999	<input type="checkbox"/>	1	
Sports Nutrition Occupational	1	3	999	<input type="checkbox"/>	1	
Sports Nutrition Senior	1	3	999	<input type="checkbox"/>	1	
Teach and Train Senior	1	999	999	<input type="checkbox"/>		

<< Back Next >>

If you have any questions regarding Registration, please email pstephens@texasfccla.org

- Verify information and click "Finish Participant" on the final screen.

REGISTRATION
LOG OUT
Back to Admin

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
Review Information for: Kasandra Culp					
<i>Participant Info</i>					
First Name Kasandra					
MI					
Last Name Culp					
Participant Type Member					
Grade 12					
Level 2 - Senior - comprehensive member, grades 10-12					
Gender F					
Special Needs					
<i>FCSA/Certificates/Tracks</i>					
Item	Price	Quantity			
FCSA - Culinary Arts - Onsite	\$15.00	1			
<i>Event Entries</i>					
No Events Selected					
<i>Volunteer</i>					
Volunteer Registration Completed					
<i>Positions</i>					
<i>Interested in Events:</i>					
<ul style="list-style-type: none"> Teach and Train Senior 					

<< Back Finish Participant

- Repeat steps 1 – 9 for each student that will be competing
- Once all competitive event entries are added, click the “Finished Registering” button to submit registration

FCCLA Texas
2016 Region I Leadership Conference

REGISTRATION

LOG OUT

[Back to Admin](#)

Registration for _____
(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.

Click the **Add** buttons below for each participant you wish to register.
Once all Participants are listed, Click the **FINISHED REGISTERING** button.

Participant ID	Name	Participant Type	Item Selection	Event	*	Edit	Delete
3040002	Aguero, Hope	M	Items (\$0.00)		*	Edit	Delete
3040001	Odom, Jacqueline Odom	A	Items (\$0.00)		*	Edit	Delete

[ADD ADVISER](#)
[ADD STUDENT](#)
[ADD OTHER NAME](#)
[VIEW REGISTRATION](#)
[FINISHED REGISTERING](#)

[Save and Finish Later](#)

If you have any questions regarding Registration, please email pstephens@texasfccla.org

- You will be able to view and print 3 different invoices. The “Events Invoice” will show the competitive event entry fees only. The “Registration Invoice” will show the conference registration fees only. The “Combined Invoice” will show all items (competitive events, conference registration, other items for the conference).

FCCLA Texas
2016 Region I Leadership Conference

Select Invoice to View

[Events Invoice](#)

[Registration Invoice](#)

[Combined Invoice](#)

[\[Back to Registration\]](#)

If you have any questions regarding Registration, please email pstephens@texasfccla.org

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- The system will only e-mail the Combined Invoice to you. If your chapter needs to pay for competitive events separate from conference registration, please print the “Events Invoice” and mail with payment.
- Advisors can choose to pay with a check or credit card.

Credit Card Payments: Click the “Pay Now” button on the invoice to submit payment with a credit card. All online credit card payments must be received by 11:59 p.m. CST on December 31. Advisors do not need to send any paperwork to Texas FCCLA if a credit card is used to pay for competitive event entry fees.

Check Payments: Mailed checks must be received at the Texas FCCLA office by 11:59 p.m. CST on December 31. Please include a copy of the invoice with the check. It is suggested to have payment postmarked by December 1 to ensure its arrival by December 31.

Points to remember:

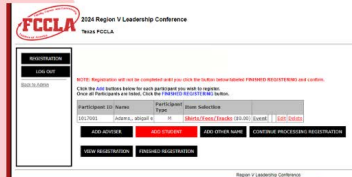
- Registration for competitive events must be submitted by December 1.
- Competitors must register for the region conference at the time of registering for competitive events, however, only the competitive event entries must be submitted by December 1.
- If only competitive event fees are paid for competitors prior to December 1, the chapter will need to submit a second payment for conference registration prior to the conference registration deadline.
- If and when additional members need to be added to the conference registration, the same procedure will be done as shown in steps 1 – 6 and step 9 to finish registering. An invoice for those additional members can be printed in the system.
- Be sure to click “Finished Registering” to submit any time you make a change.

New for 2023 - 2024: Each chapter is required to provide the name and e-mail address of their chapter's voting delegate. After clicking "Add Student" and then clicking "Search" with the name boxes blank, the voting delegate will need to be marked as "Member Voting Delegate." Their e-mail address will also need to be entered after they have been added to the registration.

VOTING DELEGATES

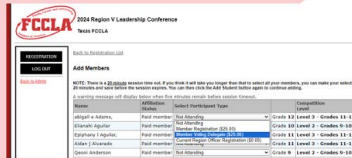
New this year: Chapters must designate a voting delegate when registering for conferences

Step One: Click “add student”



The screenshot shows the registration page for the 2024 Region V Leadership Conference. The 'ADD STUDENT' button is highlighted in red. Below it, there are buttons for 'ADD CHECK NAME', 'CONFERENCE PROFESSIONAL REGISTRATION', and 'NEW MEMBERSHIP'. A note at the bottom of the page says 'Region V Leadership Conference'.

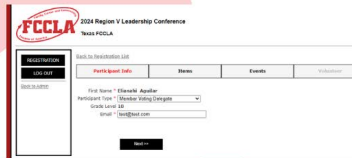
Step Two: select “Member Voting Delegate” from the drop down



The screenshot shows the 'Add Members' section of the registration page. A table lists various member roles with a 'Participation Type' dropdown menu. The 'Member Voting Delegate' option is highlighted in blue. The table includes columns for 'Status', 'Participation Type', and 'Registration'.

Status	Participation Type	Registration
College Admin.	Not Attending	Grade 13 Level 3 - Grades 13-15
College Advisor	Not Attending	Grade 13 Level 3 - Grades 13-15
College Registrar	Not Attending	Grade 13 Level 3 - Grades 13-15
College Student	Member Voting Delegate	Grade 13 Level 3 - Grades 13-15
College Student	Not Attending	Grade 13 Level 3 - Grades 13-15
Guest Attendant	Not Attending	Grade 9 - Level 1 - Grades 9-10

Step Three: be sure to add the voting delegate's e-mail address



The screenshot shows the 'Participation Info' section of the registration page. The 'Member Voting Delegate' option is selected in the dropdown menu. There are fields for 'First Name', 'Last Name', and 'Email'.

Voting delegate name changes may be completed on site at HOD check in