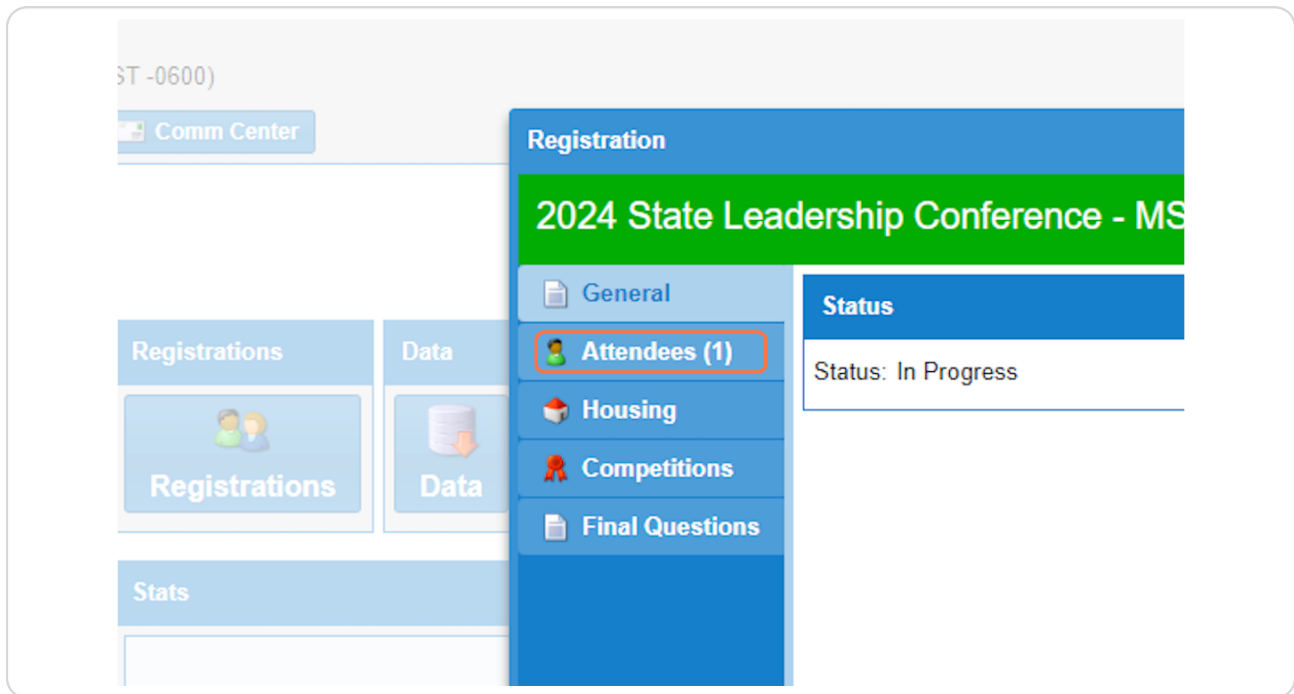


Go to app.gobluepanda.com and click 'Login with FBLA Connect' banner. After successfully logging in, locate the conference at the bottom of the home screen. The deadline may have passed if you cannot see the desired meeting. Please get in touch with Iowa FBLA if you have trouble logging in or finding the conference.

STEP 1

Go to the Attendees module by clicking on 'Attendees'



STEP 2

Click on Add

Registration

2024 State Leadership Conference - MS/HS - Conf

Add (Double click to edit/delete an attendee)

Data

- General
- Attendees (1)**
- Housing
- Competitions
- Final Questions

Data

Name, Name
Male
Email: 1@1.com
Cell #: 5152322454
Travel: Sunday & Monday
Conference Volunteer: Yes, I agree to vol
How long have you been an adviser in FE
Sunday Dinner (optional, pre-purchase or

STEP 3

Complete the General section

Please make sure to select the correct attendee type under 'Attendee.' When selecting 'Member,' a list of submitted members will show up from FBLA Connect. If a member is not showing, please confirm they are submitted in FBLA Connect. For additional questions or issues on member sync, please get in touch with Iowa FBLA.

n Cedar Rapids
11:59:00 PM (CST -0600)

Logs Comm Center Registration

Registrations

Registration

Edit Attendee

General

Attendee: Adviser

First Name:

Name [Red Arrow Icon]

Email: 1@1.com

By submitting this email address

STEP 4

Email

Please ensure the email entered belongs to the attendee and can receive external emails. Important conference communications will be sent to this email address, including information for downloading and accessing the conference mobile application.

Registration

Edit Attendee

— General —

Attendee:

First Name:

Last Name:

Gender:

Email:

By submitting this email address I agree this address is either mine or I have the appropriate 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:

STEP 5

Cell Phone Number

Please ensure the cell phone number belongs to the attendee. Phone numbers are used for conference communications in the event of an emergency. Iowa FBLA will not share, sell, or spam cell phone numbers.

First Name:	<input type="text" value="Name"/>	Last Name:	<input type="text" value="Name"/>
Email:	<input type="text"/>		
	By submitting this email address I agree this address is either mine or I have the authority to provide this address and I consent that the event organizer may use this address to contact this attendee for purposes related to this event through human or automated communications.		
Cell Phone Number:	<input type="text"/>		
	By submitting this cell phone number I agree this number is either mine or I have the 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 or automated communications.		
Travel:	<input type="text"/>		
<input type="button" value="Cancel"/>			<input type="button" value="D"/>

STEP 6

Complete Travel

The travel option is based on the nights you plan to stay in the hotel.

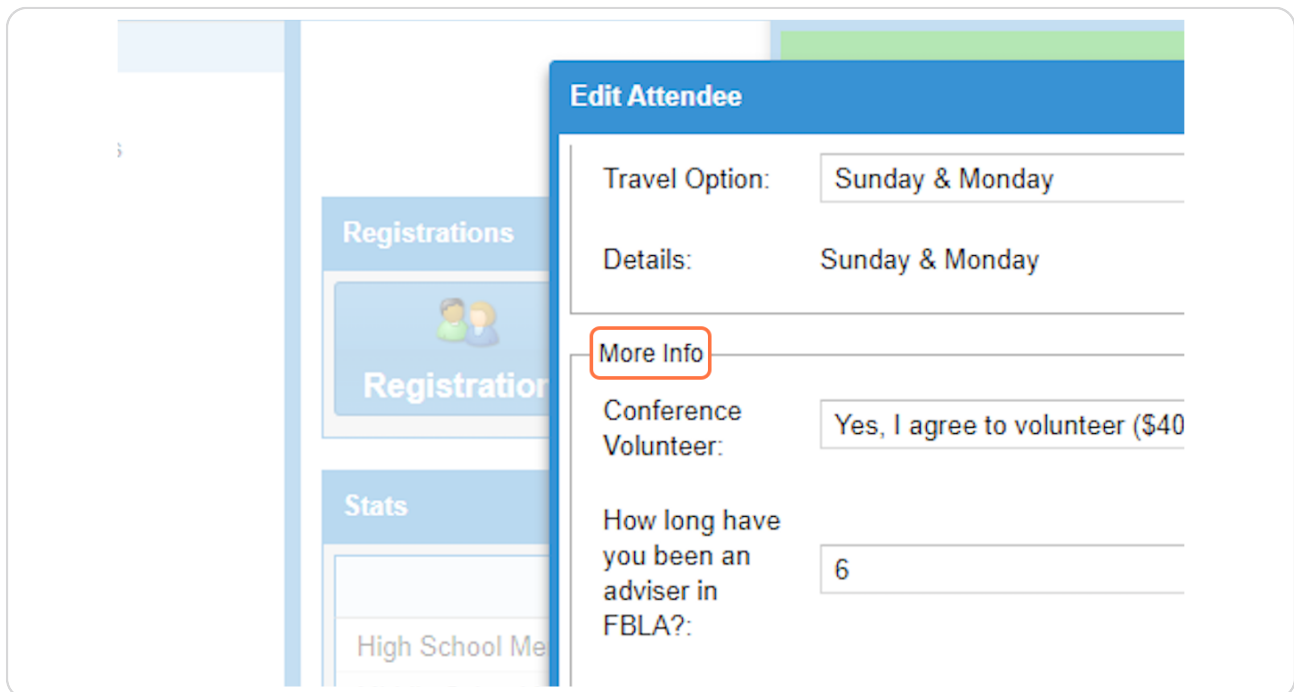
The image shows a screenshot of a registration form. On the left is a sidebar with a blue header 'Registrations' and a sub-header 'Registration' with an icon of two people. Below this is a 'Stats' section with a list of roles: High School Me, Middle School M, Adviser, Adult Attendee, and State Officer. The main content area on the right contains several fields. The 'Cell Phone Number' field is a text input with a grey background and a blue border. Below it is a text block: 'By submitting this cell phone and authority to provide this number to contact this after automated communications'. The 'Travel' section is highlighted with a red box. It includes a 'Travel Option' dropdown menu set to 'Sunday & Monday' and a 'Details' field also set to 'Sunday & Monday'. Below this is a 'More Info' section with a 'Conference Volunteer' dropdown menu set to 'Yes, I agree to volunteer (3

Field	Value
Cell Phone Number	[Redacted]
Travel Option	Sunday & Monday
Details	Sunday & Monday
Conference Volunteer	Yes, I agree to volunteer (3

STEP 7

Complete More Info

The items shown in More Info are based on the attendee type. Please complete the questions for each attendee.



The image shows a screenshot of a web application interface. On the left, there is a sidebar with a menu containing 'Registrations', 'Registration' (with a person icon), and 'Stats'. Below 'Stats' is a section for 'High School Me'. The main content area is titled 'Edit Attendee' and contains several form fields:

- Travel Option:** Sunday & Monday
- Details:** Sunday & Monday
- More Info:** (This section is highlighted with a red box in the original image)
- Conference Volunteer:** Yes, I agree to volunteer (\$40)
- How long have you been an adviser in FBLA?:** 6

STEP 8

Special Needs

Please complete the Special Needs section if an attendee has any accommodations or requests. This includes but not limited to dietary restrictions, allergies, 504 or IEPs, accessibility requests, etc.

The screenshot shows a web application interface. On the left is a vertical sidebar menu with the following items: Stats, High School Me, Middle School M, Adviser, Adult Attendee, State Officer, VIP Guest, and State Staff. The 'Adult Attendee' item is highlighted. To the right of the sidebar is a form titled 'Special Needs'. The form contains the following fields and options:

- 'purchase only):' followed by an empty text input field.
- 'Conference Shirt (\$12) (pre-purchase only):' followed by a dropdown menu showing 'XL (\$12.00)'.
- 'FBLA Polo - \$25 each, optional:' followed by a dropdown menu showing 'Large (\$25.00)'.
- 'Special Needs' (highlighted with a red box) followed by a text input field.
- 'Special Needs:' followed by an unchecked checkbox.
- 'Dietary:' followed by an unchecked checkbox.

At the bottom of the form is a 'Cancel' button. Below the form, there are two buttons: '4 Issues' (highlighted in red) and '0 Adjustments'.

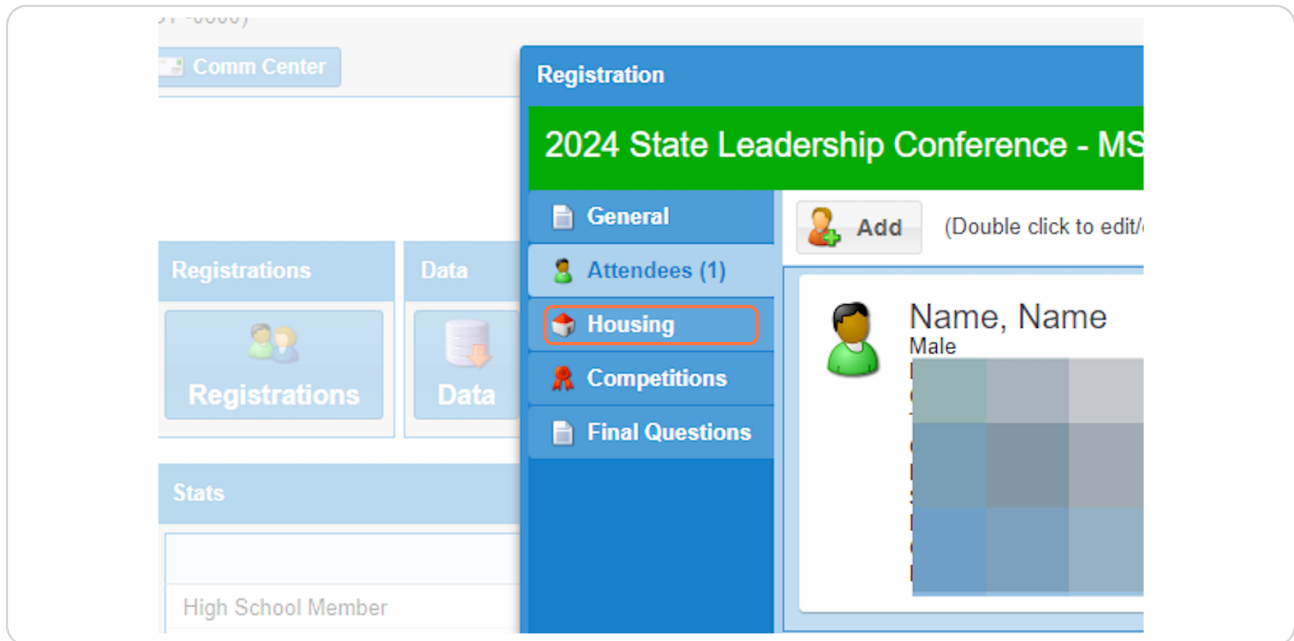
STEP 9

Save each Attende

The screenshot shows a web application interface with a form area. At the bottom of the form area are two buttons: 'Delete' and 'Save' (highlighted with a red box). Below these buttons is a 'Close / Finish Later' button.

STEP 10

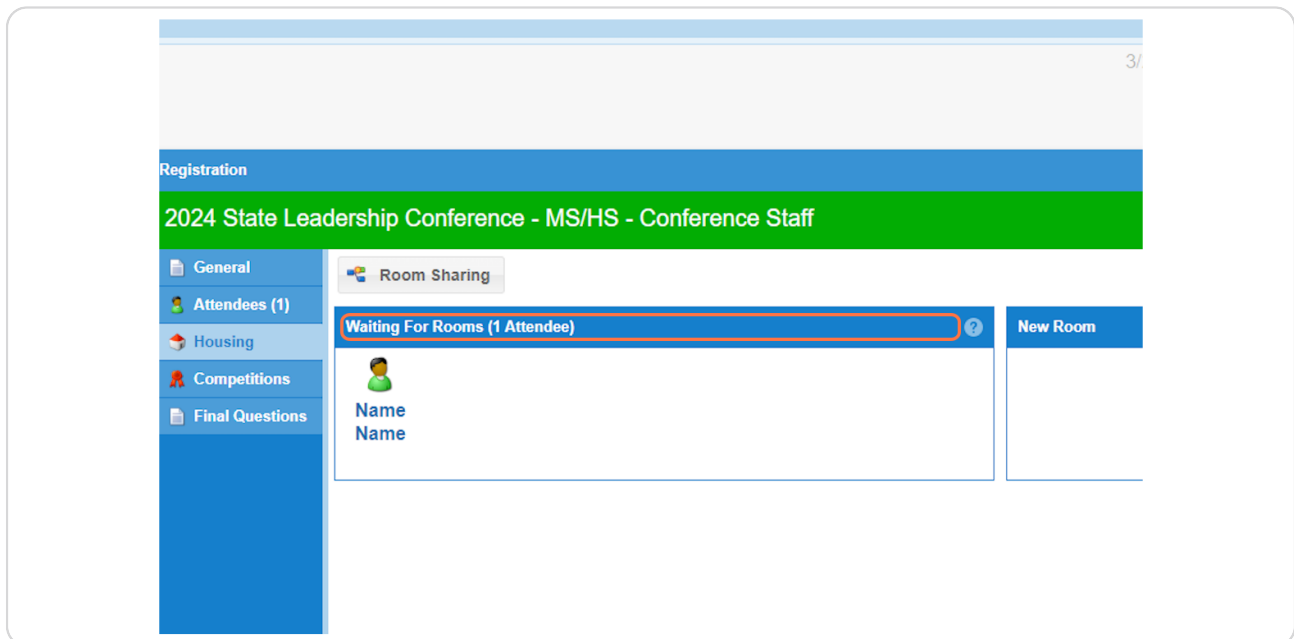
Complete Housing



STEP 11

Add Attendees to Rooms

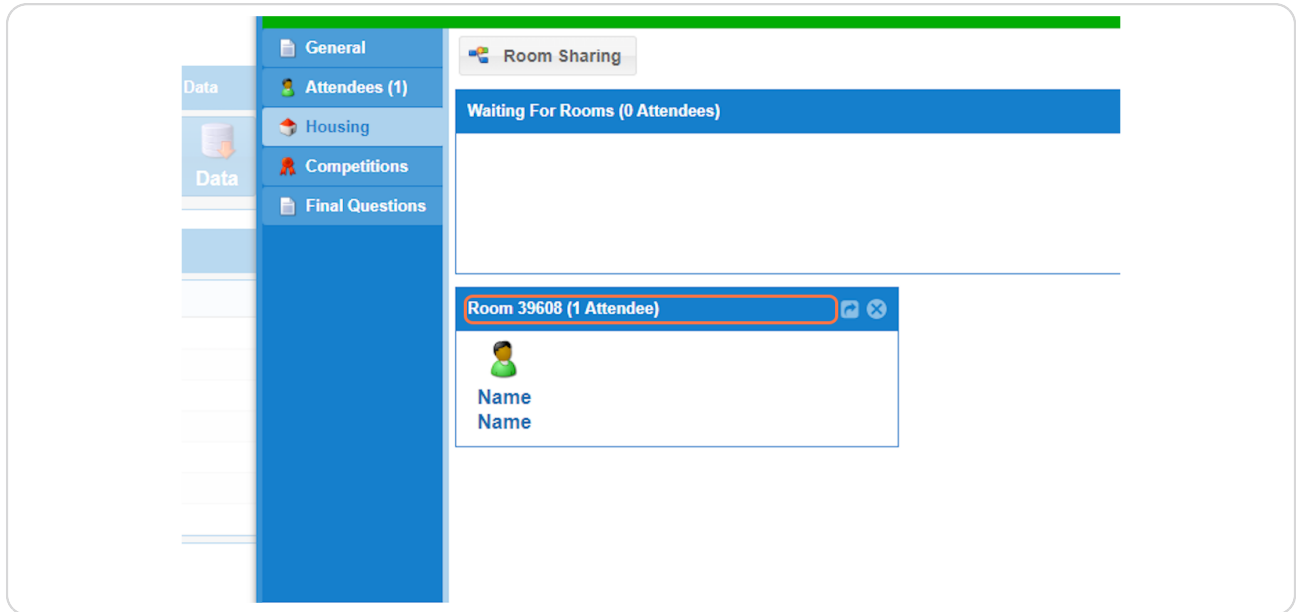
Drag attendees from the 'Waiting For Rooms' box to the 'New Room' box.



STEP 12

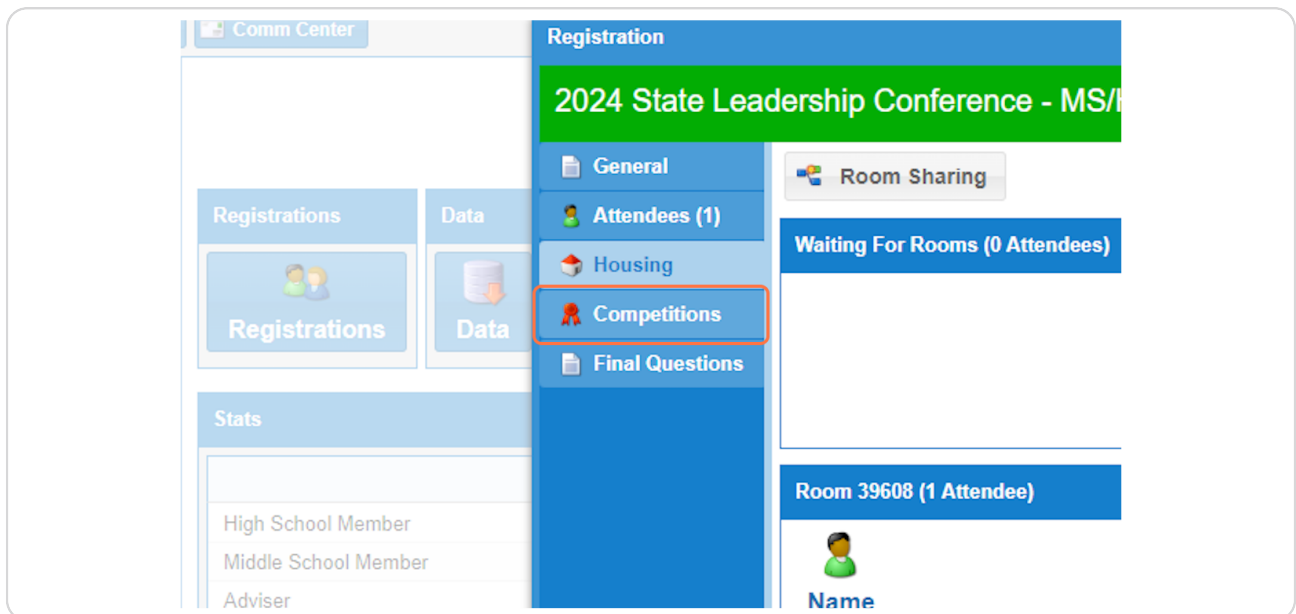
Existing Rooms

To add members to an existing room, drag from 'Waiting For Rooms' box to the 'Room #' box. If sharing with another school, click on the share icon located to the left of the 'X' to cancel the room.



STEP 13

Complete Competitions



STEP 14

Click on Add

The screenshot shows the 'Registration' section for the '2024 State Leadership Conference - MS/HS - Conf'. On the left, there is a sidebar with 'Data' buttons and a menu with options: 'General', 'Attendees (1)', 'Housing', 'Competitions', and 'Final Questions'. The 'Attendees (1)' menu is open, and the 'Add' button, which includes a person icon, is highlighted with a red box. Below the menu is a table with columns 'Name' and 'Group'. The table contains the following entries:

Name	Group
Accounting I	National
Accounting II	National
Advertising	National
Agribusiness	National
American Enterprise Project	National

STEP 15

Select Competition

The screenshot shows the 'Add Competition Registration' dialog box. The 'Competition' section is highlighted with a red box and contains the following information:

- Event: Accounting I
- Type: Individual
- Grade Restriction: 9-12

The 'Entry' section is also visible, showing tabs for 'Individual', 'Team', and 'Group/Chapter'. The 'Individual' tab is selected, and the text 'Adding one or more Individual entries.' is displayed. Below this, there are two columns: 'Available' and 'Assigned'. The 'Available' column contains a table with the header 'Name, Name (N/A)' and an empty row. The 'Assigned' column is currently empty. Navigation arrows are present between the columns.

STEP 16

Assign to Competition

Click the member then assign them to the competition. If entering a team, add all members before saving. If adding different teams to the same competition, save before entering the second team.

The screenshot shows a software interface for assigning members to a competition. At the top, there is a header with the text "Adding one or more Individual entries." Below this header, there are two tabs: "Team" and "Group/Chapter". The "Team" tab is currently selected. The interface is divided into two main sections. On the left, there is a list of members, with the first entry showing "e (N/A)". On the right, there is a section titled "Assigned" which is currently empty. Between the two sections, there are four navigation buttons: a double left arrow (<<), a single left arrow (<), a single right arrow (>), and a double right arrow (>>). The single right arrow button is highlighted with a red border, indicating it is the button to be clicked to assign the selected member to the competition.

STEP 17

Click on Save

The screenshot shows a software interface with a "Save" button highlighted with a red border. The interface includes a header area, a main content area with several horizontal lines, and a footer area with a "Close / Finish Later" button. The "Save" button is located in the lower-left quadrant of the main content area.

STEP 18

Complete Final Questions

The screenshot shows a web interface for managing registrations. On the left, there are sections for 'Registrations' (with a 'Data' link), 'Stats' (listing High School Member, Middle School Member, Adviser, and Adult Attendee), and another 'Data' link. A central menu is open, listing 'General', 'Attendees (1)', 'Housing', 'Competitions', and 'Final Questions' (which is highlighted with a red box). To the right, an 'Add' button is visible above a list of names: Accounting I, Accounting II, Advertising, Agribusiness, American Enterprise Project, Artificial Intelligence, Banking & Financial Systems, Behavioral Economics, Broadcast Journalism, and Business Calculations.

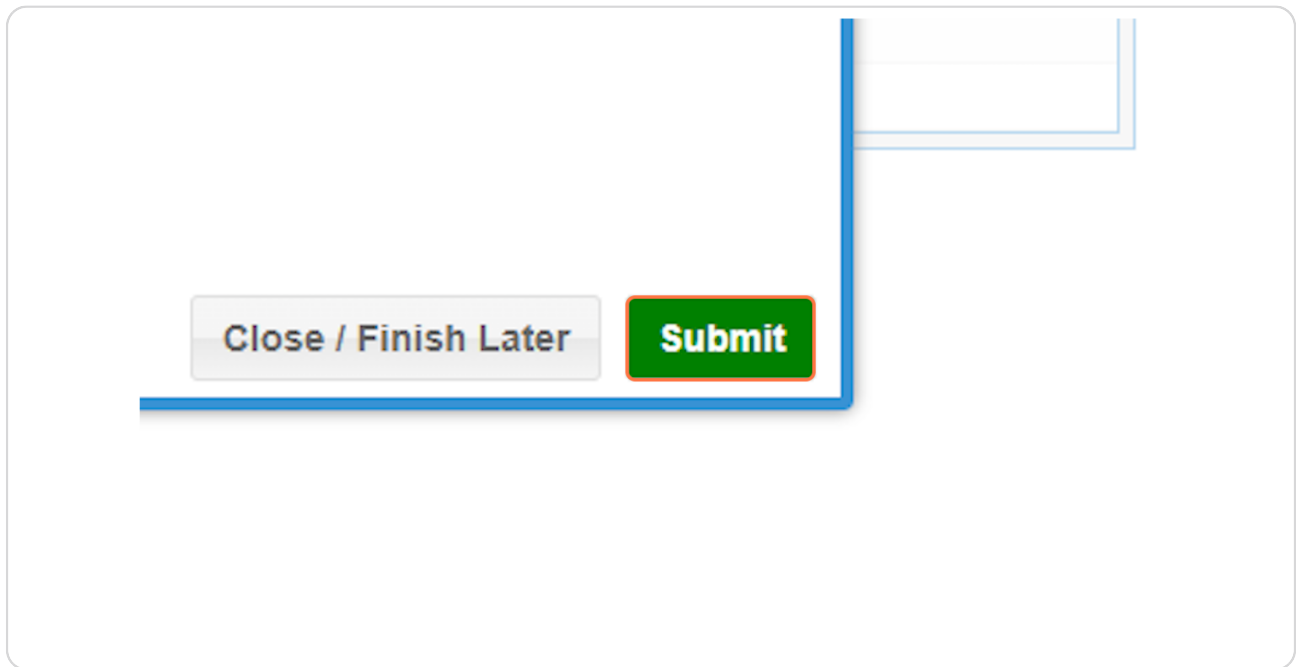
STEP 19

Click on Edit

The screenshot shows the 'Registration' management interface. A dropdown menu is open, listing 'General', 'Attendees (1)', 'Housing', 'Competitions', and 'Final Questions'. The 'Final Questions' item is selected, and an 'Edit' button (highlighted with a red box) is visible. Below the menu, the following text is displayed:
Who is the On-Site Adviser?:
On-site Adviser Cell Phone (no dashes or hyphens) :
Please enter a 24/7 emergency contact for the school on site individual):
Please enter a 24/7 emergency phone number for the school (cannot be an on site individual):

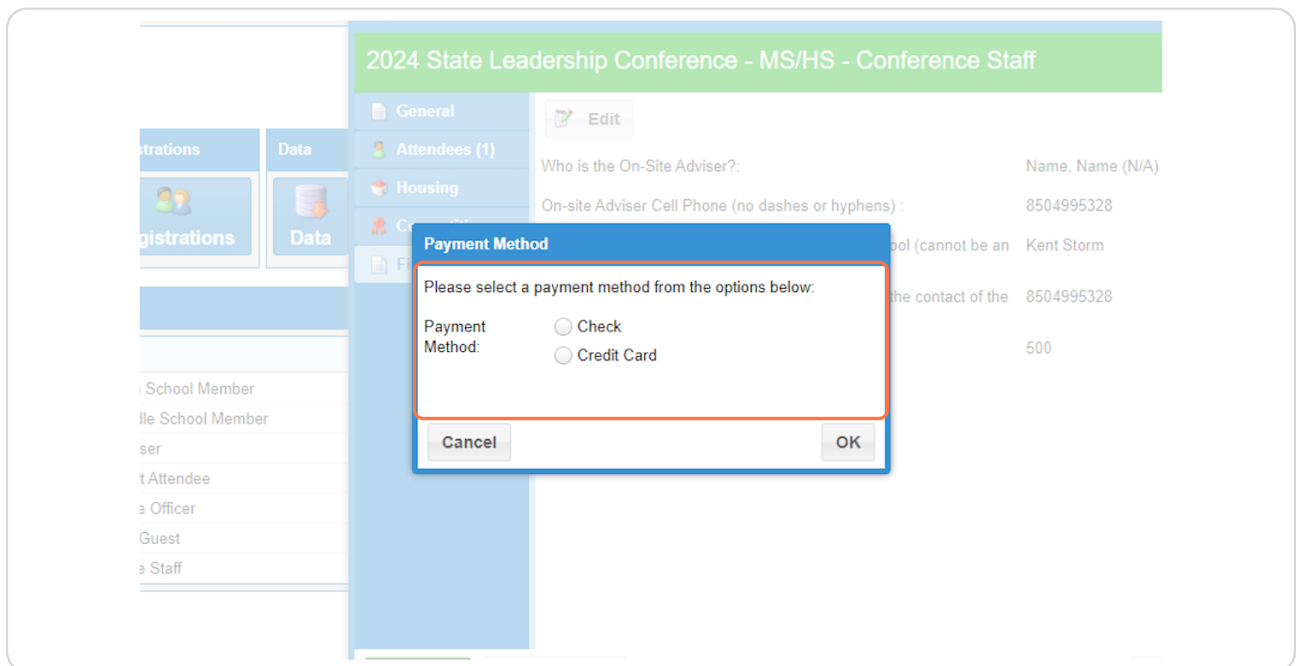
STEP 20

Click on Submit



STEP 21

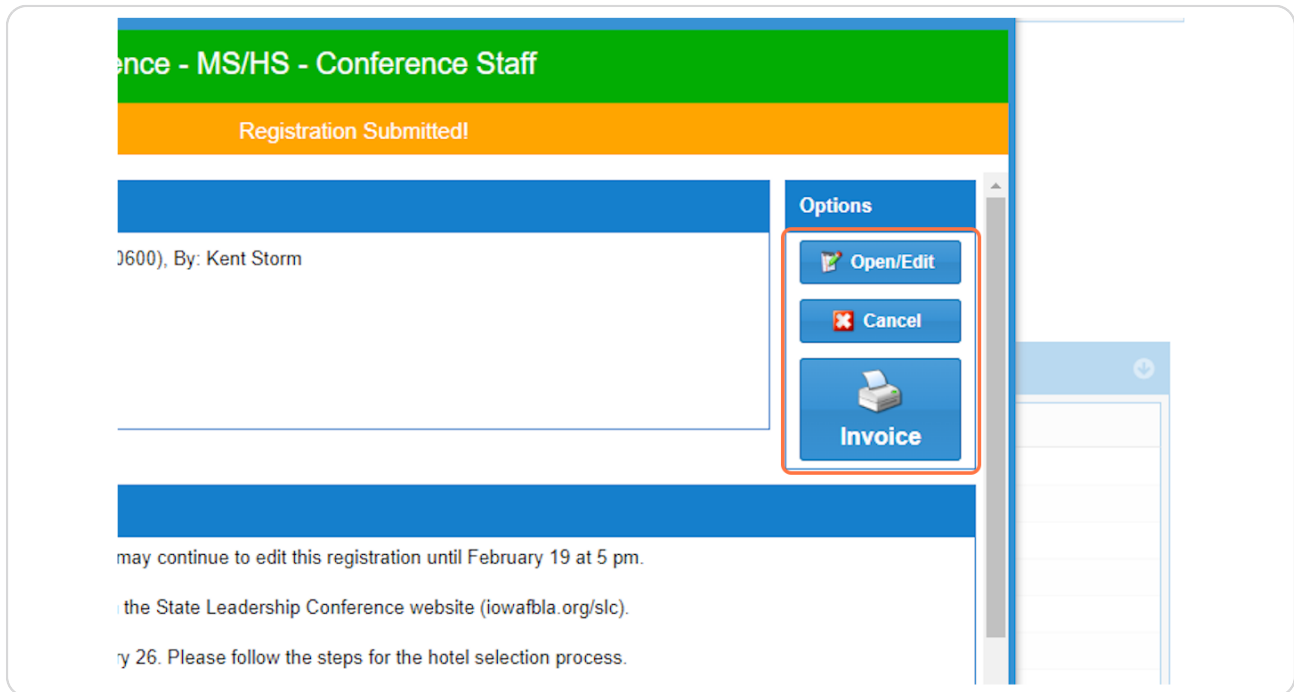
Select Payment Method



STEP 22

Review Options

You can open/edit the registration unlimited times until the registration deadline. After the deadline, you can only print the Invoice.



The screenshot displays a web interface for a registration system. At the top, there is a green header with the text "ence - MS/HS - Conference Staff". Below this is an orange banner that reads "Registration Submitted!". The main content area is divided into two sections. The upper section has a blue header and contains the text "0600), By: Kent Storm". To the right of this section is a vertical "Options" menu with three buttons: "Open/Edit" (with a magnifying glass icon), "Cancel" (with a red 'X' icon), and "Invoice" (with a printer icon). The lower section has a blue header and contains the text "may continue to edit this registration until February 19 at 5 pm.", "the State Leadership Conference website (iowafbla.org/slc).", and "y 26. Please follow the steps for the hotel selection process." A vertical scrollbar is visible on the right side of the page.

STEP 23

Review Asset Collection

Click on 'Additional Items Due' to review any items that need to be submitted or uploaded before the conference and the deadlines for the uploads.

The screenshot displays a registration confirmation interface. At the top, a blue header reads "Registration", followed by a green bar with the text "2024 State Leadership Conference - MS/HS - Conference Staff". Below this is an orange bar stating "Registration Submitted!".

The main content area is divided into two columns. The left column, titled "Status", contains the following information:

- Submitted: 1/10/2024 9:49:21 AM (CST -0600), By: Kent Storm
- Attendees: 1
- Grand Total: \$139.00
- Asset Collection: **Additional Items Due: 1/1**

The right column, titled "Options", contains three buttons: "Open/Edit", "Cancel", and "Invoice".

Below the status and options is an "Instructions" section with the following text:

Thank you for submitting your registration. You may continue to edit this registration until February 19 at 5 pm.

Complete pre-conference forms as indicated on the State Leadership Conference website (iowafbla.org/slc).

Lodging/hotel invoices will be sent after February 26. Please follow the steps for the hotel selection process.

No refunds after February 19. If you pay via a credit card, a payment link will be emailed after February 19. If paying by check, please follow your district's payment process and submit it to the Business Office/Secretary. All payments have a deadline of March 24.

Please Mail Invoice and Payment to: