STEP 1

Click on Login with FBLA Connect
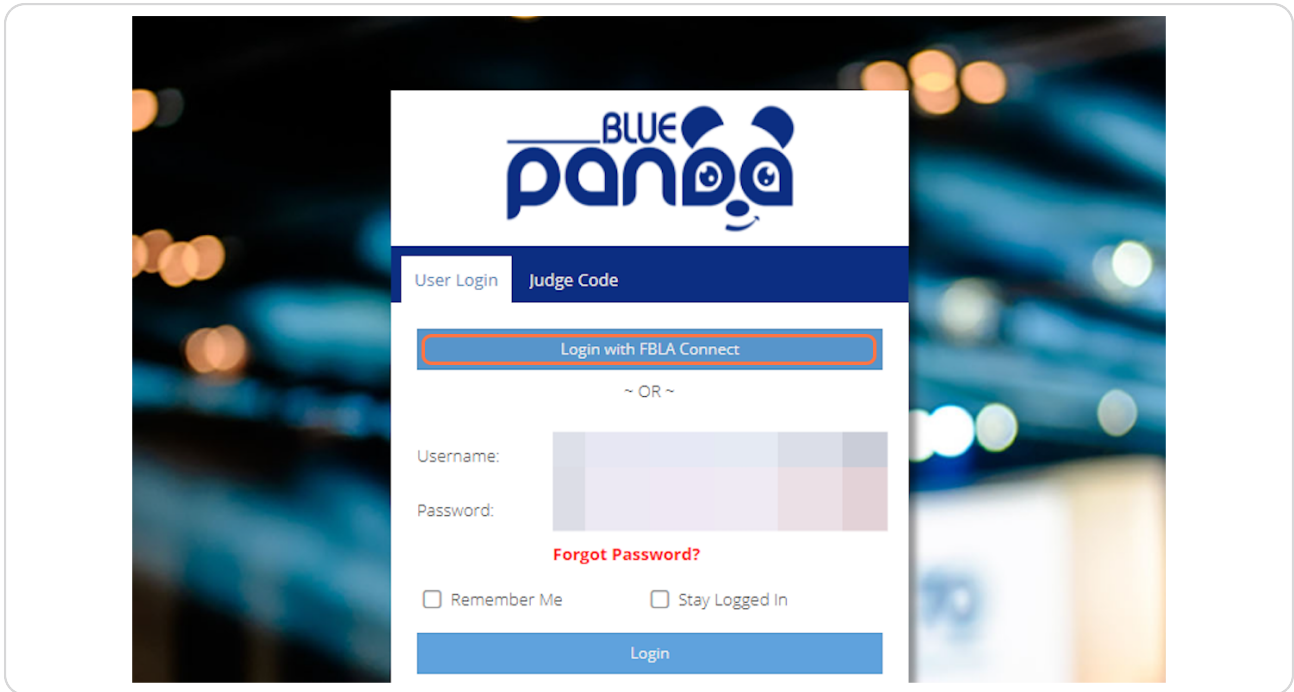
STEP 2

View Current Events and click 'Register'

STEP 3

Click on Yes

STEP 4

Click on Attendees

STEP 5

Click on Add
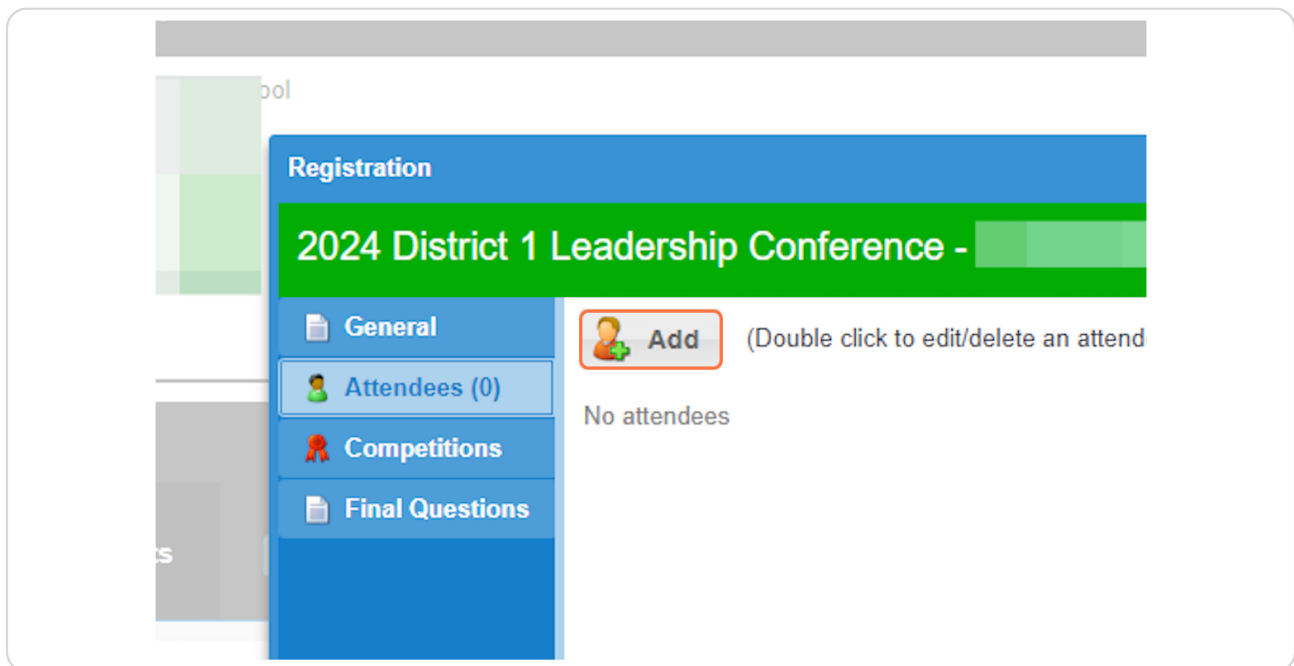

Iowa

FBLA
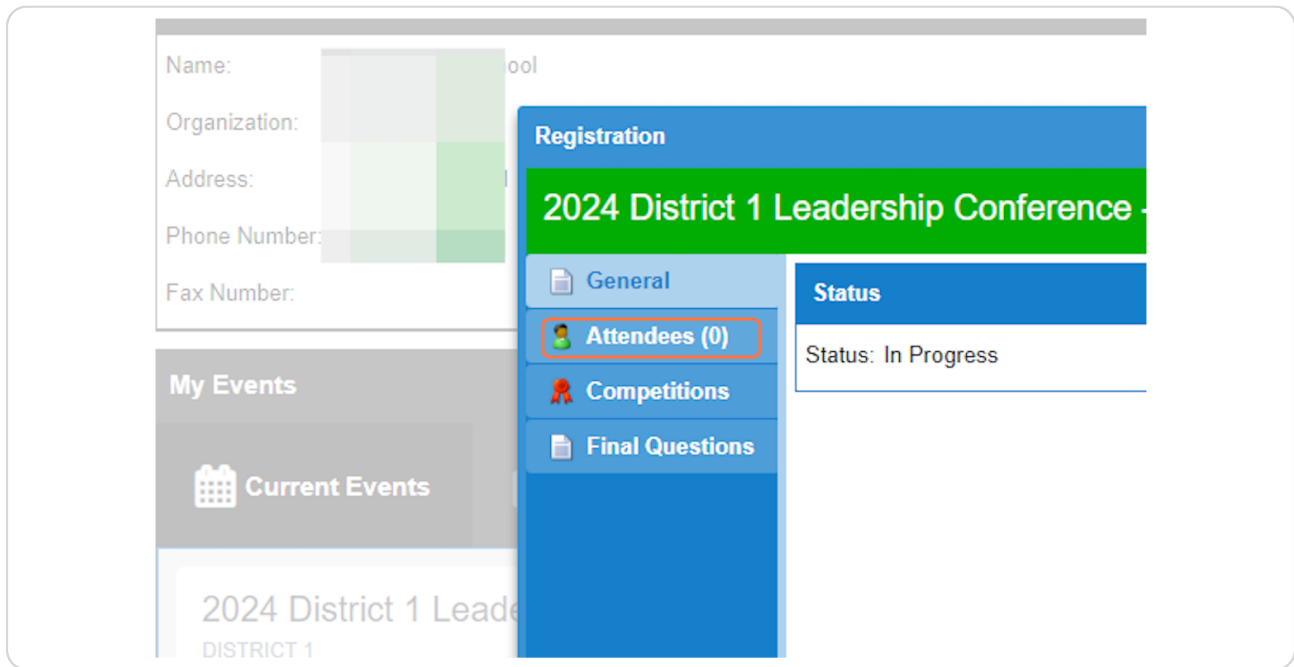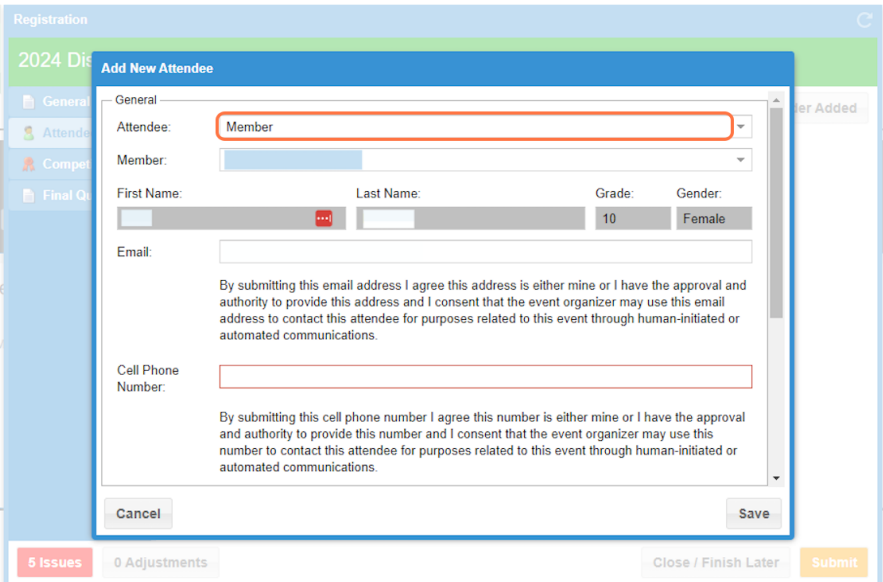
Select the Attendee type and locate the member in the dropdown
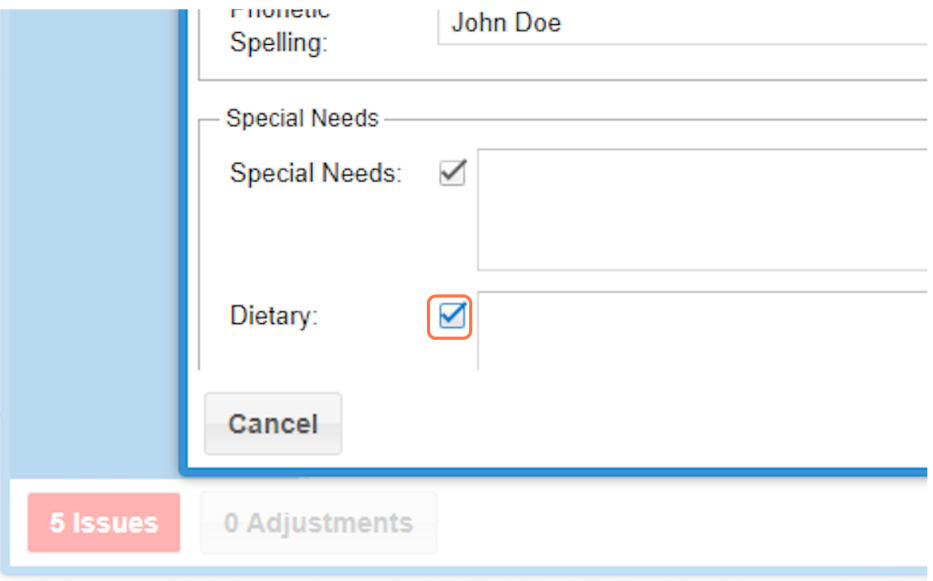
Complete all required fields including email and phone number.

Complete Special Needs and/or Dietary as needed.
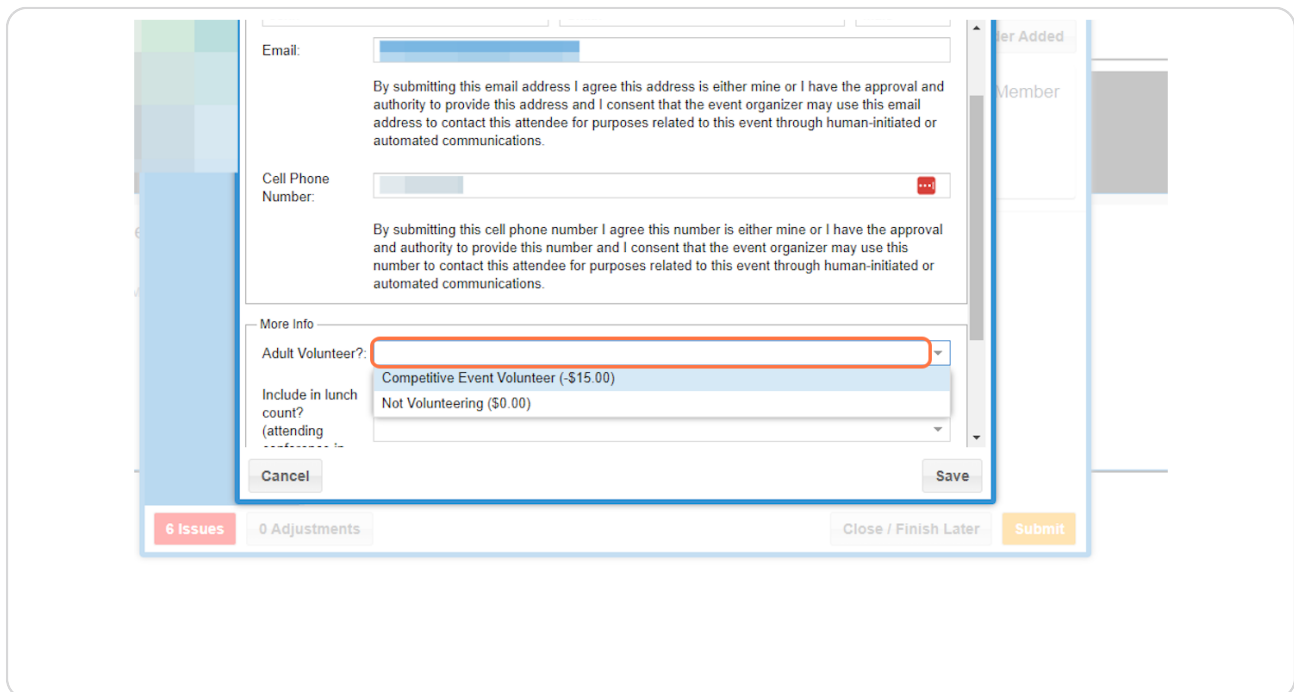
Iowa
FBLA

Click on Adult Volunteer?:

Adults can volunteer to serve as timekeepers, door monitors, etc. during the conference and receive a reduced registration rate.

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Click on Save

Repeat steps for each attendee.
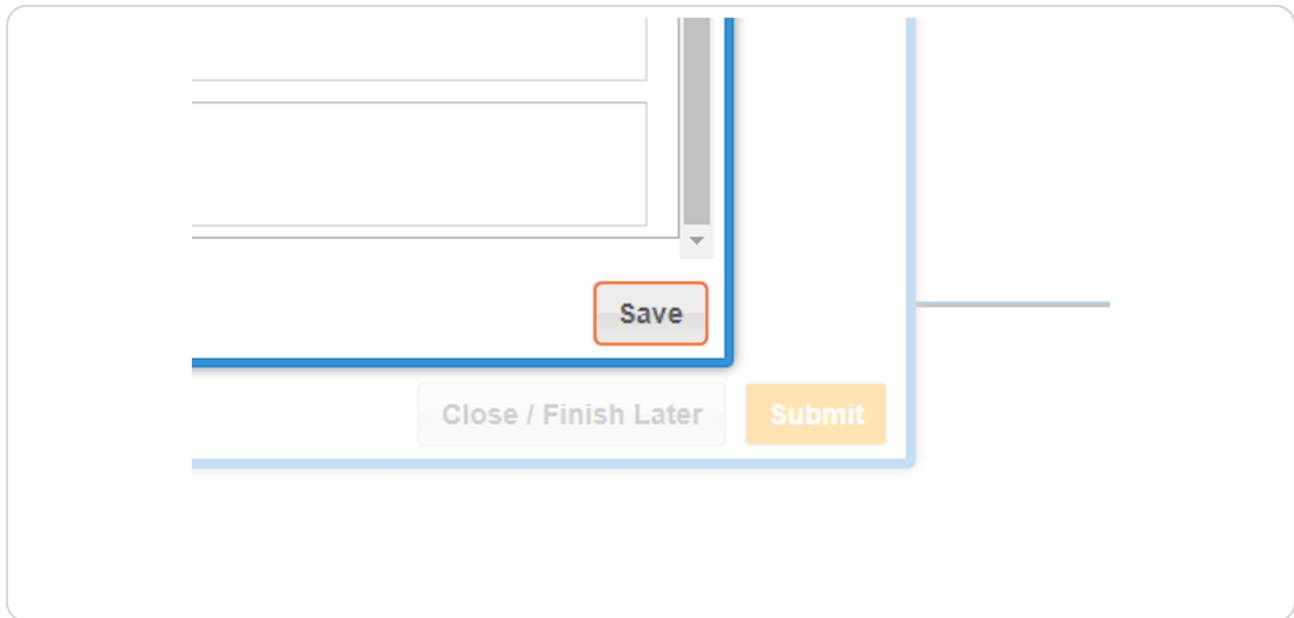
Navigate to Competitions

Competitions are organized by Group category, then alphabetically.

Iowa FBLA
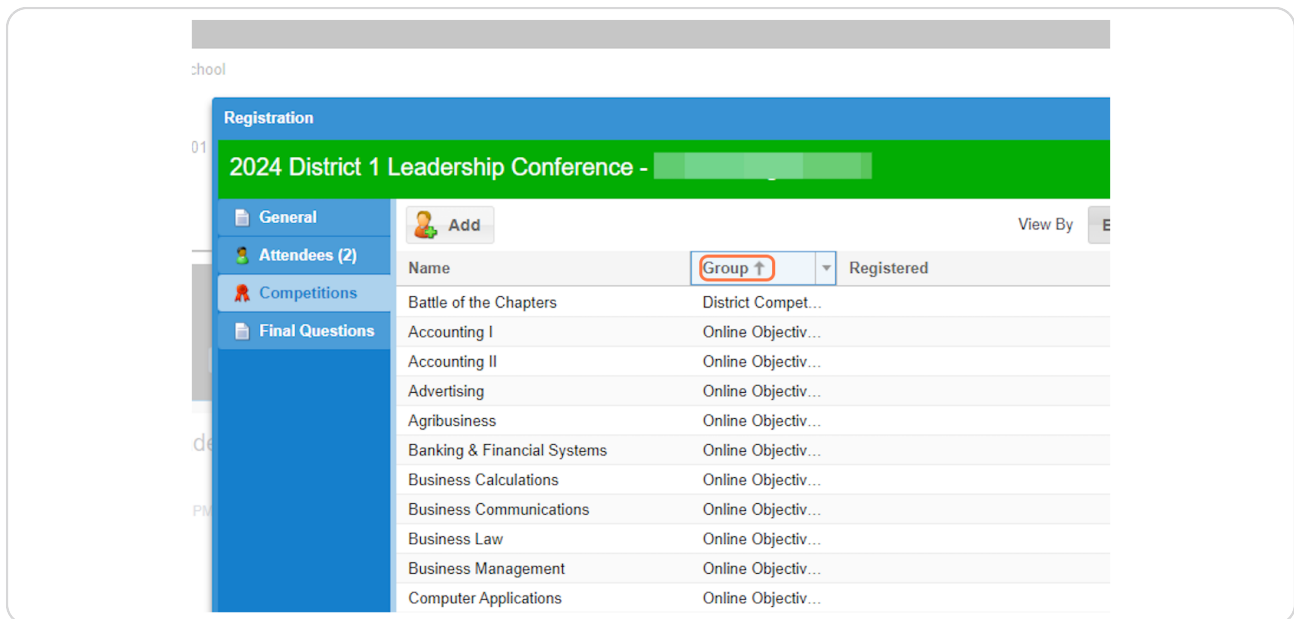
Select the Event and Click on Add

Assign the competitor to the event

First click on the competitor, then select the >

Iowa

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Click on Save

Repeat for all competitors. If you exceed an entry limit, Blue Panda will notify you.
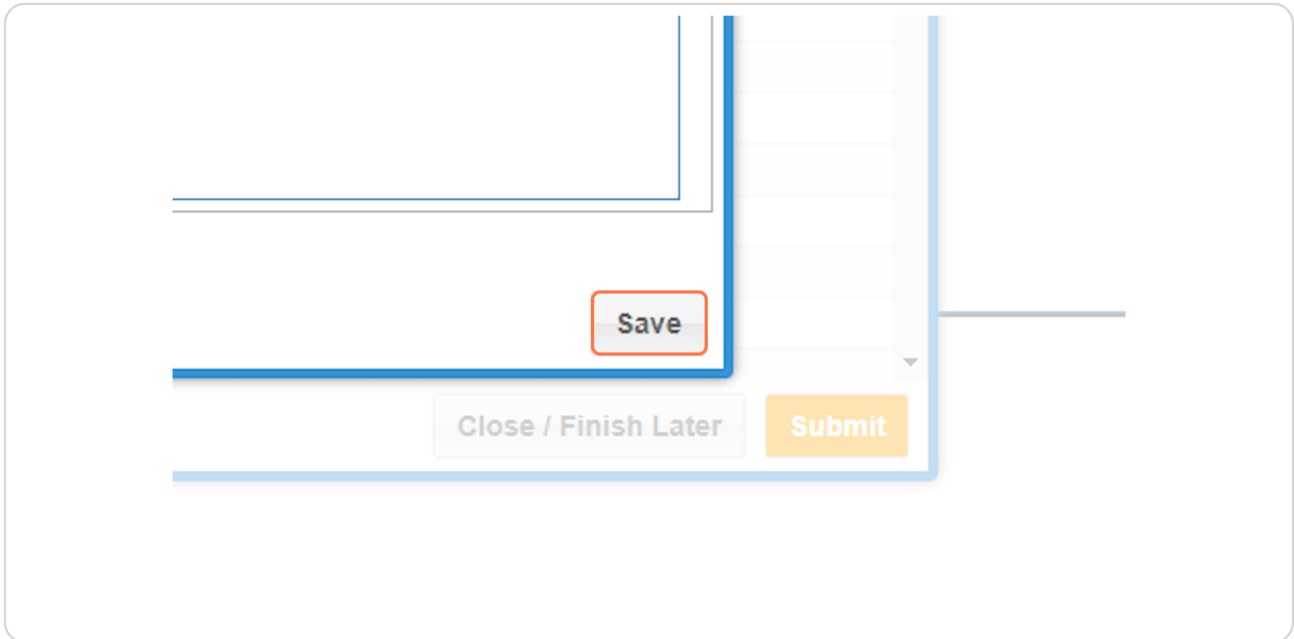
Click on Final Questions
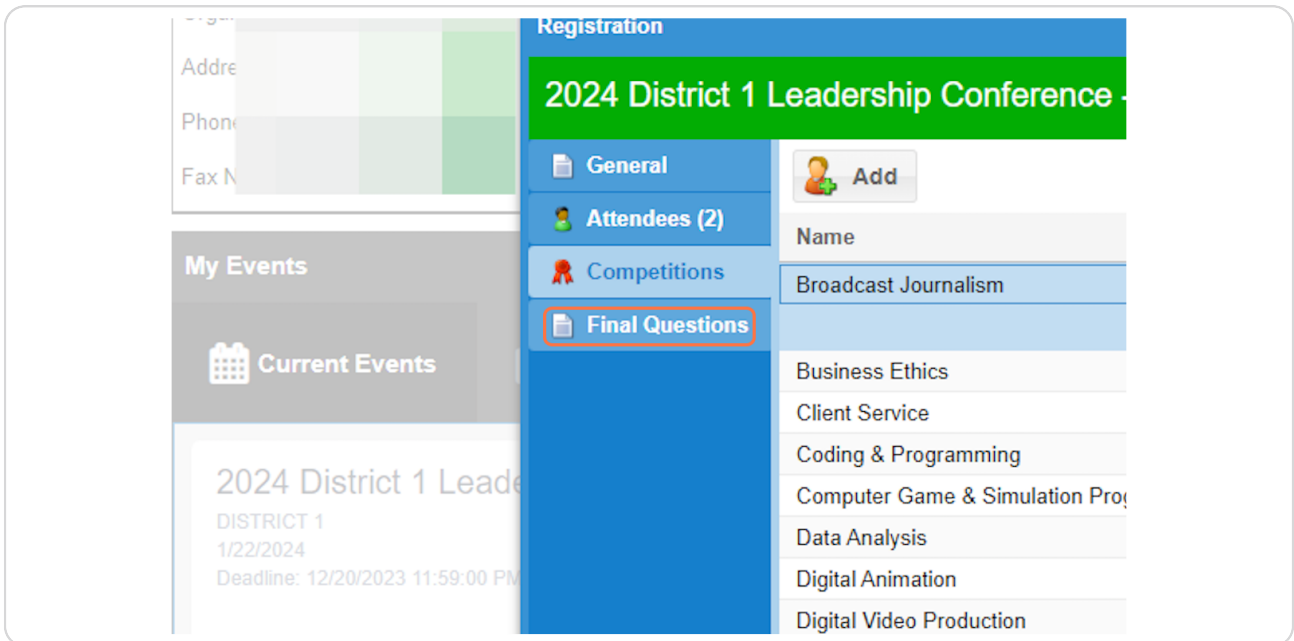
Complete the final questions

Edit Registration

Who is the On-Site Adviser?:

On-Site Adviser Phone Number?:

Please enter a name for the 24/7 emergency contact for the school (cannot be an on site individual):

Please enter a 24/7 emergency phone number for the contact of the school (cannot be an on site individual):

Cancel   Save

Iowa

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Review the Issues box

Green 'no issues' means your registration is good to submit.
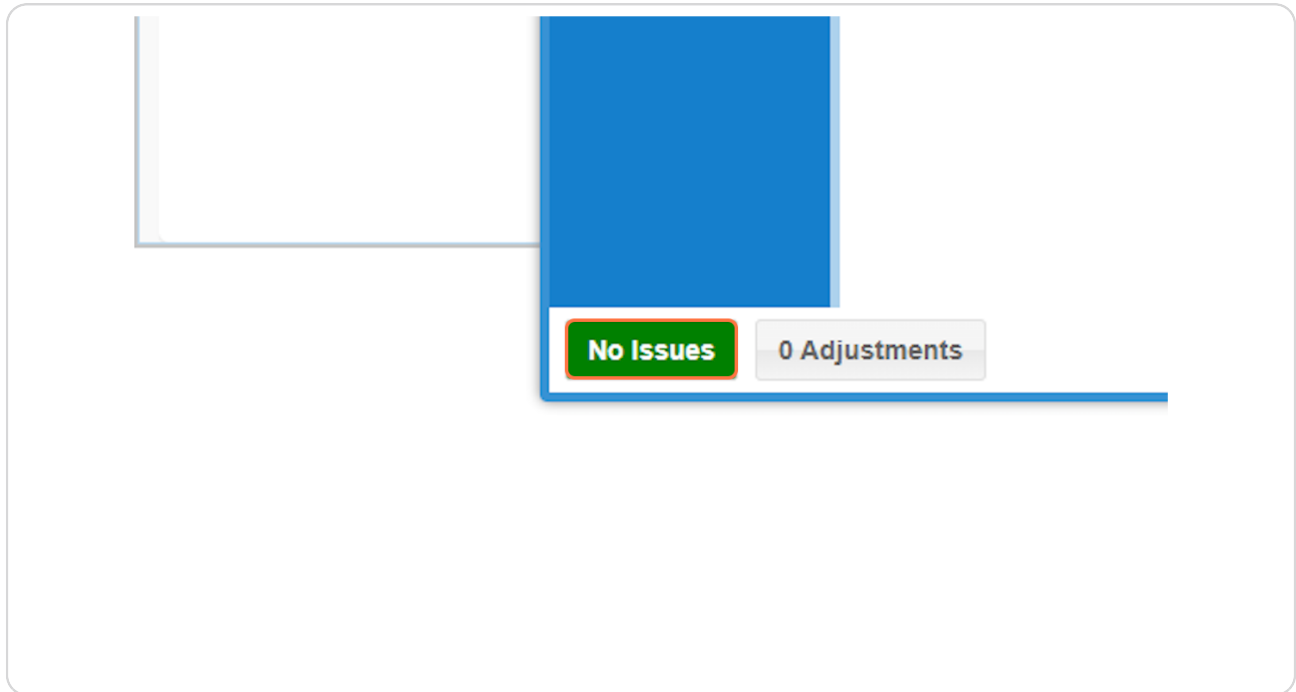Yellow 'warnings' mean you may have something that isn't typical, but you can still submit it.
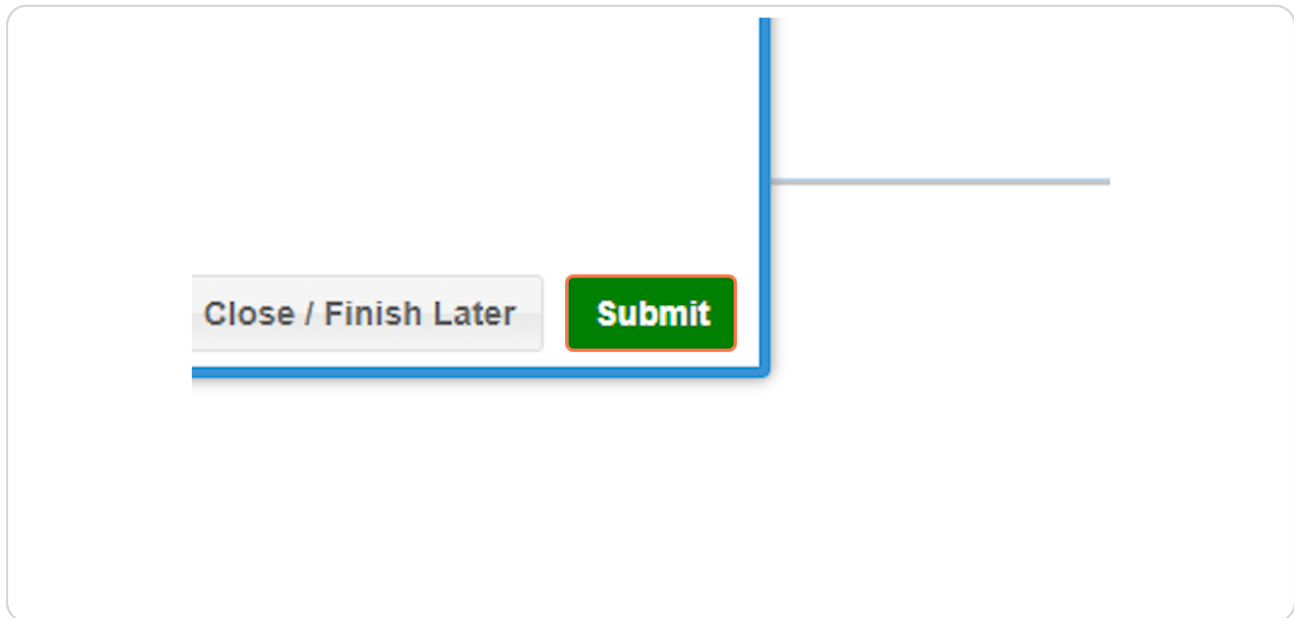Red 'critical warnings' means you cannot submit until the error is corrected.

No Issues   0 Adjustments

Iowa

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Click on Close/Finish Later or Submit
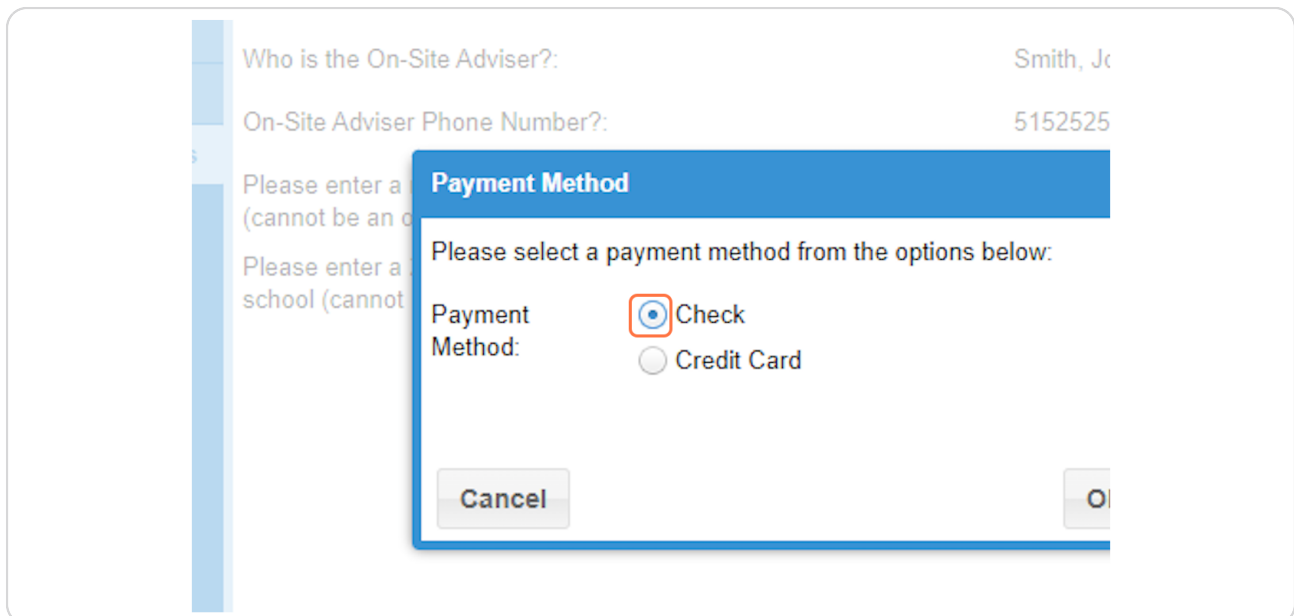
Registration can be 'un-submitted' and edited until the registration deadline.

Select Payment Method

Credit card transactions will incur an additional fee for processing.

Iowa

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Review Asset Collection & E-Testing

Asset Collections will identify anything that needs to be uploaded, the file type, and the deadline. E-Testing will be the location to download Login Cards once registration has closed.

Review Registration Details and Instructions

Iowa **FBLA**

Invoices

Invoices can be downloaded from Blue Panda and a copy has been automatically emailed to the adviser. Please process payment once finalized to meet the payment deadline.
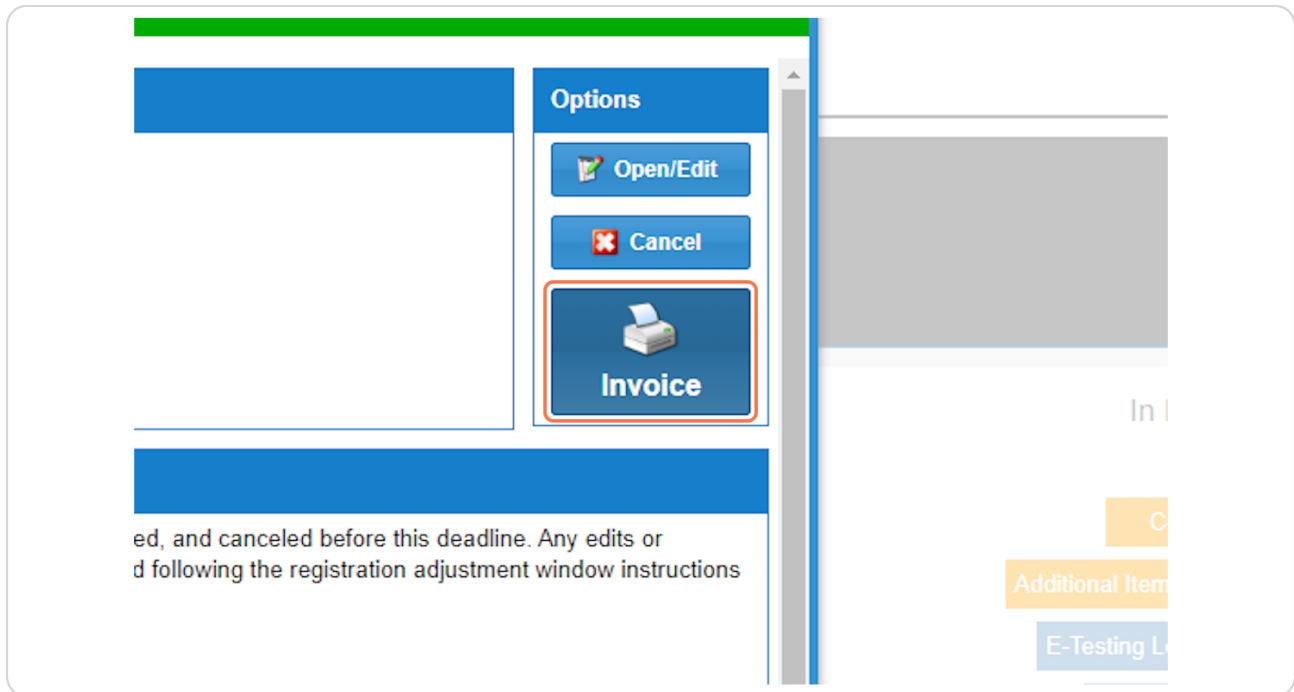
Accessing Scores

Once the conference is complete, advisers will be able to access and download rating sheets and scores from the conference. An additional box will show up on the registration. Please note, you may have to click on "Past Events" to find the conference.

Iowa FBLA