<u>Go to Blue Panda</u>

app.gobluepanda.com

STEP 2

View Current Events

æ	Address. Phone Number: Fax Number: My Events
C	Current Events
	2022-23 District # Leadership Conference VIRTUAL 1/28/2023 Deadline: 1/13/2023 5:00:00 PM (CST -0600) Made with Tango.us

Click on Register

Canceled
Register
Made with Tango.us

STEP 4

Click on Attendees

	Registration					
	2022-23 District # Leadership Conference					
	📄 General	Status				
	S Attendees (0)	Status: In Progress				
	R Competitions					
Invoices	📄 Final Questions					
# Leadership Conference						
		Made with Tango.us				

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.

nellesi									
	2022-23	Add New Attende	•						
	General	General						ler Added	
	& Attende	Attendee:	Member				-	- Autou	
	🙎 Compet	Member:					*		
	📄 Final Qu	First Name:	Last Name:	Grade:	0	Gender:	_		
_		Email:			¥	Male	•		
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							

Enter Attendee Email

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

		Add New Attende	e					
		General						ler Added
	8 Attende	Attendee:	Adult (Volunteering)				*	
		First Name:		Last Name:		Gender:		
		John		Doe		Male	*	
		Email:	john@gmail.com					
ice			By subn () Please provide an authorit address automated communications.	email address, it is required. ed	r mine or I have the organizer may use event through human	approval and this email n-initiated or		
		Cell Phone Number:						
		Number.	By submitting this cell phone n and authority to provide this nu to contact this attendee for pur communications.	number I agree this number is umber and I consent that the e rposes related to this event thr	either mine or I have vent organizer may u ough human-initiated	the approval use this numb d or automate	ber d	
		- More Info						
								Mac

```
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.

	2022-23	Add New Attendee						
	📄 General	General					ler Added	
	S Attende	Attendee:	Adult (Volunteering)			~		
	🙎 Compet	First Name:		Last Name:		Gender:		
	📄 Final Qu	John		Doe		Male ~		
		Email:	john@gmail.com					
ence		Cell Phone	By submitting this email address authority to provide this address address to contact this attende automated communications.	ss I agree this address is either is and I consent that the event of e for purposes related to this ev	mine or I have the organizer may use vent through huma	approval and this email In-initiated or		
		Number:	By submitting this cell phone ni and authority to provide this nu to contact this attendee for purp communications.	umber I agree this number is eil imber and I consent that the eve poses related to this event throu	ther mine or I have ant organizer may ugh human-initiate	e the approval use this number d or automated		
		More Info						
		Cancel				Save		
	5 Issues	0 Adjustments			Cl	ose / Finish Later	Submit	
							Mad	e with Tango.us

STEP 9

Complete More Info Section

	2022-23	Add New Attendee			
	🗎 General	Cell Phone		ler Added	
	S Attende	Number:	(515) 223-1212		
	🙎 Compet		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 L consent that the event organizer may use this number		
	📄 Final Qu		to contact this attende for purposes related to this event through human-initiated or automated communications.		
		More Info			
ence		Competitive Event Volunteer?:	Event Admin (1st Choice), Timekeeper (2nd Choice)		
		Include in lunch count?:	· ·		
		Special Needs			
		Special Needs:			
		Dietary:			
		Cancel	Save		
	5 Issues	0 Adjustments	Close / Finish Later		
				Mad	e with Tango.u

Click on Save

Save	
Close / Finish Later	
	Made with Tango.us

STEP 11

Click on Competitions

	Registration					
	2022-23 District # Leadership Conference - St					
	📄 General	Status				
	S Attendees (1)	Status: In Progress				
	R Competitions					
nts 📄 Invoices	Final Questions					
rict # Leadership Conference						
		Made with Tango.us				

Click on Add

	Registration		
	2022-23 District	# Leadership Conferen	ce - State Staf
	📄 General	Add	
	Attendees (1)	Name	Group 🕇
	R Competitions	Battle of the Chapters	District Com
	📄 Final Questions	Accounting I	Online Obje
		Accounting II	Online Obje
Conforance		Advertising	Online Ohie Made with Tango.us

STEP 13

Select Competitive Event

	Add Competition Registration	
General Attende Compe	Add Competition Registration Competition Event: Battle of the Chapters Type: UX Design Grade Restriction: Word Processing Broadcast Journalism Digital Video Production Entry Digital Video Production Individual Team Graphic Design Available Impromptu Speaking Introduction to Business Presentation Doe, John (N/A) Introduction to Social Media Strategy Job Interview Public Service Announcement Sales Presentation Social Media Strategies	Attendee
	Cancel	
		Made with Tan

Select Attendee

	🗎 General	Competition —						
	Attendees	Event:	Impromptu Speak	ing				
	🔭 Competiti	Туре:	Individual					
bices	Final Que	Grade Restriction	: 9-12					
		Entry						
hip Conference		Individual Tean	n Group/Chapter	Adding one or	more l	ndividual er	ntries.	
nip contenence		Available			~	Assigned	ł	
		Doe, John (N/A)			<			
					>			
				I	>>			
		Cancel					Made with	Tango.us

STEP 15

Click on >

de Restriction: 9-12	
ividual Team Group/Chapter	Adding one or more Individual entries.
vailable	< Assigned
	Doe, John (N/A)
	Made with Tango.us

Click on Save

Complete these steps for any additional competitors

Save	
Close / Finish Later	Made with Tango us

STEP 17

Click on Group

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

t # Leadership Conferenc	e - State Staff	
add 🕹		View By
Name	Group 🕇 🔻 Registered	
Battle of the Chapters	District Competi	
Accounting I	Online Objectiv	
Accounting II	Online Objectiv	
Advertising	Online Objectiv	
Agribusiness	Online Objectiv	
Banking & Financial Systems	Online Objectiv	Made with Tango.us

STEP 18

Click on Final Questions

	2022-23 District	t # Leadership Conference - Sta
	General	🕑 Edit
	S Attendees (1)	Who is the On-Site Adviser?:
Invoices	Final Questions	On-Site Adviser Phone Number?: Please enter a 24/7 emergency contact for the on site individual):
# Leadership Conference		Please enter a 24/7 emergency phone numbe school (cannot be an on site individual):
) PM (CST -0600)		Made with Tango.us

STEP 19

Click on Edit



Complete Final Registration Questions

		🔀 Edit			
	8 Attendees (1)	Who is the On-Site Adviser?	[No Answer] (F	Expected)	
	R Competitions	Edit Registration			
ces	Final Question	Who is the On-Site Adviser?:		~	
	c c	On-Site Adviser Phone Number?:			
ip Conference	l	Please enter a 24/7 emergency contact for the school (cannot be an on site individual):			
	r t	Please enter a 24/7 emergency phone number for he contact of the school (cannot be an on site ndividual):			
		Cancel		Save	
	4 issues 0 Ac	djustments		Close / Finish Later	Made with Tango.us

STEP 21

Click on Save

Save	
Close / Finish Later Submit	Made with Tango.us

Click on Submit

Close / Einich Later	Submit	
Close / Fillish Later	Subilit	
		Made with Tango.us

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.

	Who is the On-	o is the On-Site Adviser?: Doe, John (N/A						
etitions	On-Site Adviser	Phone Number	Phone Number?: 515-223-1212 Payment Method					
luestions	Please enter a on site individu	Payment Met						
	Please enter a school (cannot	Please select	ease select a payment method from the options below:					
		Payment Method:	 Check 	Credit Card				
		Cancel			ок			
				Mac	le with Tango.us			

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
0)	Balance:	Invoice: \$10.00 Payments: \$0.00 Balance: \$10.00
	Asset Collection	n Additional Items Due: 1/1
	Instructions	Charges/Payments
	Please Mail Invo Susan Seuferer Iowa FBLA Finar 723 Curtis Aven Chariton, IA 500	roice and Payment for Attendee Total to: r ancial Coordinator nue 049
		Made with Tango.us

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.

(
laff										
			Registration							
		2022-3	23 District # Leadership Conference	State Staff - Items D	lue			C		
ts		Item	Due 🕆	Due By 🕆	Entry	Asset		_		
		Advis	er Assurance Form			Please Click Button To Upload		2		
ict#I	Leadership Conferen									
		Cla								
		CIU	50							
			Iowa FBLA Financial Coordinator 723 Curtis Avenue Chariton, IA 50049							
			No Issues				Close			
								Mad	e with Ta	ango.us
-										

Click on Invoice

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

