

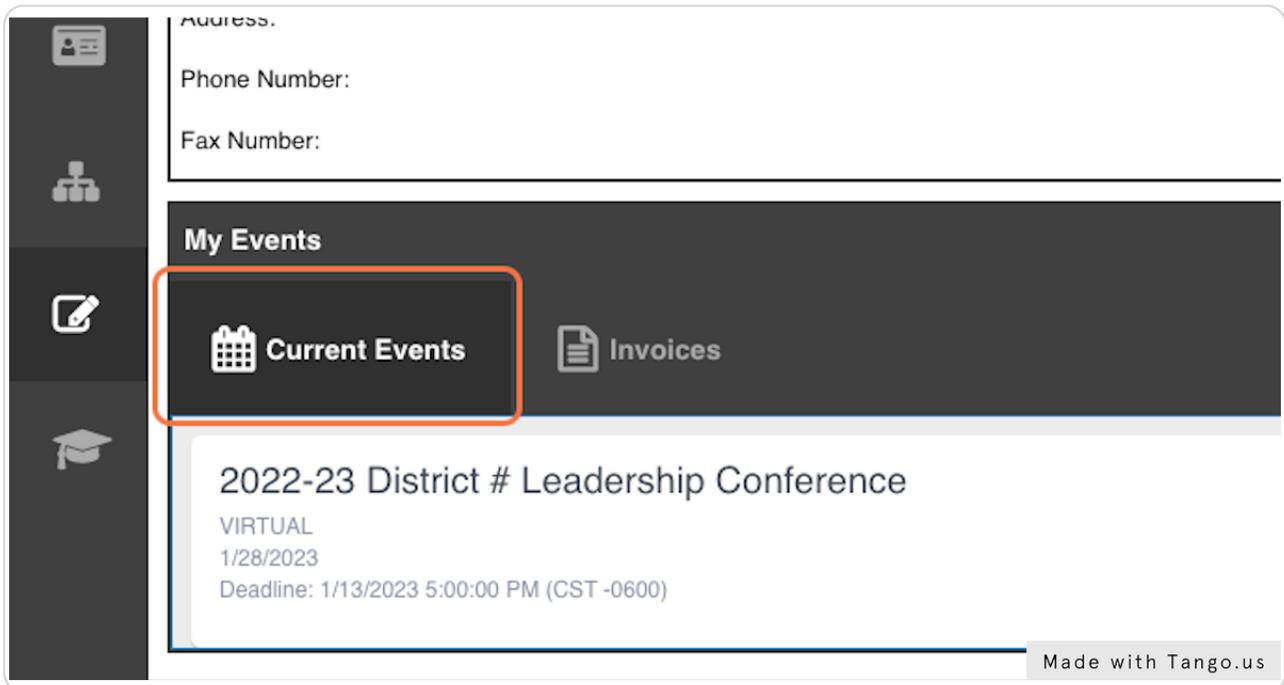
STEP 1

Go to Blue Panda

app.gobluepanda.com

STEP 2

View Current Events



The screenshot shows the Blue Panda app interface. On the left is a dark sidebar with four icons: a person, a group of people, a calendar, and a graduation cap. The main content area has a white header with fields for 'Address.', 'Phone Number:', and 'Fax Number:'. Below this is a dark grey section titled 'My Events' containing two buttons: 'Current Events' (with a calendar icon) and 'Invoices' (with a document icon). The 'Current Events' button is highlighted with an orange border. Below the 'My Events' section, the details for the '2022-23 District # Leadership Conference' are displayed, including 'VIRTUAL', '1/28/2023', and 'Deadline: 1/13/2023 5:00:00 PM (CST -0600)'. A 'Made with Tango.us' watermark is visible in the bottom right corner.

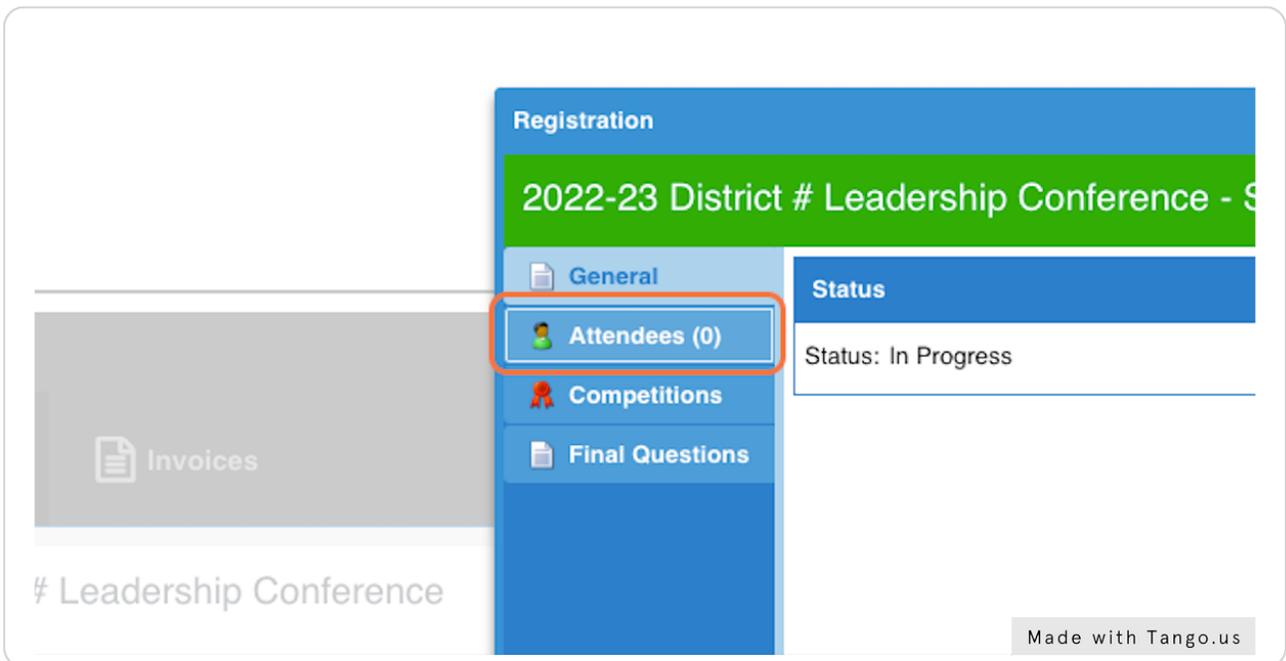
STEP 3

Click on Register



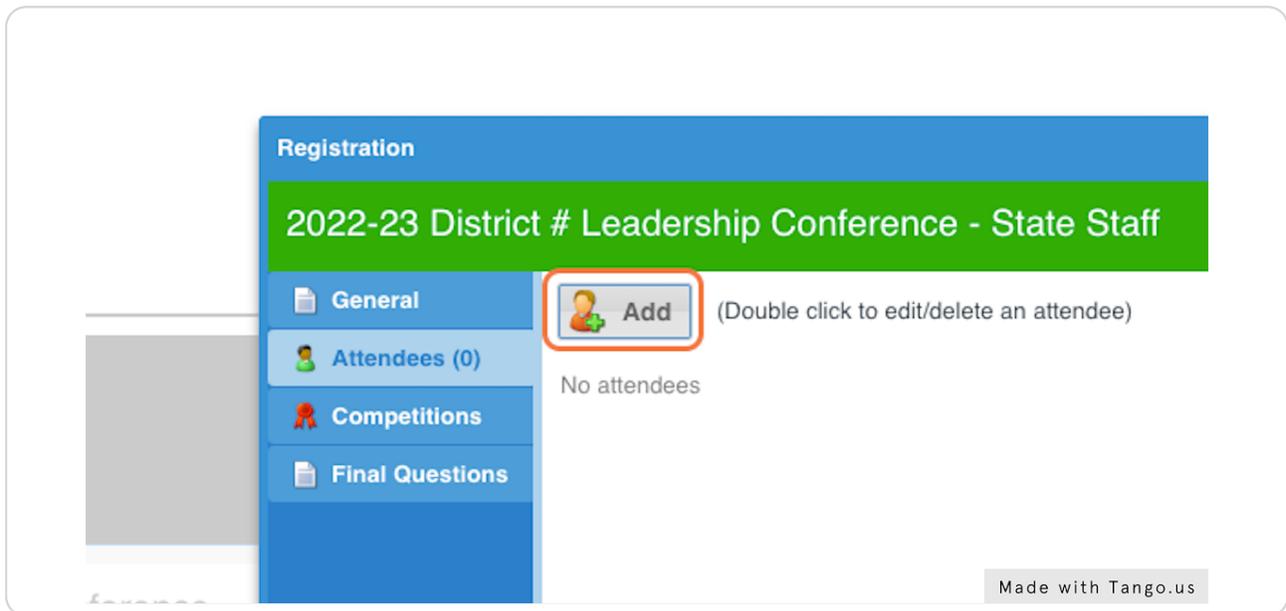
STEP 4

Click on Attendees



STEP 5

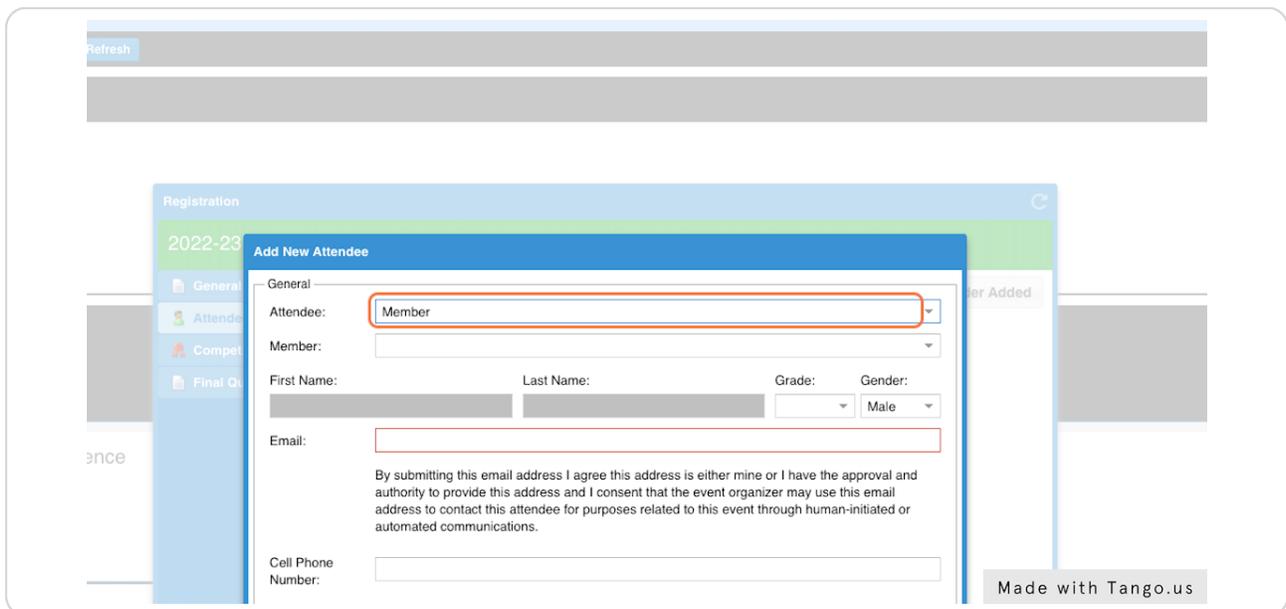
Click on Add



STEP 6

Select the Attendee Type

When selecting 'member' the list of members registered in my.FBLA will be pre-populated. my.FBLA membership data syncs to Blue Panda every four hours. Advisers will manually enter the names of adult attendees.



STEP 7

Enter Attendee Email

All attendees will receive pre-conference communications including event details.

Registration

2022-23

Add New Attendee

General

Attendee: Adult (Volunteering)

First Name: John Last Name: Doe Gender: Male

Email: john@gmail.com

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.

Cell Phone Number:

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.

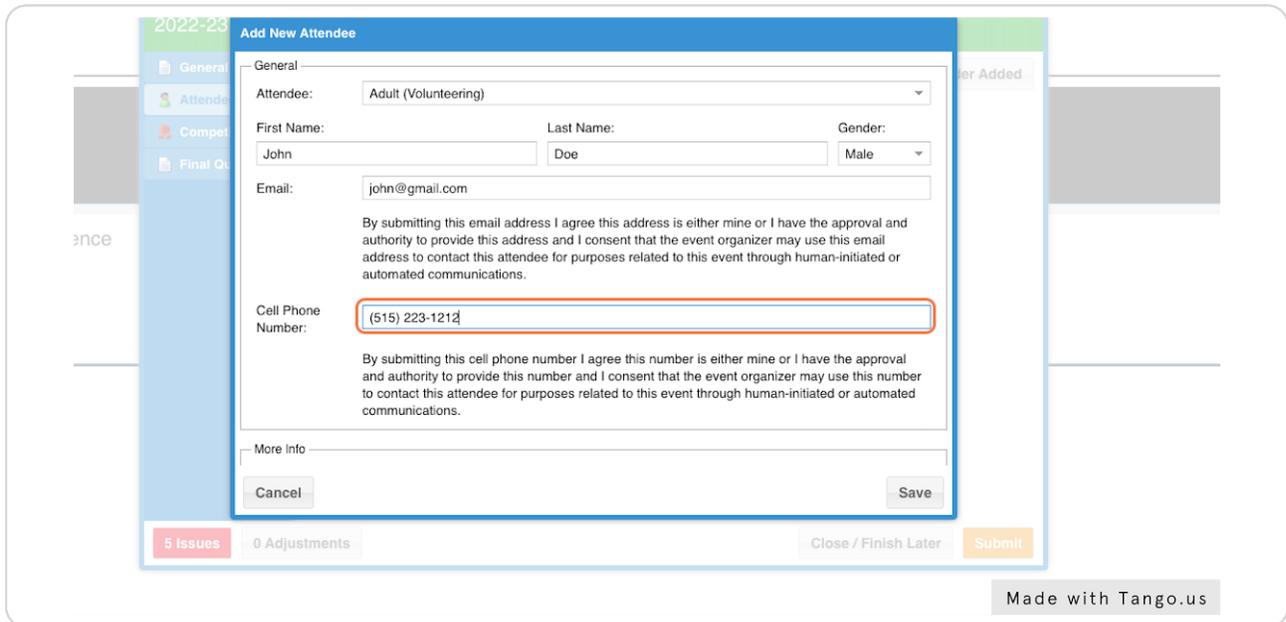
More info

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STEP 8

Type Cell Phone Number

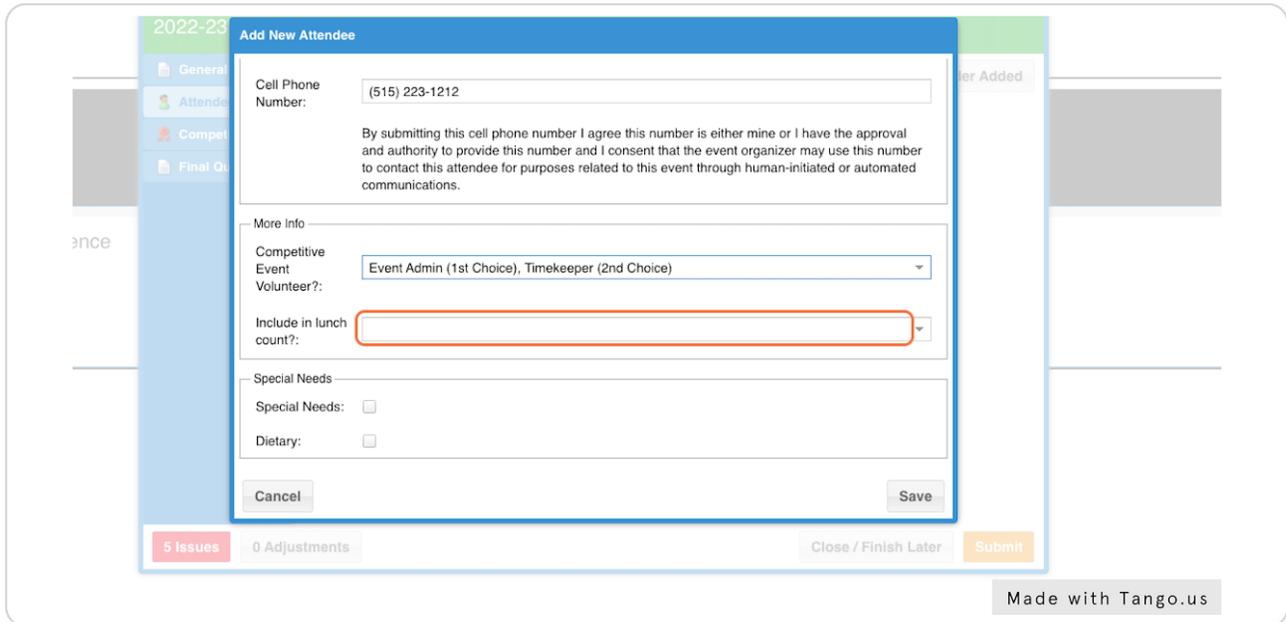
Type the attendee's cell phone number. Phone numbers are used in the event of emergency communications relating to the event.



The screenshot shows the 'Add New Attendee' form in a web application. The form is titled 'Add New Attendee' and has a blue header. On the left, there is a sidebar with navigation options: 'General', 'Attendee', 'Competitive', and 'Final Outcomes'. The main content area is divided into sections. The 'General' section is currently active and contains the following fields: 'Attendee:' (a dropdown menu with 'Adult (Volunteering)' selected), 'First Name:' (text input with 'John'), 'Last Name:' (text input with 'Doe'), 'Gender:' (dropdown menu with 'Male'), and 'Email:' (text input with 'john@gmail.com'). Below these fields 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 a text input containing '(515) 223-1212' and is highlighted with a red rectangular box. Below this 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 form, there are 'Cancel' and 'Save' buttons. The footer of the form shows '5 Issues', '0 Adjustments', 'Close / Finish Later', and 'Submit' buttons. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 9

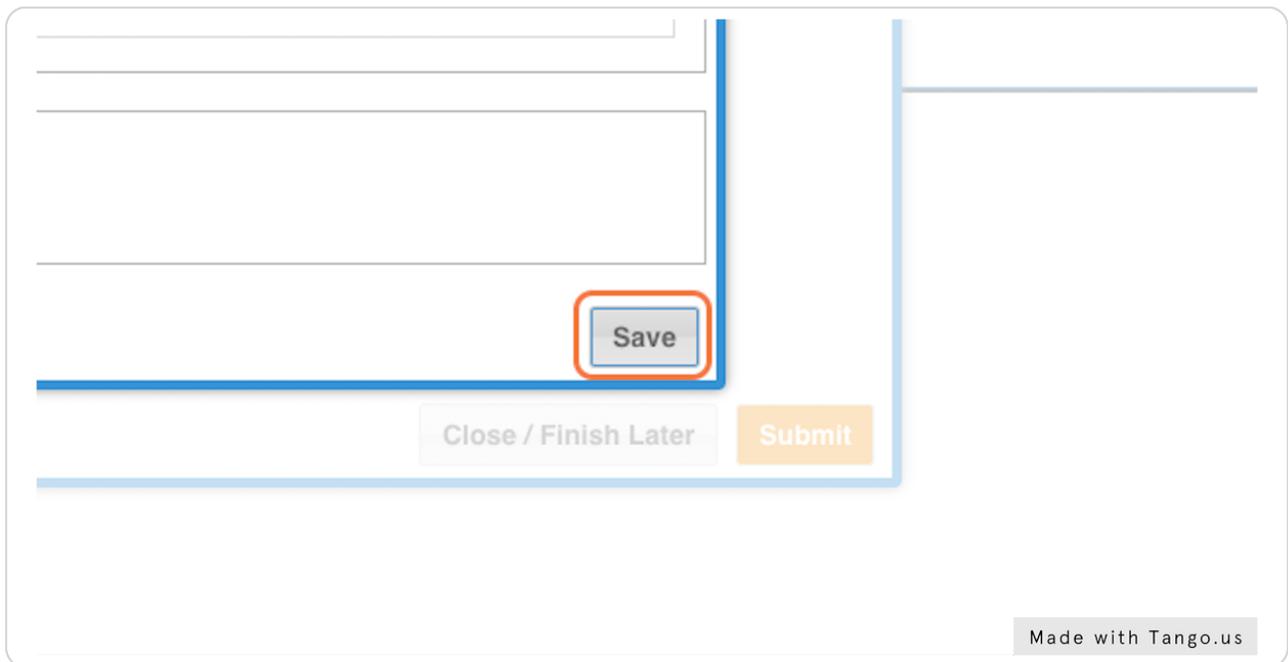
Complete More Info Section



The screenshot shows the 'Add New Attendee' form in a web application, focusing on the 'More Info' section. The 'Cell Phone Number' field is now filled with '(515) 223-1212'. The 'More Info' section contains the following fields: 'Competitive Event Volunteer?' (a dropdown menu with 'Event Admin (1st Choice), Timekeeper (2nd Choice)' selected), 'Include in lunch count?:' (a dropdown menu with an empty selection, highlighted with a red rectangular box), 'Special Needs' (checkboxes for 'Special Needs:' and 'Dietary:'), and 'Cancel' and 'Save' buttons. The footer of the form shows '5 Issues', '0 Adjustments', 'Close / Finish Later', and 'Submit' buttons. A watermark 'Made with Tango.us' is visible in the bottom right corner.

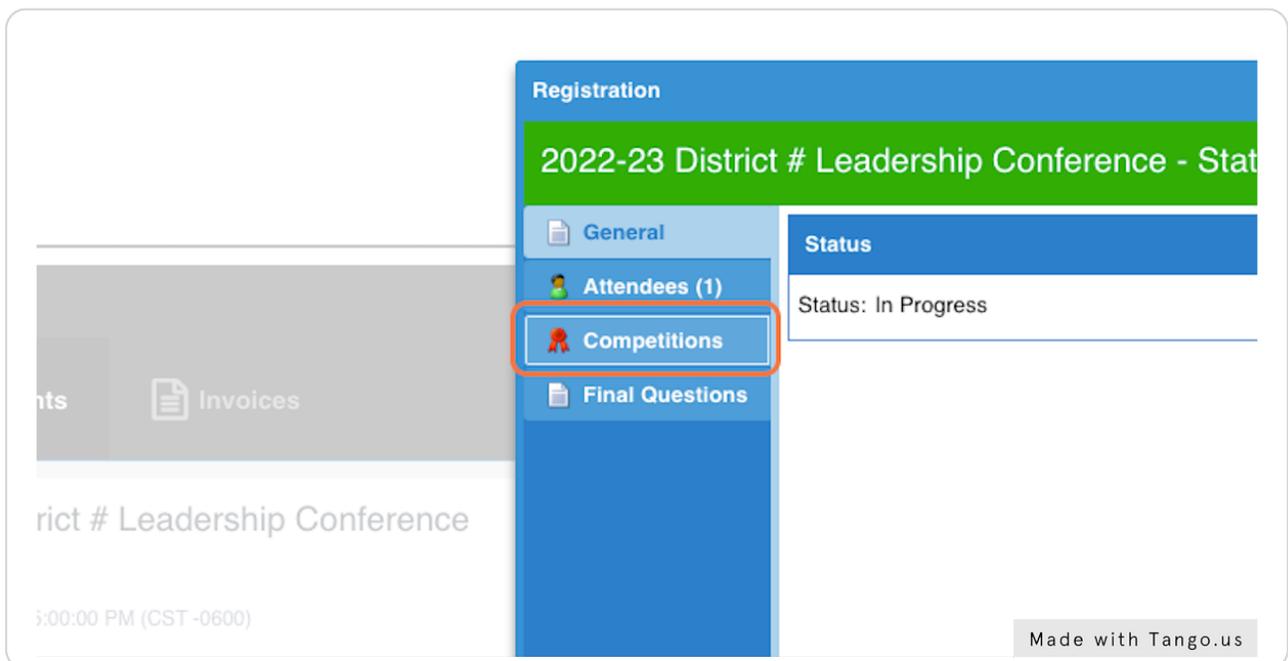
STEP 10

Click on Save



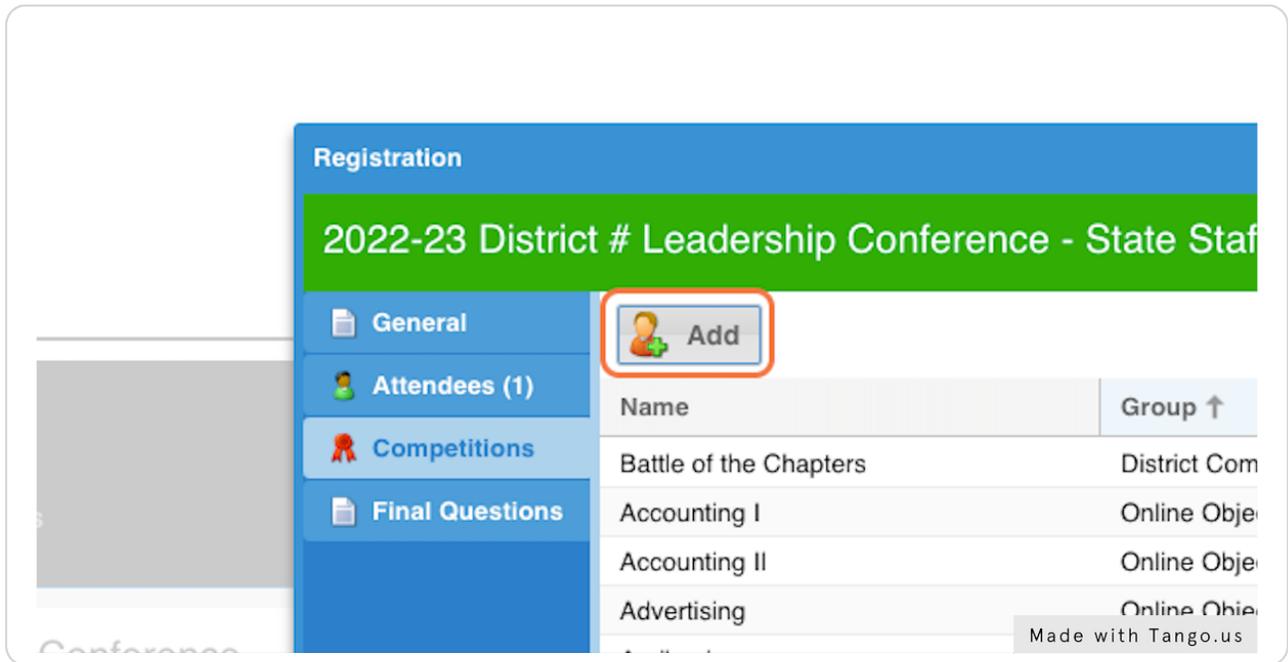
STEP 11

Click on Competitions



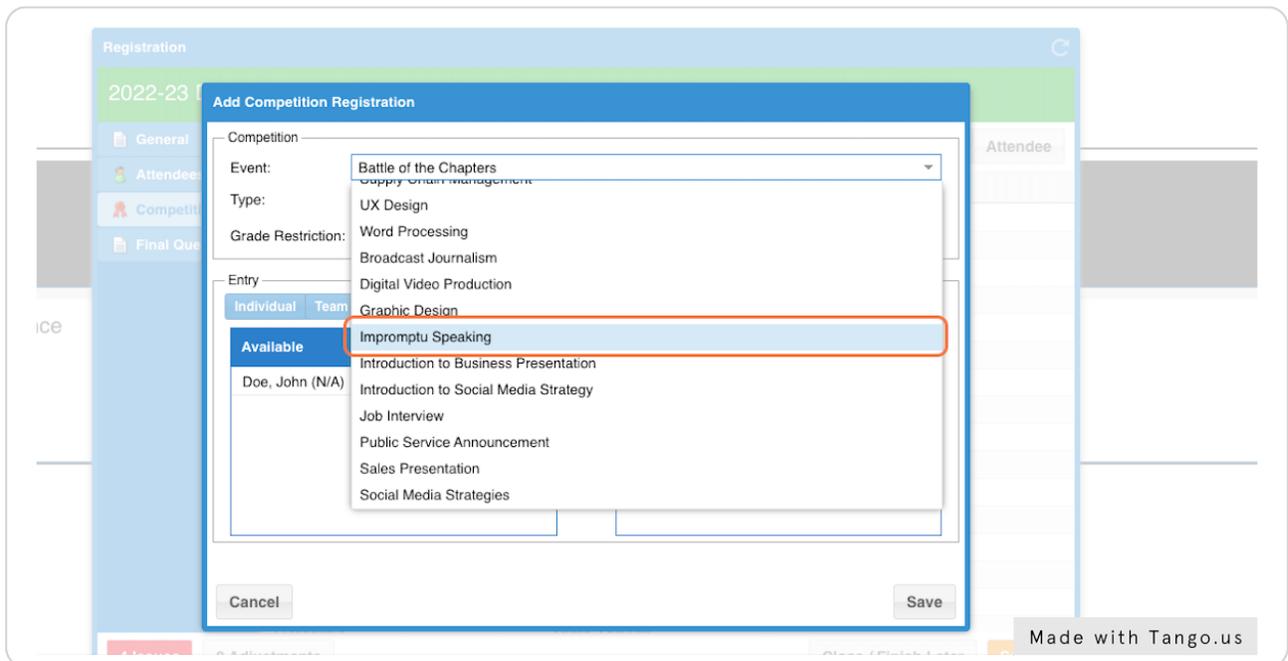
STEP 12

Click on Add



STEP 13

Select Competitive Event



STEP 14

Select Attendee

General Attendee Competition Final Que

Competition

Event: Impromptu Speaking

Type: Individual

Grade Restriction: 9-12

Entry

Individual Team Group/Chapter Adding one or more Individual entries.

Available	Assigned
Doe, John (N/A)	

Cancel

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STEP 15

Click on >

Grade Restriction: 9-12

Individual Team Group/Chapter Adding one or more Individual entries.

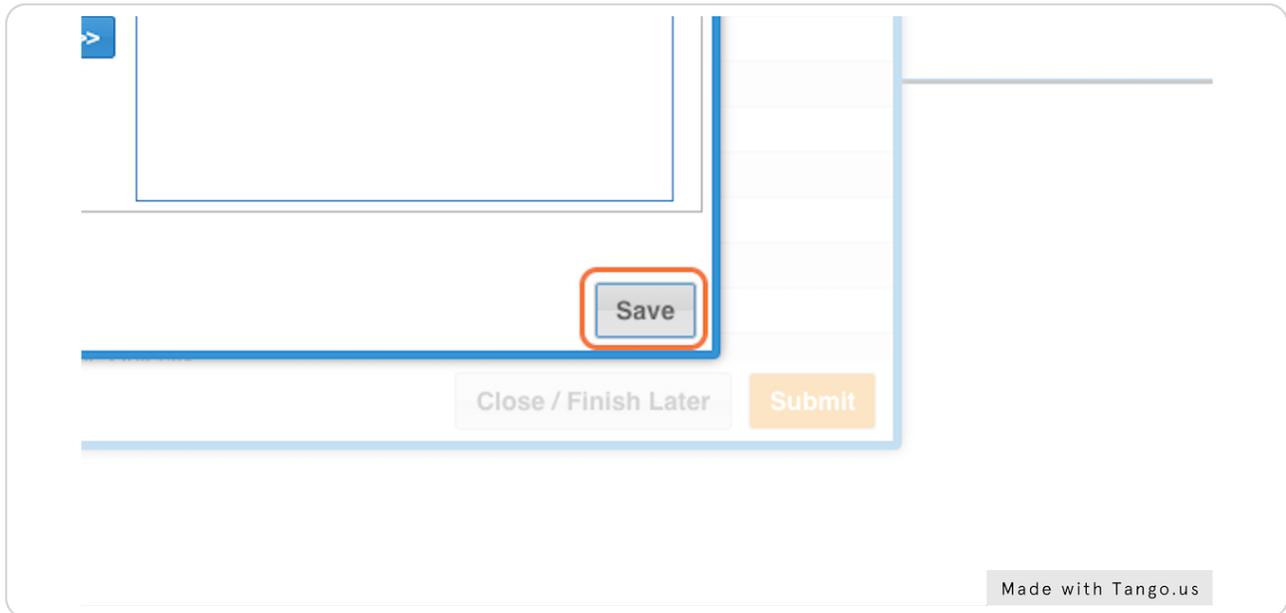
Available	Assigned
	Doe, John (N/A)

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STEP 16

Click on Save

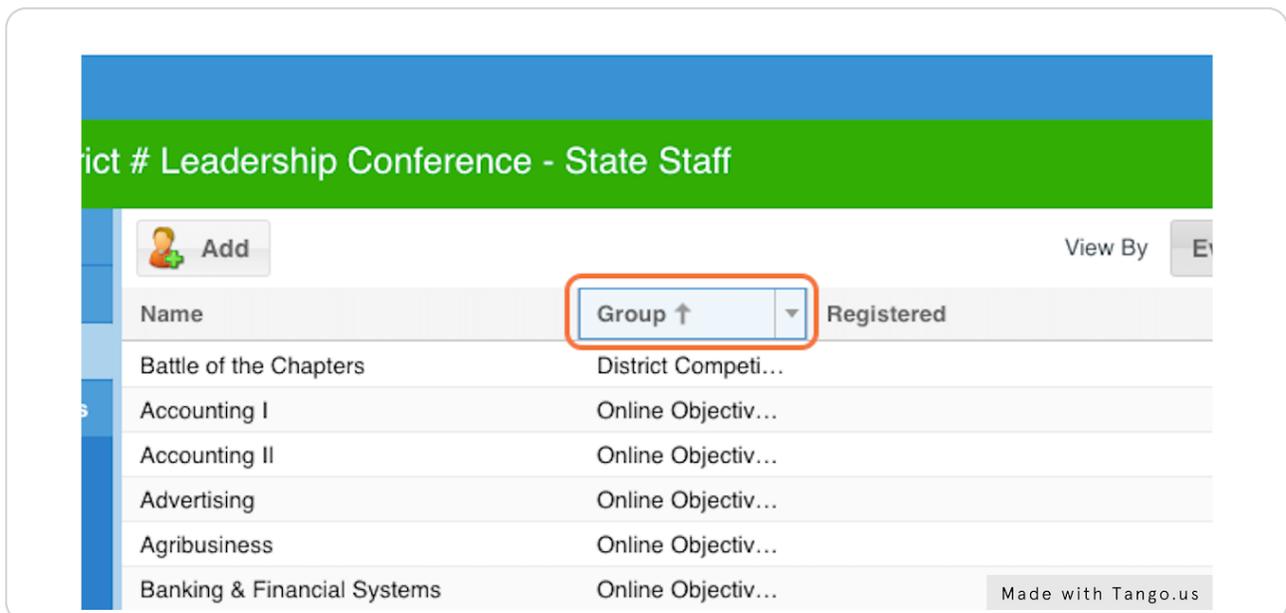
Complete these steps for any additional competitors



STEP 17

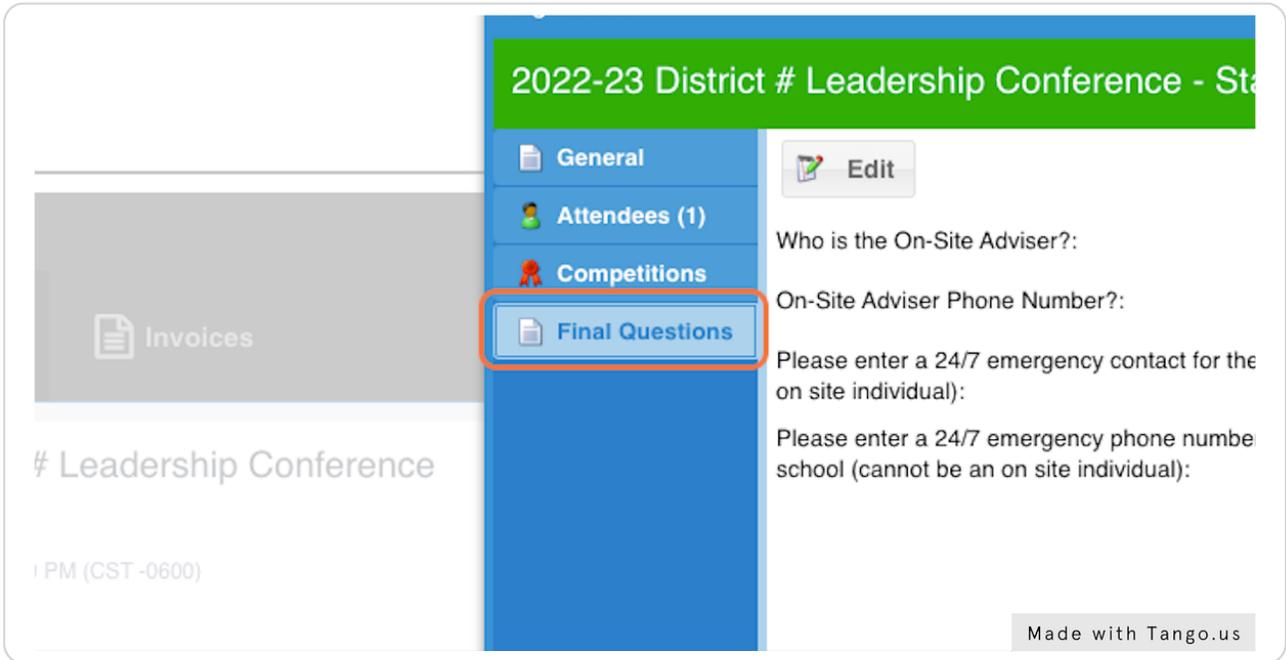
Click on Group

By clicking on 'Group' you can filter between Qualifying Events and Online Objective Tests.



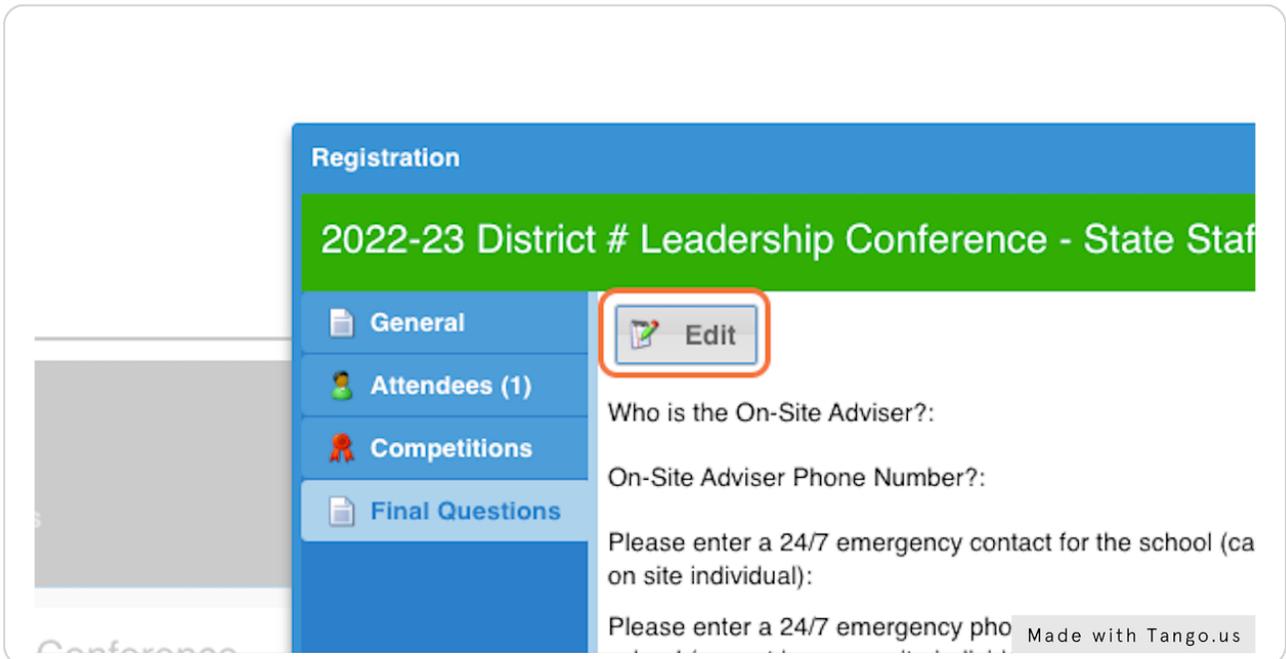
STEP 18

Click on Final Questions



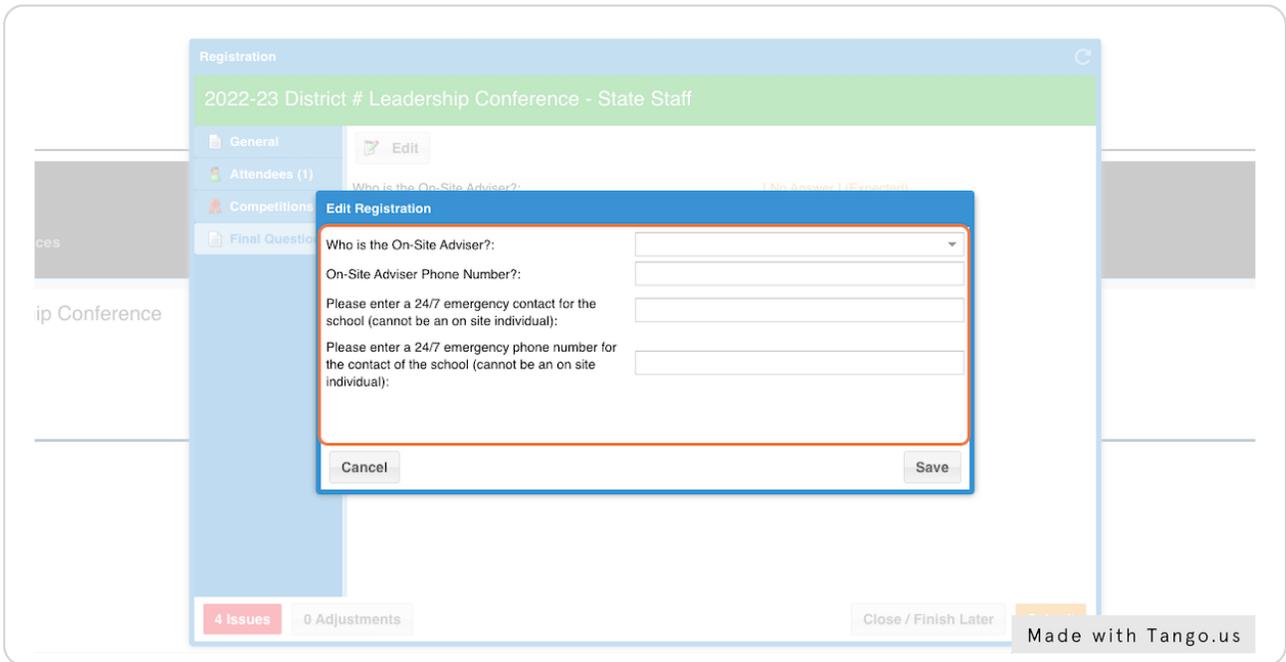
STEP 19

Click on Edit



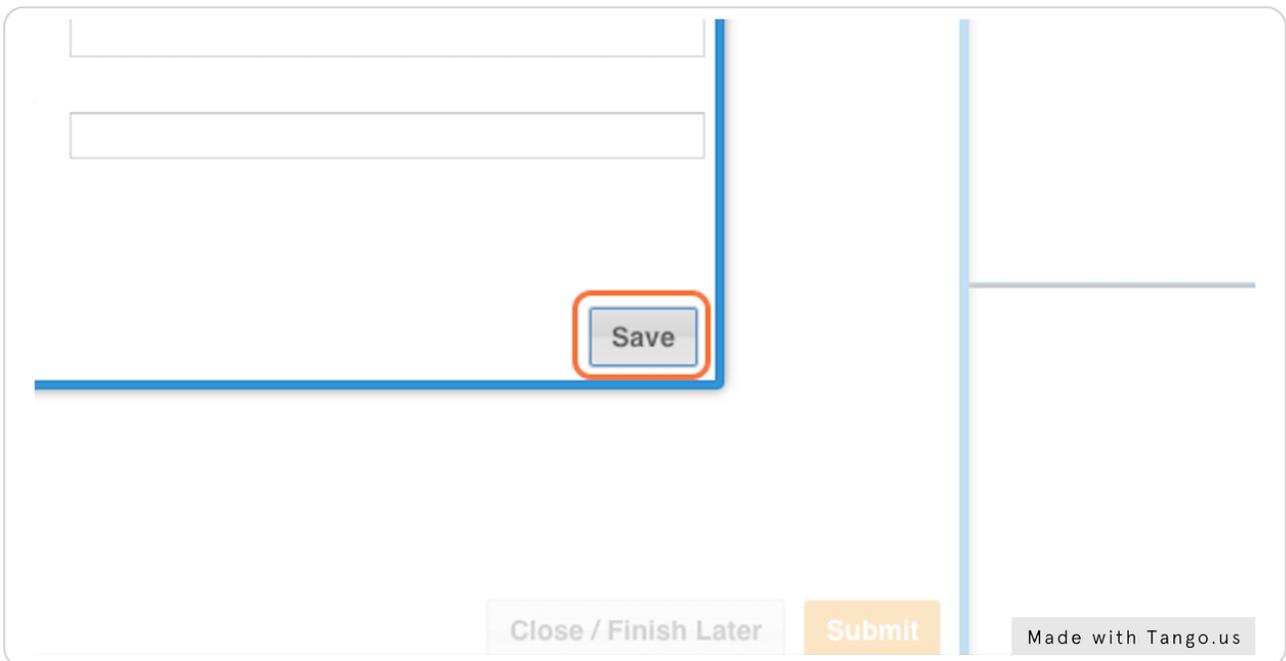
STEP 20

Complete Final Registration Questions



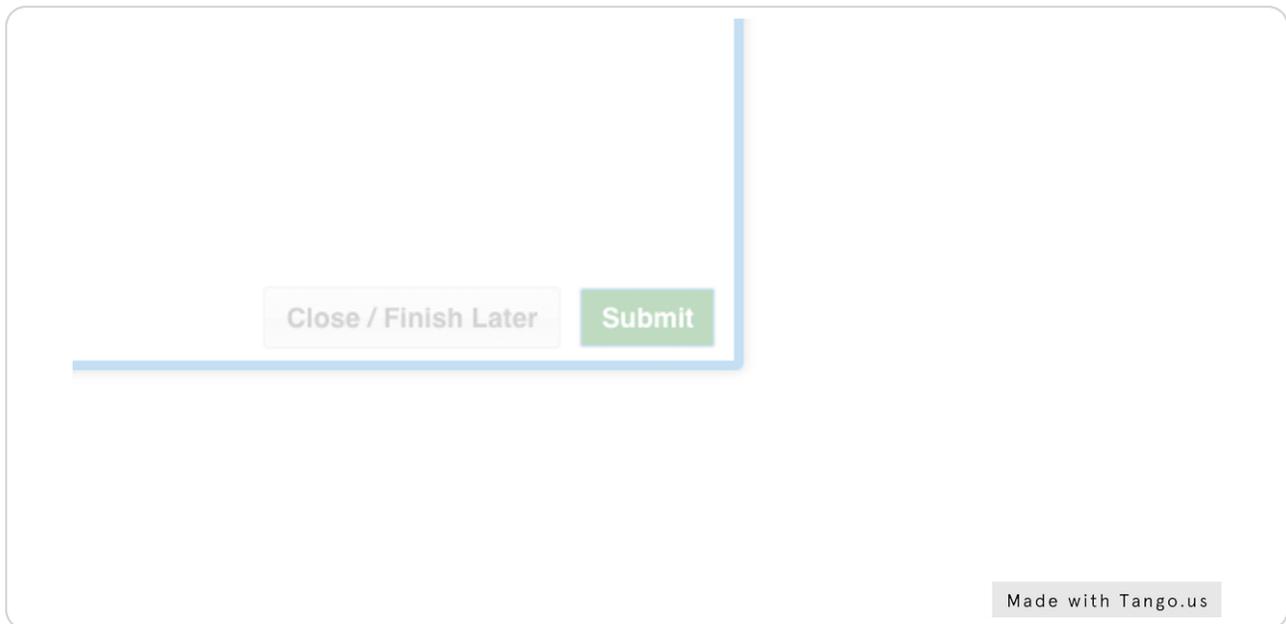
STEP 21

Click on Save



STEP 22

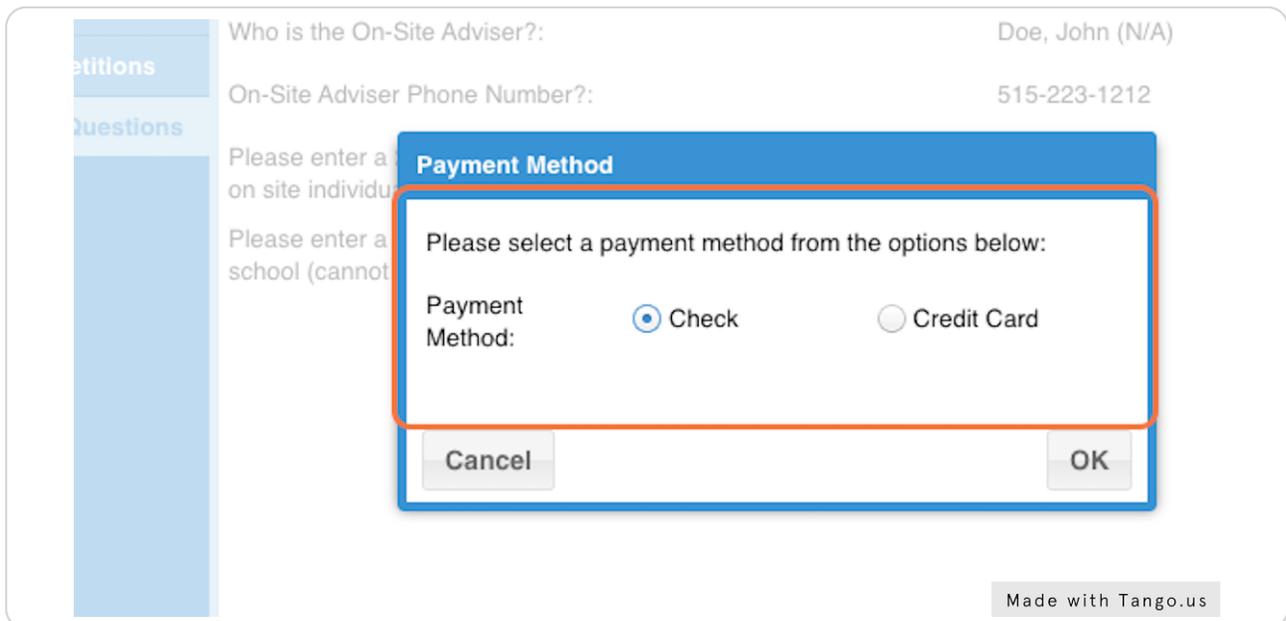
Click on Submit



STEP 23

Select Payment Method

Please note that all credit card transactions will receive a service charge of 1.5% of the entire invoice amount.



STEP 24

Click on Additional Items Due

oices	Submitted:	10/26/2022 2:57:09 PM (CDT -0500), By: Kent Seuferer	
	Attendees:	1	
ship Conference	Grand Total:	\$10.00	
	Balance:	Invoice:	\$10.00
		Payments:	\$0.00
		Balance:	\$10.00
	Asset Collection	Additional Items Due: 1/1	

Instructions	Charges/Payments
Please Mail Invoice and Payment for Attendee Total to: Susan Seuferer Iowa FBLA Financial Coordinator 723 Curtis Avenue Chariton, IA 50049	

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STEP 25

Review Items to Submit

A list of items required to submit will be shown. Adviser Assurance Forms should be signed and uploaded prior to the start of the conference. Prejudged materials will indicate a deadline in the 'Due By' column.

Registration Submitted!

Item Due ↑	Due By ↑	Entry	Asset
Adviser Assurance Form			Please Click Button To Upload

Close

Susan Seubert
Iowa FBPA Financial Coordinator
723 Curtis Avenue
Chariton, IA 50049

No Issues

Close

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STEP 26

Click on Invoice

You can view your invoice and make edits before the close of conference registration. Invoices are also automatically emailed.

