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FCCLA Adviser Online Registration Manual

Registration By Open System

How to Log On:

Open the **Email** that contains the **Web Address** that was sent to you by the **System Administrator**

Once you open the above-mentioned **Email**, you can choose to do one of the following options:

1. Click on the **Web Address** Link located in your **Email**
2. Copy and Paste the **Web Address** in your **Internet Browser**
3. Type the **Web Address** in your **Internet Browser**

} For regional :
i. Log into - mofccla.org
a. select Programs

Click on the **"Registration"** button

Enter your **"National Membership User Name"** in the User Name field

Enter your **"National Membership Password"** in the Password field

Click on the **"Login"** button

Competitive event
Regional Reg. System
Region 1

① Your System Administrator may have setup Links for your Registration Screen. These links are located below the Log Out button. Simply Click on the Link and it will direct you to the intended Website.

I Forgot My Password:

① If you have forgotten your Password, Type your email address in the Email Address field and Click on the "Send" button. Once you click on the Send button, your Login information will be sent to you if you are found in the database.

First Time Login:

If you are logging on for the first time, you will see a verification screen to complete

Complete the appropriate fields on the **Verification** form

Click on the **"Save"** button

① If a field has an "Asterisk*", you must complete those fields before you can "Save" your information.

① Your System Administrator has the ability to create multiple custom questions which are presented under the Questions tab before Finish Editing.

How to Add an Adviser:

Click on the **"Add New Name"** button
Select **"Adviser"** from the Participant Type drop down list
Complete the appropriate fields on the **Participant Info** form
Complete the **"Adviser"** wizard
Click on the **"Finish Participant"** button

How to Edit an Adviser:


Locate the appropriate **Adviser**
Click on the **"Edit"** Link
Make the appropriate changes to the **Adviser** information
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Delete an Adviser:

Locate the appropriate **Adviser**
Click on the **"Delete"** Link
Click on the **"Ok"** button if you want to Delete; otherwise, click on the **"Cancel"** button

How to Add an Item to an Adviser:

Locate the appropriate **Adviser**
Click on the **"Item Selection"** Link
Add the appropriate **"Item"** to the **Adviser Record**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

 Your System Administrator has the ability to change the Label for Item Selection to whatever term best fits their needs. In these instructions, you will see the word Items; however, it could be different based on the System Administrator's label selection.

How to Edit an Item for an Adviser:

Locate the appropriate **Adviser**
Click on the **"Item Selection"** Link
Make the appropriate changes to the **Adviser Item**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Delete an Item for an Adviser:

Locate the appropriate **Adviser**
Click on the **"Item Selection"** Link
Remove the **"Item"** from the **Adviser Record**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Add a Student:

Click on the "Add New Name" button

Select "Student" from the Participant Type drop down list

Complete the appropriate fields on the **Participant Info** form

Complete the "Student" wizard

Click on the "Finish Participant" button after completing each Student record

(Note: If you are unable to complete all of the students selected, click on the "Finish Processing Later" Link located in the upper right-hand corner of the screen. When you are ready to resume, click on the "Continue Processing Registration" button located on the right-hand side of the "Add New Name" button)

How to Edit a Student:

Locate the appropriate **Student**

Click on the "Edit" Link

Make the appropriate changes to **Student** information

Click on the "Next" button

Click on the "Finish Editing" button

How to Delete a Student:

Locate the appropriate **Student**

Click on the "Delete" Link

Click on the "Ok" button if you want to Delete; otherwise, click on the "Cancel" button

How to Add an Item to a Student:

Locate the appropriate **Student**

Click on the "Item Selection" Link

Add the appropriate "Item" to the **Student Record**

Click on the "Next" button

Click on the "Finish Editing" button

i Your System Administrator has the ability to change the Label for Item Selection to whatever term best fits their needs. In these instructions, you will see the word Item; however, it could be different based on the System Administrator's label selection.

How to Edit an Item for a Student:

Locate the appropriate **Student**

Click on the "Item Selection" Link

Make the appropriate changes to the **Student Item**

Click on the "Next" button

Click on the "Finish Editing" button

How to Delete an Item for a Student:

Locate the appropriate **Student**
Click on the **"Item Selection"** Link
Remove the **"Item"** from the **Student Record**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Add an Event for a Student:

Locate the appropriate **Student**
Click on the **"Event"** Link
Add the appropriate **"Event(s)"** to the **Student Events**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

① *If you select an Event that has a Question, you MUST answer the Question before you can click on the Next button.*

How to Edit an Event for a Student:

Locate the appropriate **Student**
Click on the **"Event"** Link
Make the appropriate changes to the **Student Events**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Add Other Participant Types:

Click on the **"Add New Name"** button
Select the appropriate **"Participant Type"** from the Participant Type drop down list
Complete the appropriate fields on the **Participant Info** form
Complete the **"Participant Type"** wizard
Click on the **"Finish Participant"** button

① *Note: Other Participant Types include but are not limited to: Administrator, Chaperone/Parent/Guest, Alumni/Associate, Current State Officer, and Evaluator*

How to Edit Other Participant Types:

Locate the appropriate **Participant**
Click on the **"Edit"** Link
Make the appropriate changes to the **Participant Info**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Delete Other Participant Types:

Locate the appropriate **Participant Type**
Click on the **"Delete"** Link
Click on the **"OK"** button if you want to Delete; otherwise, click on the **"Cancel"** button

How to Add an Item for Other Participant Types:

Locate the appropriate **Participant Type**
Click on the **"Item Selection"** Link
Add the appropriate **"Item"** to the **Participant Type Record**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Edit an Item for Other Participant Types:

Locate the appropriate **Participant Type**
Click on the **"Item Selection"** Link
Make the appropriate changes to the **Participant Type Item**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Delete an Item for Other Participant Types:

Locate the appropriate **Participant Type**
Click on the **"Item Selection"** Link
Remove the **"Item"** from the **Participant Type Record**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Add/Edit Volunteer/Evaluator Participant Contact and Role Information:

Locate the appropriate **Volunteer/Evaluator**
Click on the **"Volunteer/Evaluator"** Link
Make the appropriate changes to the **Volunteer form**
Click on the **"Next"** button
Click on the **"Finish Editing"** button

How to Continue Processing Registration:

Click on the **"Continue Processing Registration"** button

① *A list of the Participants will displayed on the next page. If the wizard process has not been completed, you will need to click on the "Continue Processing" button to finishing registering the Participant(s) successfully.*

① *Once all Participants have been processed through the wizard, if you need to edit a Participant, Select the appropriate link next to the Participant's name in the registration table.*

How to View Registration:

Click on the **"View Registration"** button

Select the appropriate **Invoice** to view

Select **"P.O."** if you have a **Purchase Order Number**

OR

Select **"Check"** if you have a **Check Number**

OR

Click on the **"Pay Now"** button in the middle of the screen to pay with a credit card or PayPal

Complete the appropriate payment information

① *If this information was completed in the Chapter Verification form, you will not see the Check | P.O. screen. In addition, if your System Administrator does not require a Check or P.O., you will not see the Check | P.O. screen.*

① *To View the Event Invoice, Click on the "Events Invoice" Link.*

① *To View the Registration Invoice, Click on the "Registration Invoice" Link.*

① *To View the Combined Invoice, Click on the "Combined Invoice" Link.*

① *To return to the Main Registration Screen, Click on the "Back to Registration" Link.*

How to Finish Registration:

Click on the **"Finished Registering"** button

Click on the **"Print My Invoice"** Link to print a copy of the Invoice

Click on the **"Back to Registration"** Link to return to the **Main Registration Screen**

① *If you make changes after you have submitted your Registration, be sure to click on the Finished Registering button again.*



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How to View the Conference Schedule:

Click on the **“View Conference Schedule”** Link

Select the appropriate **Report to Display** from the drop down list

Click on the **“Display Report”** button

① *The View Conference Schedule Link will display once the System Administrator has turned that option on.*

Help

Click on the **“Help”** Link

Click on the **“Registration”** button to return to the **Main Registration Screen**

① *The Help button will only display if the System Administrator has turned that option on.*

How to Edit Chapter Information:

Click on the **“Chapter”** Link at the top of the page

Make the appropriate changes to the **Chapter** information

Click on the **“Save”** button

Log Out

Click on the **“Log Out”** button

