

FALL LEADERSHIP MEETING

NOVEMBER 15 | ASHEVILLE
NOVEMBER 17 | CHARLOTTE



NOVEMBER 30 | LUMBERTON
DECEMBER 7 | GREENVILLE

FREQUENTLY ASKED QUESTIONS

GENERAL REGISTRATION

DO ATTENDEES HAVE TO BE AFFILIATED TO ATTEND?

No. Students, advisers and guests do not have to be affiliated or pending affiliation to attend a Fall Leadership Meeting.

WHY DO I NOT SEE STUDENTS OR ADVISERS WHEN I'M REGISTERING?

Affiliated or pending students and/or advisers will be visible when selecting the "Register Students" or "Register Advisers" buttons. Attendees who are not affiliated or pending affiliation must be registered using the "Register Guests" button.

ARE MEMBERS REQUIRED TO ATTEND A FALL LEADERSHIP MEETING LOCATION TO BE ELIGIBLE TO ATTEND AND/OR COMPETE IN SPRING STATE STAR EVENT COMPETITIONS?

No. Members are not required to attend a Fall Leadership Meeting location to be eligible for future state-level events and conferences.

COMPETITIVE EVENTS

WHY DO I NOT SEE COMPETITIVE EVENT OPTIONS FOR MY STUDENT?

To be eligible to compete in a Competitive Event, students must be affiliated or pending affiliation PRIOR to their registration for the meeting.

WHY CAN I NOT REGISTER MY STUDENT(S) FOR MULTIPLE EVENTS?

Per the State-Level Competitive Event Guidelines, students may only compete in one (1) Competitive Event at a Fall Leadership Meeting.

HOW MANY ENTRIES CAN MY CHAPTER SUBMIT FOR EACH EVENT?

EVENT NAME	ENTRIES* ALLOWED PER LEVEL			EVENT TYPE	
	LVL 1	LVL 2	LVL 3	INDIVIDUAL	TEAM
CHAPTER BUDGET	1			X	X
CHAPTER WEBSITE	1			X	X
EVENT PLANNING	1	1	1	X	X
FCCLA TRIVIA	1				X 2-5 MEMBERS
MEMBERSHIP MADNESS	1			X	X
T-SHIRT DESIGN	3	3	3	X	
TRADING PIN DESIGN	3	3	3	X	

- Chapters may only submit one entry*, at any level, for Chapter Budget, Chapter Website, FCCLA Trivia, and Membership Madness events.
- Chapters must have at least 2 members and may have up to 5 members per team in the FCCLA Trivia event.

*An entry is an individual or team registered to compete in an event.

The number of entries a chapter can submit for a Competitive Event is dependent on the event and competitor levels.

Chapters may only submit one (1) entry in:

- Chapter Budget
- Chapter Website
- FCCLA Trivia
- Membership Madness

Chapter may submit one (1) entry per level in Event Planning.

Chapters may submit three (3) entries per level in T-Shirt and Trading Pin Design.

HOW CAN I CONFIRM MY STUDENTS ARE REGISTERED FOR THEIR COMPETITIVE EVENTS CORRECTLY?

There are a few ways Competitive Event registration can be confirmed:

1. At-A-Glance Confirmation – At the bottom of the registration screen in the FCCLA Portal, chapters can see a list of attendees that have been submitted for registration. Click the eye icon under the “View” column for each attendee for a quick-view of their registration details. If registered for a Competitive Event, the event will be listed here.
2. Invoice Confirmation – When the registration has been successfully submitted for the chapter, a registration invoice will automatically be created and can be viewed, downloaded, and payed under the “Invoice(s)” tab in the FCCLA Portal. Chapters should view and/or download registration invoices to confirm all attendees are listed and if competing, are listed in the correct event, level and team (if competing as a team).
 - a. All attendees will be listed under the “Fall Leadership Meeting Registration” section of the invoice.
 - b. Competitive Event participants will be listed in sections based on the event. Team numbers and levels are not listed on the invoice, but this will allow chapters to verify the participants are registered in the correct event.
3. Event Confirmation – Chapters will have the chance to review and confirm event registration on October 27 – November 2, 2023. During this time frame, advisers can click the “Confirm Event” button at the bottom of the registration screen in the FCCLA Portal. A complete list of events and participants will be available. Advisers can click to confirm that event information is correct and submit if there are errors with event registration. Confirmations must be completed by November 2, 2023.

HOW CAN I ADD A COMPETITIVE EVENT TO AN ATTENDEE REGISTRATION?

All competitive event participants must be registered by 11:59 PM EST on Wednesday, October 25, 2023.

To add an event to an attendee registration:

- scroll to the bottom of the registration screen in the FCCLA Portal and click on the + icon under the “Add Items” column;
- review and verify registration information and move to section 2;
- review the events available and click the box next to the event you will be registering the attendee for (attendees may only participate in one event). If the attendee is competing with a team, indicate the team number of the team they will be competing in (A, B, C, D., etc.). If competing in Chapter Website, Trading Pin Design, or T-Shirt Design a URL to the site or file must be provided;
- continue through the remaining steps of the registration process until the final screen to review and confirm the edits to the attendee’s registration. Review and confirm that the attendee’s registration was successfully updated.

CONFIRMING REGISTRATION INFORMATION

HOW CAN I CONFIRM THAT ATTENDEES ARE REGISTERED FOR THE FALL LEADERSHIP MEETING?

There are a few ways you can confirm attendee registration for the meeting:

1. At-A-Glance Confirmation – At the top of the registration screen in the FCCLA Portal, chapters can see an at-a-glance conference registration information box. Chapters will see the total number of each attendee type (Registered Attendees, Pending Attendees, Unsubmitted Attendees, and Cancelled Attendees).
2. Attendee Status – At the bottom of the registration screen in the FCCLA Portal, chapters can see a list of attendees that have been submitted for registration. The status for each attendee will be listed under the status column.
 - a. Pending Status – The attendee registration was submitted and is listed on a registration invoice with an outstanding balance.
PENDING
 - b. Registered Status – The attendee registration was submitted and is listed on a registration invoice that is paid in full.
REGISTERED
 - c. No Status – The attendee has been added to the registration roster but is not registered for the event. Advisers need to select the attendee(s), click the “Confirm Disclaimers” button to accept the conference disclaimers, and then click the “Submit Registration” button.
3. Invoice Confirmation – When the registration has been successfully submitted for the chapter, a registration invoice will automatically be created and can be viewed, downloaded, and paid under the “Invoice(s)” tab in the FCCLA Portal. Chapters should view and/or download registration invoices to confirm all attendees are listed and if competing, are listed in the correct event, level and team (if competing as a team).
 - a. All attendees will be listed under the “Fall Leadership Meeting Registration” section of the invoice.
 - b. Competitive Event participants will be listed in sections based on the event. Team numbers and levels are not listed on the invoice, but this will allow chapters to verify the participants are registered in the correct event.

AN ATTENDEE IS NOT LISTED ON THE CHAPTERS REGISTRATION ROSTER. HOW CAN I ADD SOMEONE NEW?

Competitive Event participants must be registered by 11:59 PM EST on Wednesday, October 25, 2023. Final attendee registration must be submitted by 11:59 PM EST on November 2, 2023.

Chapters may add attendees to their registration roster until 11:59 PM EST on November 2, 2023. To add attendees, chapters should follow the step-by-step registration guide [here](#).

PAYING THE REGISTRATION INVOICE

WHAT SHOULD I DO IF I CAN'T PAY THE INVOICE BY NOVEMBER 2, 2023?

The Invoice Payment Deadline is on or before the day of the Fall Leadership Meeting registered for. Payment is not required by November 2, 2023.

WHERE SHOULD I SEND A CHECK TO PAY THE INVOICE?

Check payments should be payable to the name and address listed on the registration invoice. The invoice will be updated when the check is received and processed.

MY BOOKKEEPER NEEDS A VENDOR FORM AND W9 TO SEND PAYMENT. HOW DO I FIND THIS?

As payments are paid to National FCCLA, many districts will already have them listed as a vendor in their system. However, National FCCLA's address was updated 2 years ago and updated forms may be required. Updated vendor forms should be requested by emailing atorres@fcclainc.org. [Click here to access the updated W9.](#)

MY COUNTY CAN PAY MY INVOICE WITH A CREDIT CARD. HOW CAN I MAKE A CREDIT CARD PAYMENT?

Here are three ways a credit card payment can be made on a registration invoice:

PAY UNDER THE INVOICES TAB IN THE FCCLA PORTAL

1. Click on the "Invoice(s)" tab in the FCCLA Portal.
2. Click the red "Pay Invoices" button.
3. Click the checkbox to select the invoice(s) you wish to pay.
4. Expand the "Pay by Credit Card" section.
5. Enter all required information and click the black "Pay" button at the bottom of the screen.

USE THE BOOKKEEPER LOGIN OPTION

1. Navigate to the [Bookkeeper login](#) to the FCCLA Portal.
2. Enter the Chapter ID and Invoice # to pay and click the black "Submit" button. These numbers can be found on the top right corner of the invoice.
3. Click the checkbox to select the invoice(s) you wish to pay.
4. Expand the "Pay by Credit Card" section.
5. Enter all required information and click the black "Pay" button at the bottom of the screen.

This must be completed for each invoice the bookkeeper will be submitting payment for.

PAY OVER THE PHONE

Credit card payments can also be processed over the phone by calling National FCCLA at 703-476-4900. You will need the invoice number.