



How to Log in as a Chapter Advisor:

(Your User Name and password are the same that you use for National FCCLA Membership)

Please enter your username and password

User Name

Password

Administrator Logged In

Please note that you must have [cookies](#) enabled (especially session cookies) in your browser, in order to log in to the system. A cookie allows a website to store certain information on your local computer. Check with your technology person prior to registering if you think this could be an issue.

Can't remember your password? enter your email address below, and if it is found, then your password will be emailed to you.

Email Address:

1. Type the appropriate "Name" in the "User Name" field
2. Type the appropriate "Password" in the "Password" field
3. Click on the "Login" button
***Can't remember your password?** Enter your email address below, and if we find your record, your password will be emailed to you*
4. Type the appropriate "Email" in the "Email Address" field
5. Click on the "Send" button

How to Verify Chapter Information:

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

Adviser First Name *

Last Name *

Status

T-Shirt Size *

Cell Phone # *

Chapter Name *

Address 1

Address 2

City State Zip

Chapter ID (Optional)

Area/District/Region

Email *

Confirm Email * (Please type email address again to confirm)

Additional Financial Emails

Phone

Fax

User Name *

Password *

Confirm Password *

1. Complete the appropriate fields in the **Verification** form
2. If a field has an "Asterisk (*)", you must complete those fields before you can "Save" your information
3. Type the appropriate "Name" in the "User Name" field
4. Type the appropriate "Password" in the "Password" field
5. Type the appropriate "Email" in the "Email" field
6. Click on the "Save" button