

# Texas FCCLA

## Competitive Event Registration Instructions

Competitive event registration and conference registration are both in the DLG system. Only STAR/Proficiency event registration must be submitted with **payment postmarked by December 1**. All online credit card payments must be submitted and received in the system **by 11:59 p.m. on December 1**. Conference registration can be completed until the deadlines for each conference, which are posted on the deadline calendar.

**Registration Link:** <https://webportal.registermychapter.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

\$22 per participant except Parliamentary Procedure (\$88 per Parliamentary Procedure team)

**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:

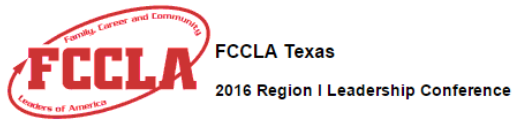
1. Click on the "Add Student" button

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, and a 'Back to Admin' link. The main content area is titled 'Registration for' and includes a link to edit chapter information. A red note states: 'NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.' Below this, instructions say to click 'Add' buttons for each participant and then 'FINISHED REGISTERING'. A table lists participants with columns for ID, Name, Type, and Item Selection. The first row shows participant ID 3040001, name Odom, Jacqueline Odom, type A, and item selection '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. At the bottom, there is a footer with copyright information and a contact email: [pstephens@texasfccla.org](mailto: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 includes the same navigation menu as the previous screenshot. The 'Add Members' section prompts the user to 'Enter a first and/or last name to search for.' It features input fields for 'First Name' and 'Last Name', a 'Search' button, and a note: '(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. At the bottom, there is a footer with copyright information and a contact email: [pstephens@texasfccla.org](mailto:pstephens@texasfccla.org). The text 'Click "Search" to view all students' is overlaid at the bottom of the screenshot.

- Under the "Select Participant Type" column, select "Member" to add the student's conference registration fee
- 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
Alexis Carr	Paid member	Not Attending	Grade 11	Female	Senior - grades 10-12	No

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 and select volunteer if the student would like to volunteer. Then click the "Next" button.

REGISTRATION

LOG OUT

[Back to Admin](#)

### Texas FCCLA

2016 Region I Leadership Conference

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

Participant Info	Items	Events	Volunteer	Questions	Review
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First Name \* **Kasandra Culp**

Participant Type \* **Member**

Grade Level **12**

Gender \* **Female**

Email

Level **2 - Senior - comprehensive member, grades 10-12**

Special Needs

Volunteer/Evaluator?

If you have any questions regarding Registration, please email [gstephens@lexasfccla.org](mailto:gstephens@lexasfccla.org)

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- Select any items that you would like to add for the participant and click the "Next" button.

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
<b>Select FCSA/Certificates/Tracks for Kasandra Culp</b>					
<b>Description</b>		<b>Price</b>	<b>Quantity</b>		
<b>Certificates/Ribbons</b>					
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		
<b>Family and Consumer Science Assessments (FCSA)</b>					
FCSA - Child Development Onsite		\$15.00	0		
FCSA - Consumer Math - Onsite		\$15.00	0		
FCSA - Creed, Mission & Purpose Onsite		\$15.00	0		
FCSA - Culinary Arts - Onsite		\$15.00	0		
FCSA - Education & Training Onsite		\$15.00	0		
FCSA - Etiquette Onsite		\$15.00	0		
FCSA - Fashion Design Onsite		\$15.00	0		
FCSA - Hospitality Onsite		\$15.00	0		
FCSA - Interior Design Onsite		\$15.00	0		
FCSA - Job Interview Onsite		\$15.00	0		
FCSA - Parliamentary Procedure Onsite		\$15.00	0		
FCSA - 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 category, be sure to add a "Team #" (Team 1, Team 2, etc.)
  - \*Note:** if an event/category does not appear on the list for the selected student, the student may not be in the correct affiliation type in the national system. You can request a change in the national system if the student qualifies for that affiliation type. If you request a national affiliation type change that is approved, you will have to delete the student from the conference registration and add them back in for the system to recognize that the change has been made.
- Click the "Next" button

(Click the above link to edit your chapter information)

**Select Events for Hope Aguero**  
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
<b>Proficiency</b>						
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"/>		
<b>STAR</b>						
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 Management 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 Portfolio Junior	1	3	999	<input type="checkbox"/>	1	
Chapter in Review Portfolio 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	
Chapter Service Project Display Occupational	1	3	999	<input type="checkbox"/>	1	
<b>Sports Nutrition</b>						
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"/>		

If you have any questions regarding Registration, please email [ostephens@texastfcla.org](mailto:ostephens@texastfcla.org)

Select the check box next to the event and then scroll to the bottom and click "Next."

9. If the student wishes to volunteer, complete the information on the volunteer page that appears. If the student does not wish to volunteer, just click “Next.”
10. Verify information and click “Finish Participant” on the final screen.

Members of America 2016 Region I Leadership Conference

Back to Registration List Finish Processing Later

**Participant Info** | **Items** | **Events** | **Volunteer** | Questions | Review

**Review Information for: Kasandra Culp**

Participant Info

First Name Kasandra  
MI  
Last Name Culp  
Participant Type Member  
Grade 12  
Level 2 - Senior - comprehensive member, grades 10-12  
Gender F  
Special Needs

FCSA/Certificates/Tracks

Item	Price	Quantity
FCSA - Culinary Arts - Onsite	\$15.00	1

Event Entries

No Events Selected

Volunteer

Volunteer Registration Completed

Positions:

Interested in Events:

- Teach and Train Senior

<< Back Finish Participant

If you have any questions regarding Registration, please email [pstephens@texasfcla.org](mailto:pstephens@texasfcla.org)

11. Repeat steps 1 – 10 for each student that will be competing
12. Once all competitive event entries are added, click the “Finished Registering” button to submit registration

Members of America FCCLA Texas 2016 Region I Leadership Conference

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.

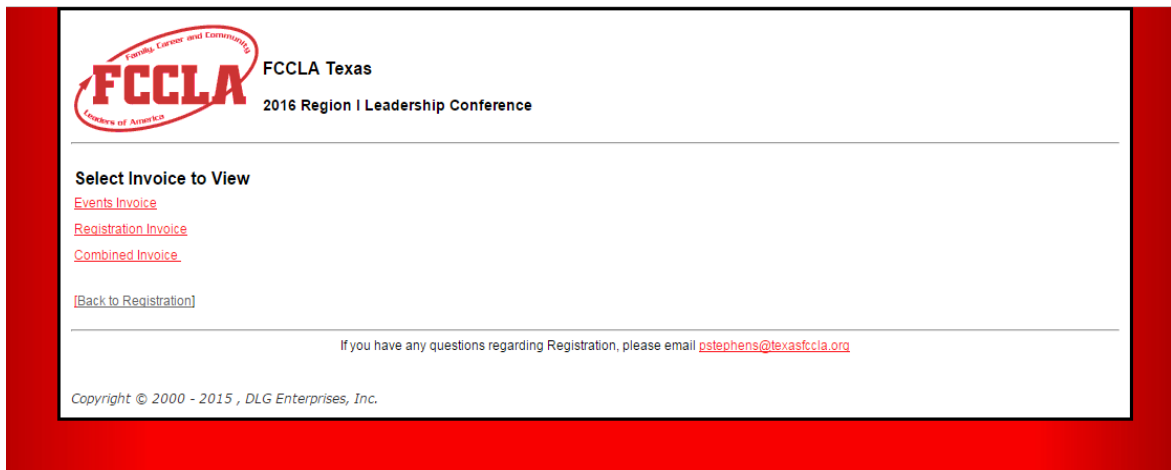
Participant ID	Name	Participant Type	Item Selection	Event	*	Edit	Delete
3040002	Aguero, Hope	M	Items (\$0.00)	*	Edit	Delete	
3040001	Odom, Jacqueline Odom	A	Items (\$0.00)	*	Edit	Delete	

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@texasfcla.org](mailto:pstephens@texasfcla.org)

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



14. The system will only e-mail the Combined Invoice to you. If your chapter needs to pay for competitive events separate from meeting registration, please print the “Events Invoice” and mail with payment.

15. 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. If paying by credit card, all online credit card payments must be submitted and received in the system by 11:59 p.m. on December 1. 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:** If paying by check, the chapter advisor must submit the following items in one packet to the Texas FCCLA office. The packet must be postmarked (a legibly dated U. S. Postal Service postmark will be acceptable – meter postmarks are not acceptable) no later than December 1. Entries postmarked after December 1 are ineligible (without penalty). Hold checks will not be accepted since credit card payment is offered. FCCLA encourages advisors to send payment using a delivery confirmation instead of certified mail. The items to be submitted are:

- a) Competitive Events Invoice OR Combined Registration Invoice (print invoice after entry(s) has been submitted online)
- b) A check for the entry fee(s). Make check payable to FCCLA and mail with invoice to: Family, Career and Community Leaders of America, 1107 W. 45<sup>th</sup> Street, Austin, TX 78756

**Points to remember:**

- Registration for competitive events must be submitted with payment postmarked by December 1.
- Competitors must register for the region conference at the time of registering for competitive events, however, only the competitive event entry fees must be postmarked 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 meeting registration prior to the meeting registration deadline.
- If and when additional members need to be added to the meeting registration, the same procedure will be done as shown in steps 1 – 6 and steps 9 – 10 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.

## **Volunteers (Evaluators and Room Consultants)**

### **How to Recommend Evaluators:**

1. Click the Add Other Name button
2. Type the person's first and last name
3. Select Evaluator under the Participant Type dropdown
4. Select the person's gender
5. Click the checkbox next to "Volunteer/Evaluator."
6. Click the Save button
7. On the next page, complete the contact information for the person
8. Select "Evaluator" as the volunteer position and select preferred event(s)
9. Click the Save button

### **How to Sign up a Chapter Advisor as a Lead Consultant:**

1. Follow this link: <http://signup.com/go/mieFdut>
2. Select the region you would like to volunteer at
3. Select your preferred event
4. The region advisor will contact you to confirm details

### **How to Recommend Chapter Members as Room Consultants:**

1. Click the Add Student button to register for the conference
2. Type the student's first and last name and click the Search button or click the Search button to view all students
3. Select Member under the Participant Type dropdown and click "Continue"
4. Select Yes under the Volunteer dropdown on the first screen and click "Continue"
5. Select any items on the next screen
6. Select any competitive events on the following screen
7. On the next page (the volunteer page), complete the contact information for the student
8. Select one of the three Room Consultant job titles (Door Monitor, Runner, Timekeeper) as the volunteer position
9. Select preferred event(s)
10. Click the Save button