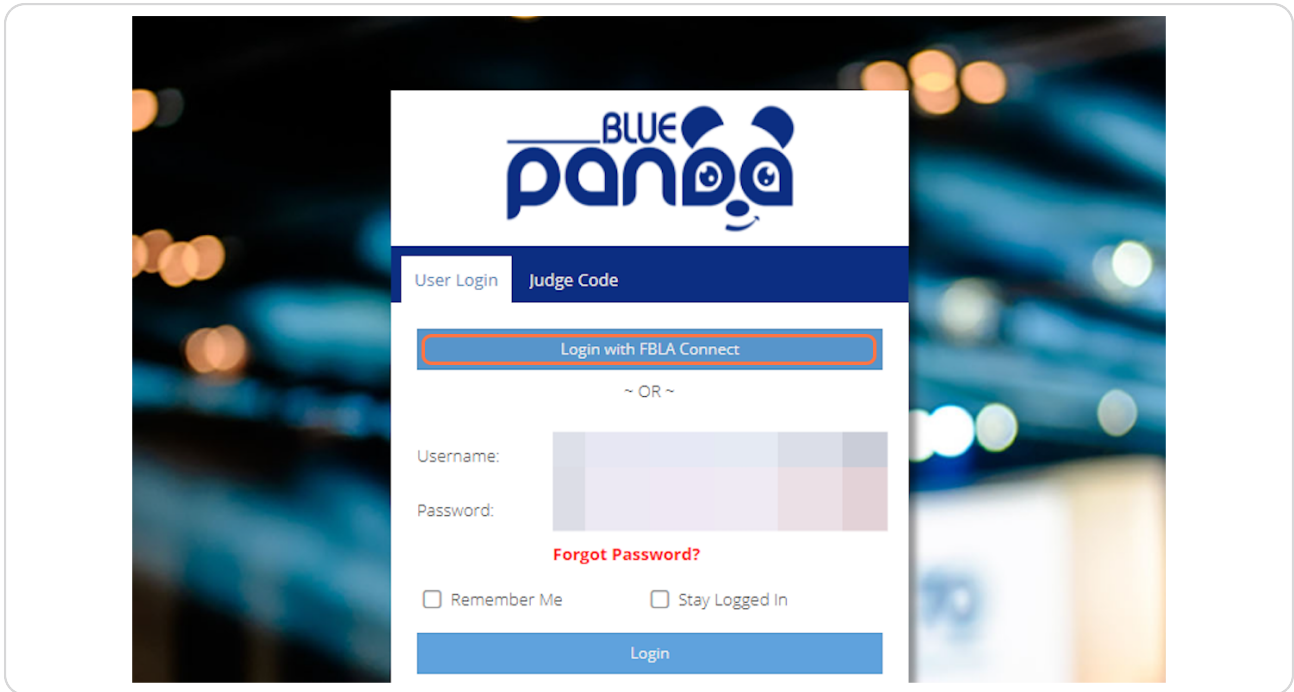


**STEP 1**

**Click on Login with FBLA Connect**



## STEP 2

View Current Events and click 'Register'

The screenshot shows a user interface for a high school group. At the top, there is a navigation bar with 'Group: Iowa FBLA' and a dropdown menu set to 'High School'. Below this is a profile section for 'High School' with fields for Name, Organization, Address, Phone Number, and Fax Number. The 'My Events' section is active, showing two tabs: 'Current Events' and 'Past Events'. A single event, '2024 District 1 Leadership Conference', is listed with details: 'DISTRICT 1', '1/22/2024', and 'Deadline: 12/20/2023 11:59:00 PM (CST -0600)'. The event status is 'Not Started' and a green 'Register' button is located to the right of the event details.

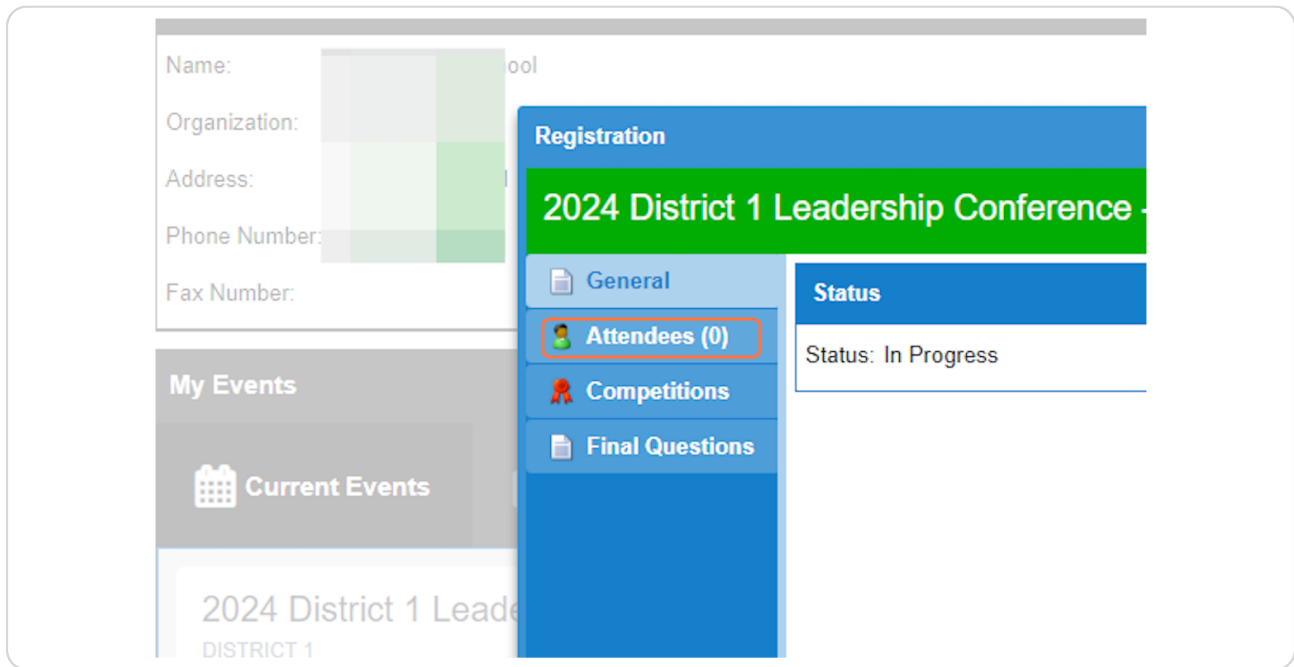
## STEP 3

Click on Yes

The screenshot shows a confirmation dialog box titled 'Start Registration'. The dialog contains a question mark icon and the text 'Do you want to start a new registration?'. Below the question are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red border, indicating it is the intended action.

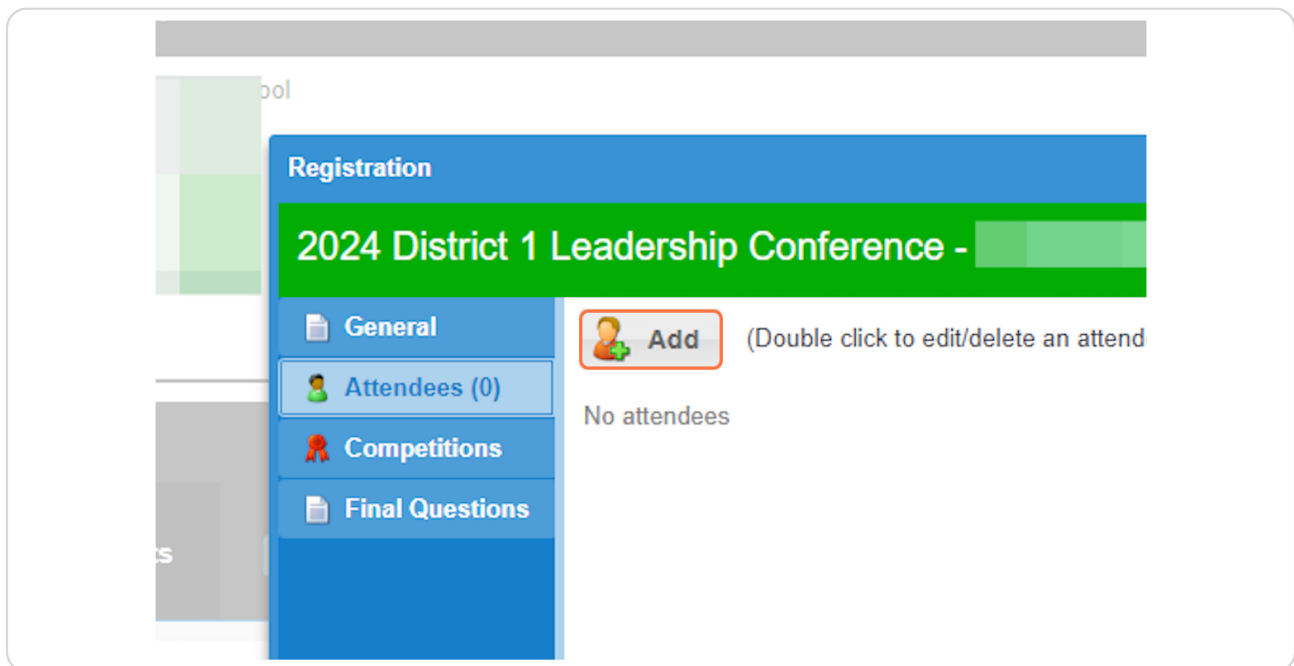
## STEP 4

### Click on Attendees



## STEP 5

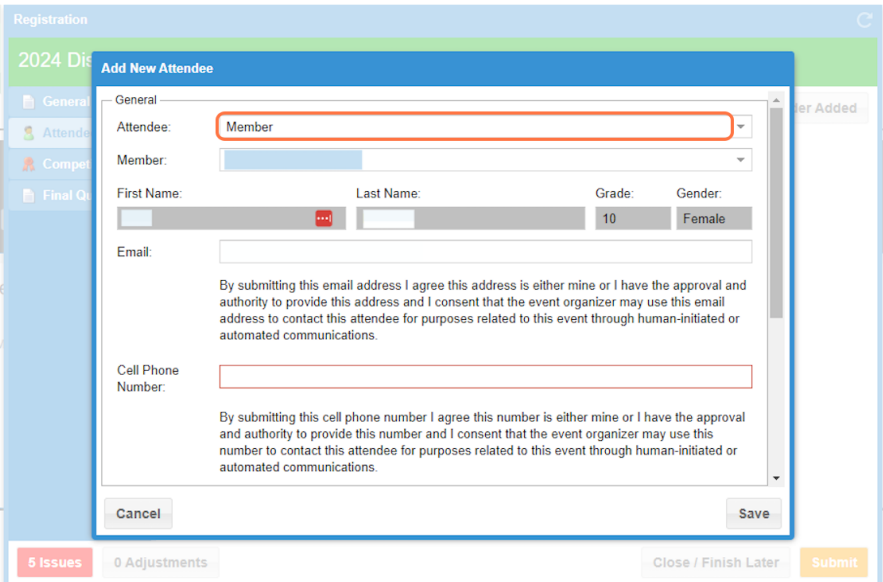
### Click on Add



## STEP 6

Select the Attendee type and locate the member in the dropdown

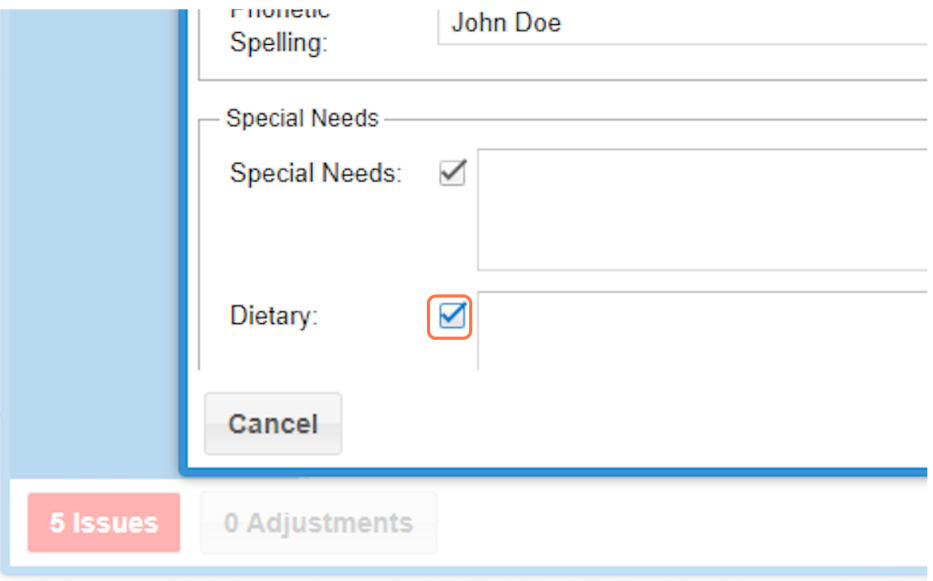
Complete all required fields including email and phone number.



The screenshot shows a web application interface for adding a new attendee. The main window is titled "Registration" and "2024 Dis". A modal window titled "Add New Attendee" is open, showing a "General" section. The "Attendee" dropdown menu is set to "Member" and is highlighted with a red box. Below it, the "Member" dropdown is empty. The "First Name" and "Last Name" fields are empty, with a red asterisk indicating a required field. The "Grade" field is set to "10" and the "Gender" field is set to "Female". The "Email" field is empty, with a red asterisk indicating a required field. Below the email field is a consent statement: "By submitting this email address I agree this address is either mine or I have the approval and authority to provide this address and I consent that the event organizer may use this email address to contact this attendee for purposes related to this event through human-initiated or automated communications." The "Cell Phone Number" field is empty, with a red asterisk indicating a required field. Below the cell phone number field is another consent statement: "By submitting this cell phone number I agree this number is either mine or I have the approval and authority to provide this number and I consent that the event organizer may use this number to contact this attendee for purposes related to this event through human-initiated or automated communications." At the bottom of the modal are "Cancel" and "Save" buttons. At the bottom of the main window are "5 Issues", "0 Adjustments", "Close / Finish Later", and "Submit" buttons.

## STEP 7

Complete Special Needs and/or Dietary as needed.

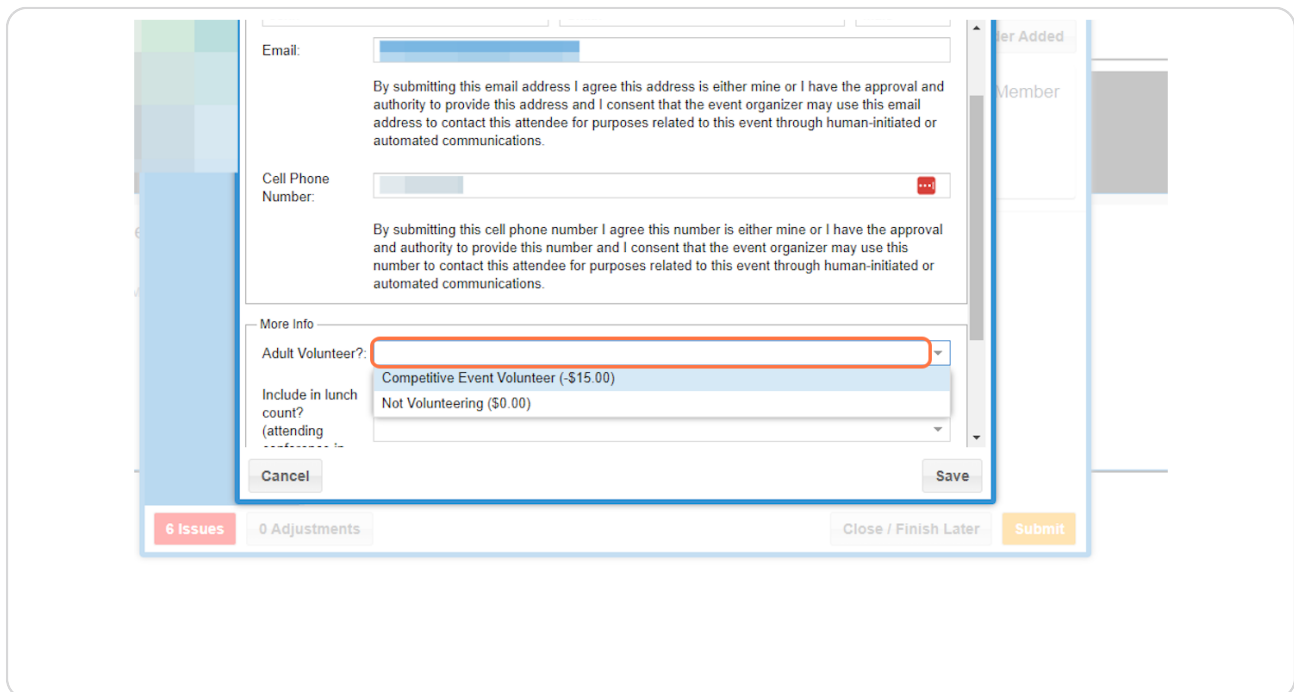


The screenshot shows a web application interface for completing special needs and dietary information. The main window is titled "Registration" and "2024 Dis". A modal window titled "Add New Attendee" is open, showing a "Special Needs" section. The "Phonetic Spelling" field is set to "John Doe". The "Special Needs" section has a "Special Needs" checkbox checked. The "Dietary" section has a "Dietary" checkbox checked. At the bottom of the modal is a "Cancel" button. At the bottom of the main window are "5 Issues" and "0 Adjustments" buttons.

## STEP 8

### Click on Adult Volunteer?:

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



The screenshot shows a registration form with the following fields and options:

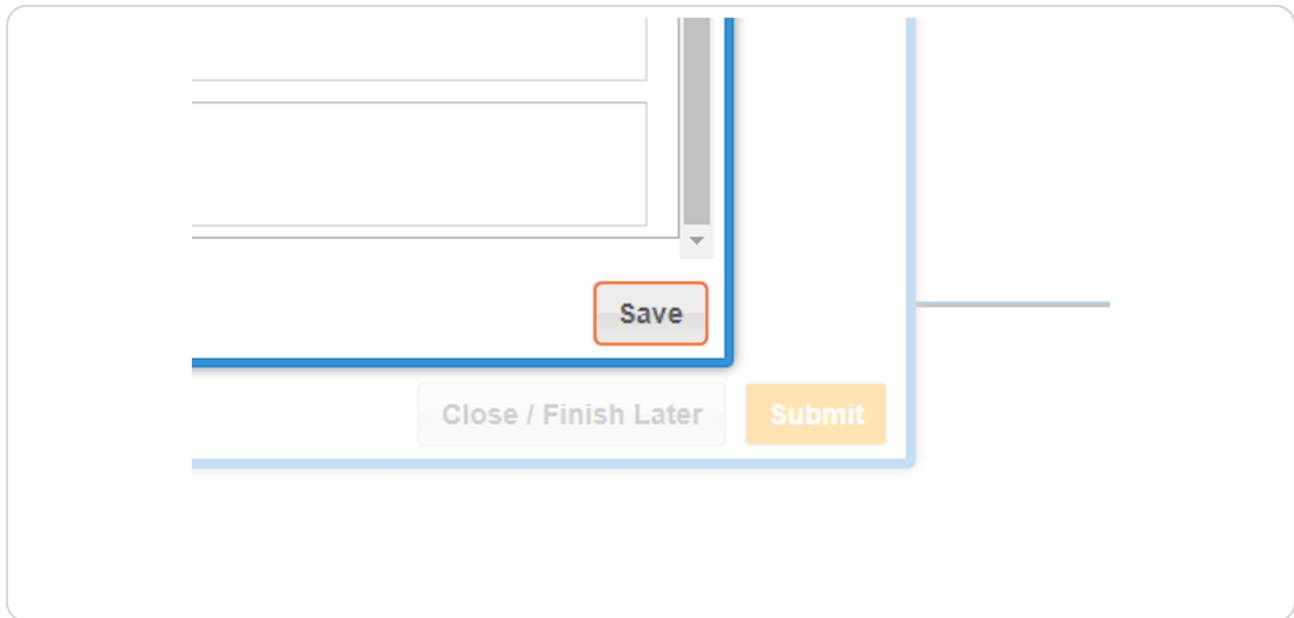
- Email:** A text input field with a blue bar over the text. Below it is a consent statement: "By submitting this email address I agree this address is either mine or I have the approval and authority to provide this address and I consent that the event organizer may use this email address to contact this attendee for purposes related to this event through human-initiated or automated communications."
- Cell Phone Number:** A text input field with a red "XXX" icon on the right. Below it is a consent statement: "By submitting this cell phone number I agree this number is either mine or I have the approval and authority to provide this number and I consent that the event organizer may use this number to contact this attendee for purposes related to this event through human-initiated or automated communications."
- More Info:**
  - Adult Volunteer?:** A dropdown menu with a red border around the selected option, "Competitive Event Volunteer (-\$15.00)". The other visible option is "Not Volunteering (\$0.00)".
  - Include in lunch count? (attending):** A dropdown menu.

At the bottom of the form, there are buttons for "Cancel" and "Save". Below the form, there are status indicators: "6 Issues" (in a red box), "0 Adjustments", "Close / Finish Later", and "Submit" (in a yellow box).

## STEP 9

### Click on Save

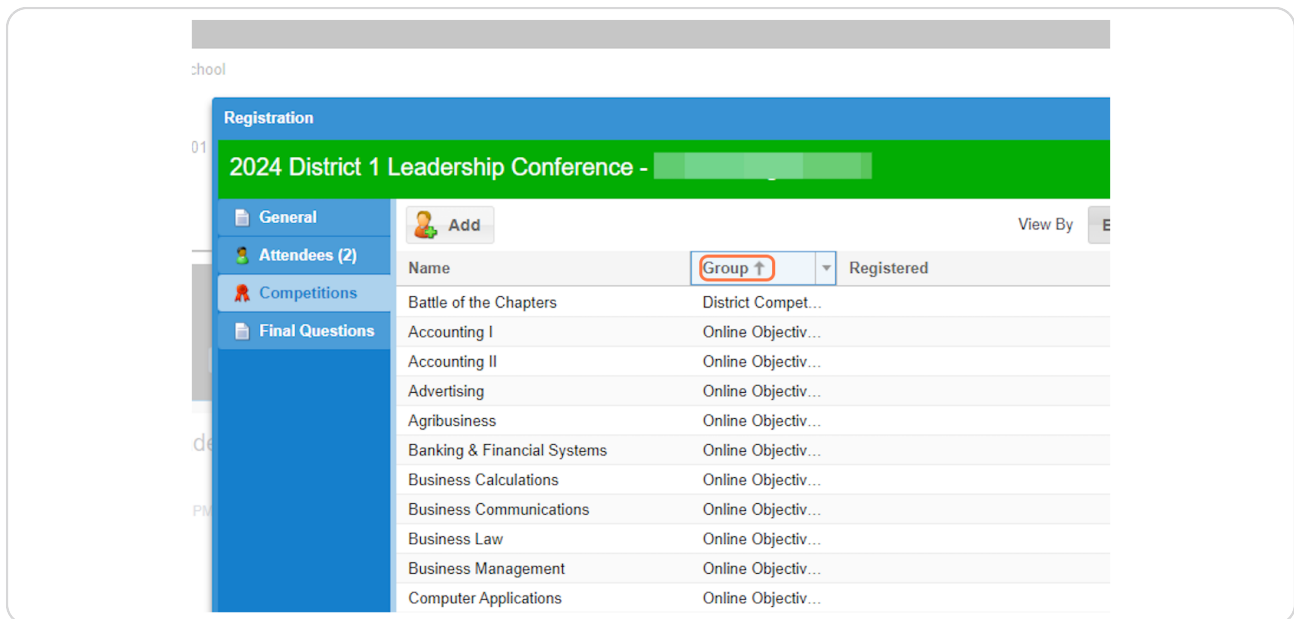
Repeat steps for each attendee.



## STEP 10

### Navigate to Competitions

Competitions are organized by Group category, then alphabetically.



## STEP 11

### Select the Event and Click on Add

Registration

### 2024 District 1 Leadership Conference - H

- General
- Attendees (2)
- Competitions
- Final Questions

Name	Group
Broadcast Journalism	Qualifyir
Business Ethics	Qualifyir
Client Service	Qualifyir
Coding & Programming	Qualifyir
Computer Game & Simulation Progra ...	Qualifvir

**Add**

## STEP 12

### Assign the competitor to the event

First click on the competitor, then select the >

ation: 9-12

Team	Group/Chapter
(10)	
N/A	

Adding a single Team entry.

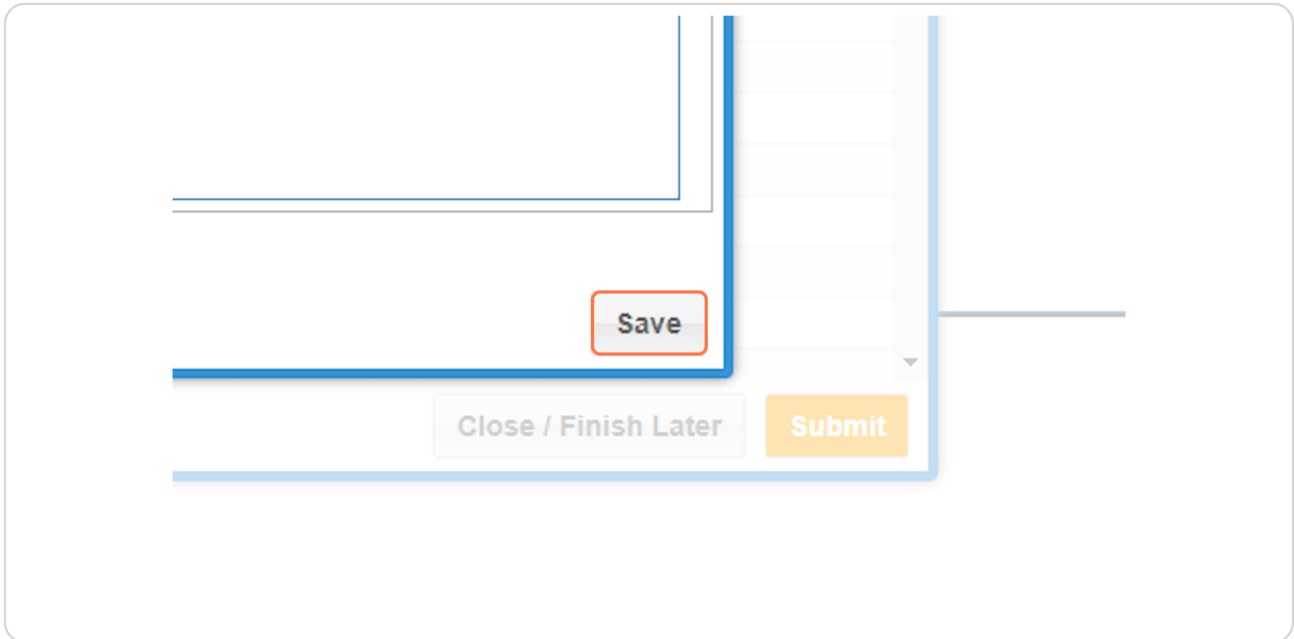
**<<** **<** **>** **>>**

**Assigned**

### STEP 13

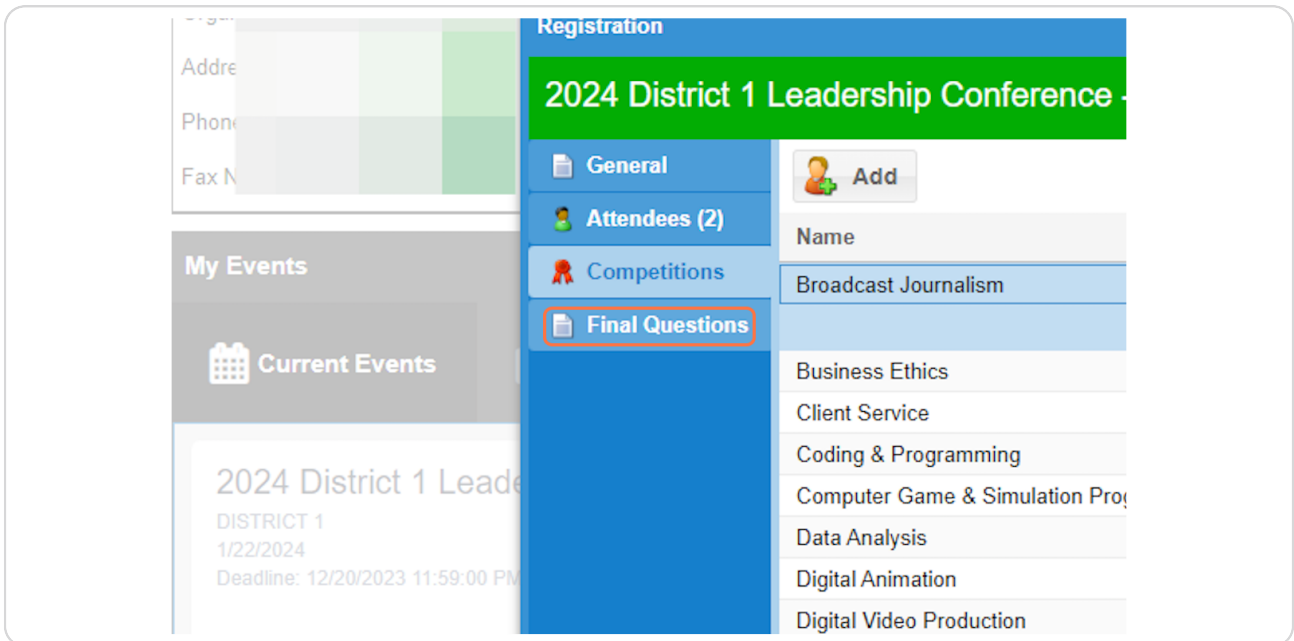
#### Click on Save

Repeat for all competitors. If you exceed an entry limit, Blue Panda will notify you.



### STEP 14

#### Click on Final Questions





## STEP 15

### Complete the final questions

Who is the On-Site Adviser?: [No Answer ] (Expected)

**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

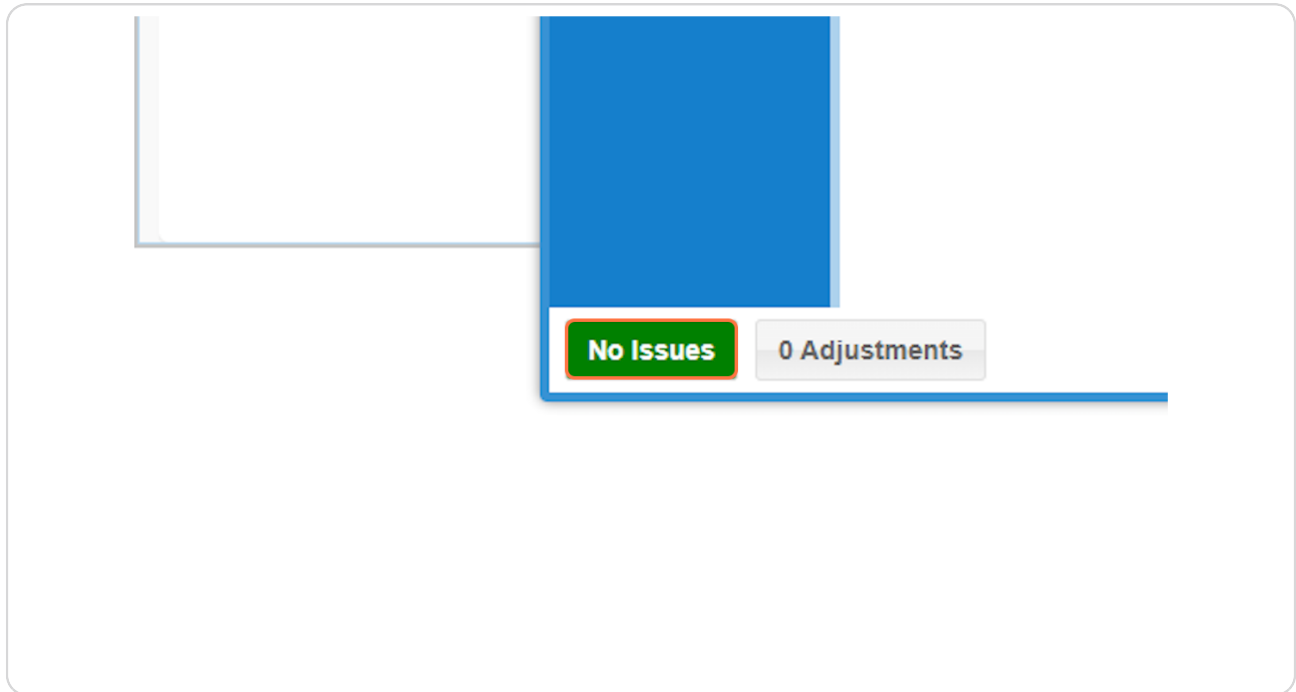
## STEP 16

### 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.

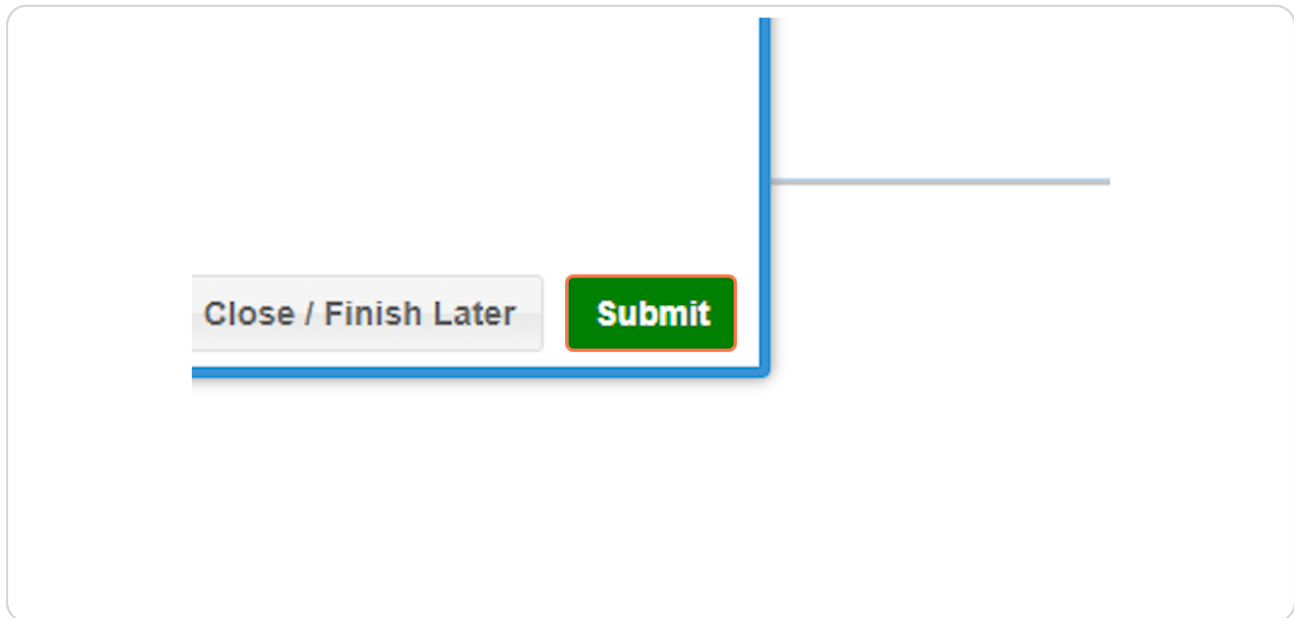
Red 'critical warnings' means you cannot submit until the error is corrected.



## STEP 17

### Click on Close/Finish Later or Submit

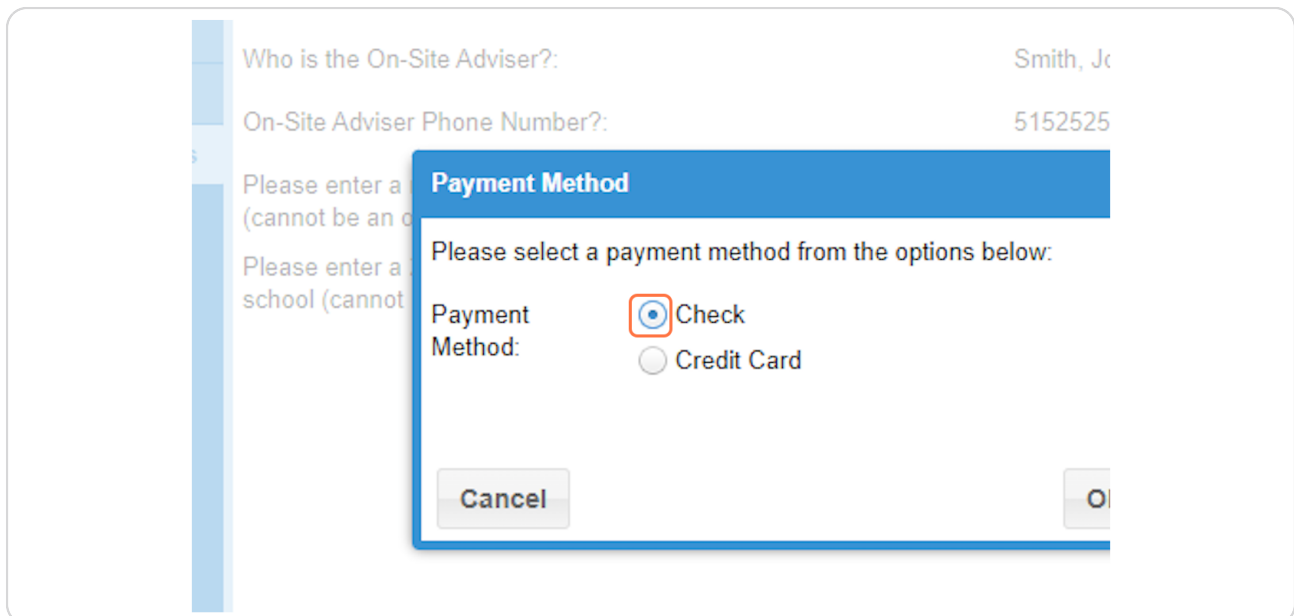
Registration can be 'un-submitted' and edited until the registration deadline.



## STEP 18

### Select Payment Method

Credit card transactions will incur an additional fee for processing.



## STEP 19

### 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.

The screenshot shows a registration summary window with the following details:

- Status**
  - Submitted: 11/15/2023 9:19:47 AM (CST -0600), By: Kent Storm
  - Attendees: 2
  - Grand Total: \$35.00
  - Asset Collection: **Additional Items Due: 1/1**
  - E-Testing: **E-Testing Login Cards**
- Instructions**
  - Registration deadline is December 20 at 5 PM. This registration can be resubmitted, adjustments after the deadline and until December 31 are allowed and must be submitted and complete the form at [www.iowafbla.org/dlc](http://www.iowafbla.org/dlc)
  - Please mail the invoice and payment for the invoice total to:

## STEP 20

### Review Registration Details and Instructions

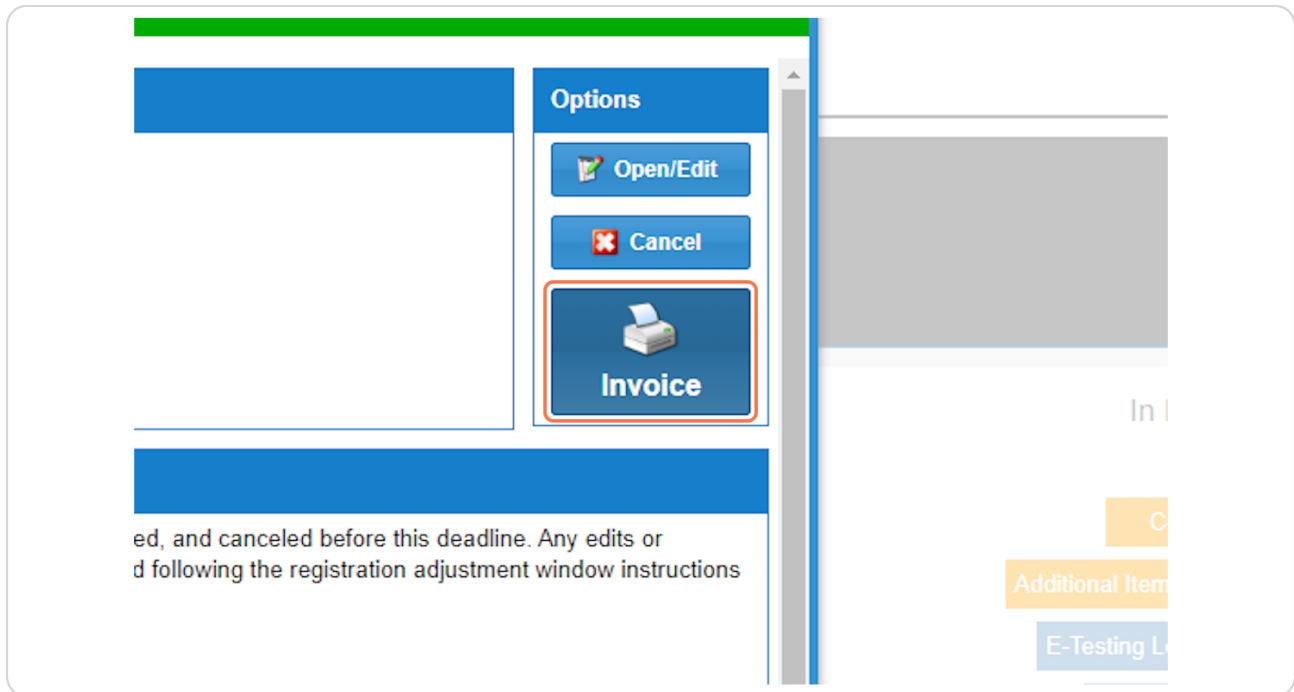
The screenshot shows a registration details window with the following information:

- Registration**
  - 2024 District 1 Leadership Conference - Creston High School
  - Grand Total: \$35.00
  - Asset Collection: **Additional Items Due: 1/1**
  - E-Testing: **E-Testing Login Cards**
  - Buttons: Cancel, Invoice
- Instructions**
  - Registration deadline is December 20 at 5 PM. This registration can be resubmitted, edited, and canceled before this deadline. Any edits or adjustments after the deadline and until December 31 are allowed and must be submitted following the registration adjustment window instructions and complete the form at [www.iowafbla.org/dlc](http://www.iowafbla.org/dlc)
  - Please mail the invoice and payment for the invoice total to:
    - Iowa FBLA
    - Attn: Financial Coordinator
    - 723 Curtis Avenue
    - Chariton, IA 50049
  - If you are paying via a credit card, a payment link will be emailed to you after the registration deadline. If paying by check, please follow your district's payment process and submit the invoice to the business office for payment.
  - Need a copy of Iowa FBLA's W9? Visit [www.iowafbla.org/advisers](http://www.iowafbla.org/advisers) to download.
  - Please note a 10% late fee will be added to the invoice if payment is not received by January 22.
- No Issues** (button)
- Close (button)

## STEP 21

### 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.



## STEP 22

### 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.

The screenshot shows a web interface for Iowa FBLA. At the top, there is a dropdown menu for "Group" set to "Iowa FBLA | Creston High School" and a "Refresh" button. Below this is a section for "Creston High School" with the following details:

- Name: Creston High School
- Organization: District 6
- Address: Creston, IA 50801
- Phone Number: 641-782-2116
- Fax Number:

Below the school information is a "My Events" section with two tabs: "Current Events" and "Past Events". The "Current Events" tab is active, showing a list of events. The first event is "2024 District 1 Leadership Conference" with the following details:

- DISTRICT 1
- 1/22/2024
- Deadline: 12/20/2023 11:59:00 PM (CST -0600)

On the right side of the event details, there is a "Submitted Total: \$35.00" and a "Review" button. Below this, there is a progress indicator "Additional Items Due: 1/1" and two "Download Scores" buttons.