

# Ohio FCCLA State Leadership Conference Step-by-Step Instructions

Registration Closes April 6, 2018

Onsite registration will be available for any non-competing student, and guests

## Step 1: Registration [Login](#)

## Step 2: Confirm Chapter information

1. Confirm contact information.
2. Cell phone Number is required.

### Required Questions:

- Intent to attend NLC
  - Career Success
  - It's My Future
  - 20/20 Vision – Make a Decision Already
3. Then click Save.

### Please Verify and update the following information

Adviser First Name \*   
Last Name \*   
Status   
Cell Phone # \*   
Chapter Name \*   
Address 1   
Address 2   
City  State  Zip   
Chapter ID   
Area/District/Region   
Email \*   
Confirm Email \*  (Please type email address again to confirm)  
Phone   
Fax   
User Name \*   
\*Please list all events below that your members are participating in at State Leadership Conference. Next to the event indicate with a Yes or No if they would attend National Leadership Conference if they qualify.  
  
\*Career Success is a three-hour leadership training for non-competing high school students. Please select the number of students who will be attending. These trainings are first come first serve (Maximum seating 60)  
  
\*It's My Future is a three-hour leadership training for non-competing middle school students. Please select the number of students who will be attending. These trainings are first come first serve (Maximum seating 60)  
  
\*20/20 Vision - Make a Decision Already is a three-hour leadership training for non-competing middle and high school students. Please select the number of students who will be attending. These trainings are first come first serve (Maximum seating 200)

# Ohio FCCLA State Leadership Conference Step-by-Step Instructions

## Step 3: Confirm pre-populated CDE participants

### Click Continue Processing Registration

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Registration for

**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. If participants are listed, Click the **FINISHED REGISTERING** button.

There are currently no entries

**ADD ADVISER** **ADD STUDENT** **ADD OTHER NAME** **CONTINUE PROCESSING REGISTRATION** **VIEW REGISTRATION** **FINISHED REGISTRATION**

### Click Next

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[Finish Processing Later](#)

<b>Participant Info</b>	<b>Items</b>	Events	Volunteer	Questions	<b>Review</b>
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Select Items for

Description	Price	Quantity
Conference Parking Pass	\$15.00	<input type="text" value="0"/>

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If you have questions about registration, e-mail [oh\\_cslc@fcclastate.com](mailto:oh_cslc@fcclastate.com)

### Click Finish Participant

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[Finish Processing Later](#)

<b>Participant Info</b>	<b>Items</b>	Events	Volunteer	Questions	<b>Review</b>
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Review Information for:

Participant Info

Participant Type Student  
Grade 9th  
Level 1 - Junior - through grade 9  
Gender F

Items

No Items Purchased

**<< Back** **Finish Participant**

### Repeat Step three until all competitors are registered.

# Ohio FCCLA State Leadership Conference Step-by-Step Instructions

## Step 4: Add Adviser

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### Registration for

(Click the above link to edit your chapter information)

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Click the **Add** buttons below for each participant you wish to register. Once all Participants are listed, Click the **FINISHED REGISTERING** button.

There are currently no entries

**ADD ADVISER** **ADD STUDENT** **ADD OTHER NAME** **CONTINUE PROCESSING REGISTRATION** **VIEW REGISTRATION** **FINISHED REGISTRATION**

1. Select Adviser from Participant Type drop down. Multiple advisers coming to conference must register.
2. Click submit

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### Add Adviser

Adviser Name	Status	Participant Type
Christina Hampton	Paid member	Not Attending

Submit

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- Not Attending
- Not Attending Adviser (\$15.00)**

1. If you are wanting a Multi-Entry Parking Pass select the quantity and click Next

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Participant Info	Items	Events	Volunteer	Questions	Review
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#### Select Items for Christina Hampton

Description	Price	Quantity
Conference Parking Pass - Multi-Entry	\$15.00	0

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# Ohio FCCLA State Leadership Conference Step-by-Step Instructions

## Step 5: Add Administrators/Non-Competing Students and Adult Guests

1. To add Administrator, click Add Other Name (enter name and see drop down example below)
2. To add non-competing students, click Add Other Name (enter name and see drop down example below)
3. To add Adult Guest, click Add Other Name (enter name and see drop down example below)

Click next all the way through to Finish Participant.

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**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.

**There are currently no entries**

**ADD ADVISER** **ADD STUDENT** **ADD OTHER NAME** **CONTINUE PROCESSING REGISTRATION** **VIEW REGISTRATION** **FINISHED REGISTRATION**

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Participant Info	Items	Events	Volunteer	Questions	Review
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First Name \*  MI  Last \*

Participant Type \* 

Please Select...

Please Select...

Administrator(s)

Non-Competing Student

Adult Guest

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## Ohio FCCLA State Leadership Conference Step-by-Step Instructions

### Step 6: Career Development Event Substitution

1. Select Substitution Request
2. Click **Select student** to choose the substitution. If student does not appear, contact Cheryl Hamblin at Cheryl.hamblin@education.ohio.gov
3. Select substituted students grade
4. Click Save

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Registration for \_\_\_\_\_

Click \_\_\_\_\_

Once all Participants are listed, Click the **FINISHED REGISTERING** button.

Participant ID	Name	Participant Type	Item Selection			
		S	Items (\$0.00)	<a href="#">Substitution Request</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
		S	Items (\$0.00)	<a href="#">Substitution Request</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
		S	Items (\$0.00)	<a href="#">Substitution Request</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
		S	Items (\$0.00)	<a href="#">Substitution Request</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

**ADD ADVISER** **ADD STUDENT** **ADD OTHER NAME** **CONTINUE PROCESSING REGISTRATION** **VIEW REGISTRATION** **FINISHED REGISTRATION**

**REGISTRATION**

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Substitute Request

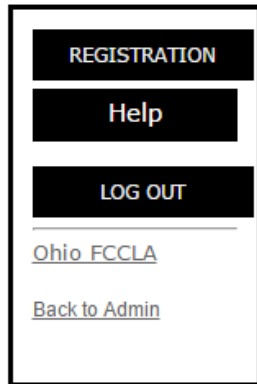
Select Student

Grade Level

## Ohio FCCLA State Leadership Conference Step-by-Step Instructions

### Step 7: Finalize Registration

1. Click [view registration](#) to confirm registration invoice.
2. When you are ready to submit your registration you need to click [Finished Registration](#).
3. Once you click Finished Registration you are responsible for payment.
4. All invoices are final once submitted.
5. An Invoice will be emailed automatically.



A screenshot of a navigation menu with a red vertical bar on the left. The menu items are: REGISTRATION, Help, LOG OUT, Ohio FCCLA, and Back to Admin.

#### 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.

**There are currently no entries**

**ADD ADVISER**

**ADD STUDENT**

**ADD OTHER NAME**

**CONTINUE PROCESSING REGISTRATION**

**VIEW REGISTRATION**

**FINISHED REGISTRATION**

If you have questions about registration, e-mail [oh-nat-fccla@registernwchapter.com](mailto:oh-nat-fccla@registernwchapter.com)

#### Reminders

All Registration(s) must be paid by April 21, 2018.

#### CDE Schedules

- Culinary Schedules will be posted April 12, 2018
- Career Development Event Schedules will be found in the registration system on April 20, 2018.

Conference is not just for competing students. Check out the Schedule At a Glance located on State Leadership Conference Tab.