

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>

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)

All competitive event participants MUST be affiliated with payment posted by November 15 before advisors can register students for competitive events.

How to Register a Student:

1. Click on the "Add Student" button

The screenshot shows the FCCLA Texas registration interface 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 note: 'NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.' Below this is a table with one row of data:

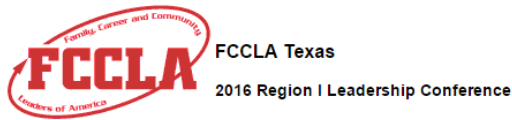
Participant ID	Name	Participant Type	Item Selection	
3040001	Odom, Jacqueline Odom	A	Items (\$0.00)	* Edit Delete

Below the table are several buttons: '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: 'If you have any questions regarding Registration, please email pstephens@texasfccla.org'.

2. Type the student's first and last name and click the "Search" button or click the "Search" button to view all students

The screenshot shows the 'Add Members' section of the FCCLA Texas registration interface. It includes a search form with 'First Name' and 'Last Name' input fields, a 'Search' button, and a note: '(Leave fields blank to list all records)'. Below the search form, it says 'There are currently no registered students.' and provides a 'Back to Registration List' link. A blue arrow points to the 'Search' button. The footer is identical to the previous screenshot: 'If you have any questions regarding Registration, please email pstephens@texasfccla.org'.

- 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	Gender Female	Senior - grades 10-12	No
Paola Alonzo	Paid member	Not Attending	Grade 11	Gender Female	Occupational - grades 10-12	No
Robert Anes	Paid member	Not Attending	Grade 12	Gender Male	Senior - grades 10-12	No
Jovanna Arriaga	Paid member	Not Attending	Grade 10	Gender Female	Senior - grades 10-12	No
Gabby Barrios	Paid member	Not Attending	Grade 10	Gender Female	Senior - grades 10-12	No
Briana Caballero	Paid member	Not Attending	Grade 11	Gender Female	Senior - grades 10-12	No
Ana Cadena	Paid member	Not Attending	Grade 12	Gender Female	Senior - grades 10-12	No
...	Grade 11

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

FCCLA Texas
2016 Region I Leadership Conference

REGISTRATION

LOG OUT

[Back to Admin](#)

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

Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

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

Copyright © 2000 - 2016 , DLG Enterprises, Inc.

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

FCCLA 2016 Region I Leadership Conference

Back to Registration List Finish Processing Later

Participant Info Items Events Volunteer Questions Review

Select FCSA/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 (FCSA)		
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.)
- Click the "Next" button

FCCLA Texas 2016 Region I Leadership Conference

(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
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 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	
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

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.

Leaders 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

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

Leaders 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			
3040002	Aguero, Hope	M	Items (\$0.00)	*	Edit	Delete	
3040001	Odom, Jacqueline Odom	A	Items (\$0.00)	*	Edit	Delete	

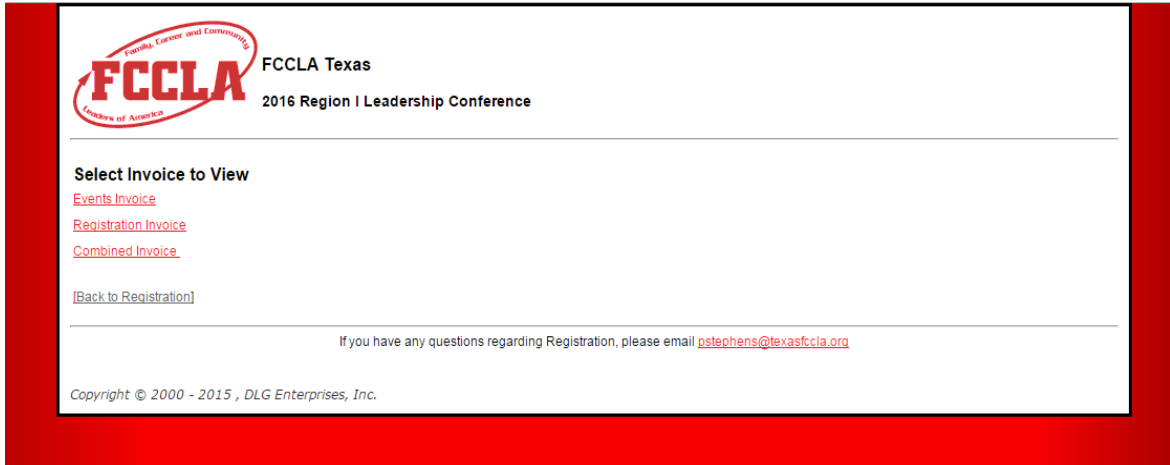
ADD ADVISER ADD STUDENT ADD OTHER NAME VIEW REGISTRATION **FINISHED REGISTERING**

Save and Finish Later

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

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).



The screenshot shows a web page for FCCLA Texas. At the top left is the FCCLA logo with the tagline 'Family, Career and Community Leaders of America'. To the right of the logo, it says 'FCCLA Texas' and '2016 Region I Leadership Conference'. Below this is a section titled 'Select Invoice to View' with three red underlined links: 'Events Invoice', 'Registration Invoice', and 'Combined Invoice'. There is also a blue underlined link 'Back to Registration'. At the bottom of the page, there is a line of text: 'If you have any questions regarding Registration, please email gstephens@texasfccla.org'. At the very bottom, it says 'Copyright © 2000 - 2015 , DLG Enterprises, Inc.'

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 local chapter advisor must submit the following items in one packet to the Texas FCCLA office. The packet must be postmarked 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, Lock Box Operations, P. O. Box 1326, San Antonio, TX 78295-1326

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.

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 Recommend the Chapter Advisor as a Lead Consultant:

1. Click the Add Adviser button to register for the conference. If the advisor's name is already listed, click the "Edit" button next to the advisor's name. Click the checkbox next to "Volunteer/Evaluator" and click save. Proceed to step number 4 below.
2. Select Advisor under the Participant Type dropdown
3. Select Yes under the Volunteer dropdown
4. On the next page, complete the contact information
5. Select "Lead Consultant" as the volunteer position and select preferred event(s)
6. Click the Save button

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