

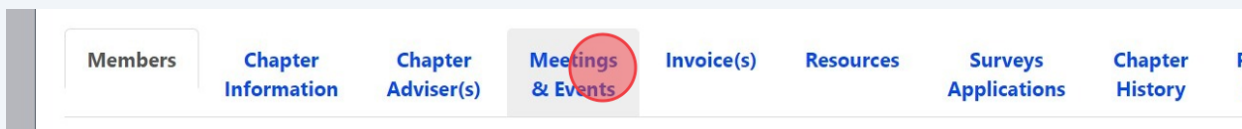
Register for 2023 NC FCCLA Fall Leadership Meeting



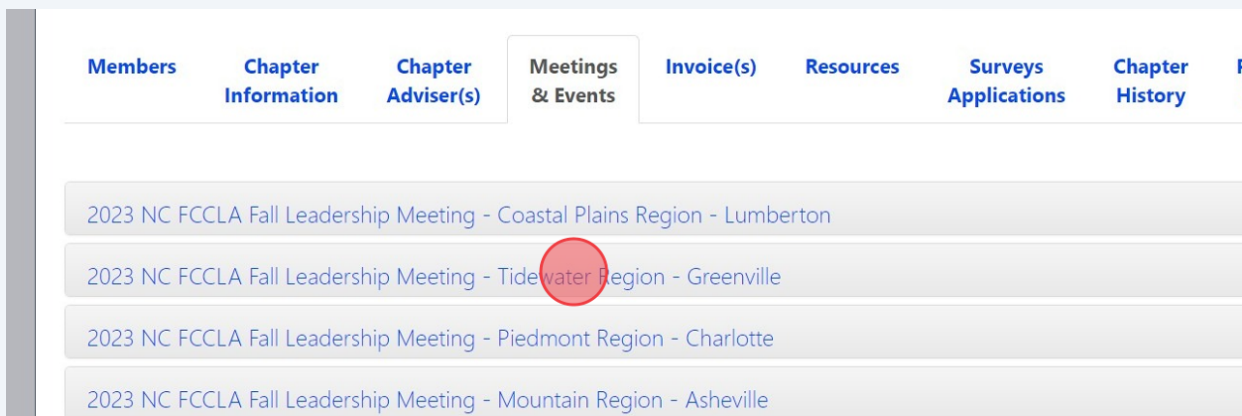
Advisers should use this step-by-step guide to assist them with registering for the 2023 NC FCCLA Fall Leadership Meeting.

1 Login to the FCCLA Portal - <https://affiliation.registermychapter.com/fccla#>

2 Click the "Meetings & Events" tab.



3 Click Fall Leadership Meeting event you plan to attend.



4

A complete overview of the event, and steps to register, will appear. Scroll to the bottom of the registration information to find the different registration options available.

- Register Advisers - Use this button to register advisers **who are listed on an affiliation invoice** at the time of registration. They will have a pending or affiliated status.
- Register Students - Use this button to register students **who are listed on an affiliation invoice** at the time of registration. They will have a pending or affiliated status.
- Register Guests - Use this button to register students, advisers, chaperones, bus drivers, etc. **who are not listed on an affiliation invoice** at the time of registration.

• **REGULAR REGISTRATION DEADLINE – October 25, 2023**

• **LATE REGISTRATION DEADLINE – November 2, 2023**

- Competitive Event registration will not be available after October 25, 2023. Late registrants will only be registering to attend

• **INVOICE PAYMENT DEADLINE – On or before the date of the Fall Leadership Meeting**

- Mountain Region – On or Before November 15
- Piedmont Region – On or Before November 17
- Coastal Plains Region – On or Before November 28
- Tidewater Region – On or Before November 30

A \$25.00 late fee will be charged to all outstanding invoices after the payment deadlines as posted above.

• **SUBSTITUTION AND NAME CHANGE DEADLINE – November 2, 2023**

• **CANCELLATION AND REFUND REQUEST DEADLINE – November 2, 2023**

- A full refund will be provided for cancellation requests submitted by October 25, 2023.
- A full refund, less a \$15.00 administrative fee, will be provided for cancellation requests submitted by November 2, 2023.
- Refunds will not be provided after the November 2, 2023 deadline.

If you need assistance registering, please email ncfcla@fclclainc.org.

Register Advisers

Register Students

Register Guests

Register Affiliated Advisers

5

Click the "Register Advisers" button to register advisers who are listed on an affiliation invoice, with either a pending or affiliated status. If an adviser is not listed on an affiliation invoice, please follow the steps to register them as a guest.

- **REGULAR REGISTRATION DEADLINE – October 25, 2023**
- **LATE REGISTRATION DEADLINE – November 2, 2023**
 - Competitive Event registration will not be available after October 25, 2023. Late registrants will only be registering to attend.
- **INVOICE PAYMENT DEADLINE – On or before the date of the Fall Leadership Meeting**
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 - Coastal Plains Region – On or Before November 28
 - Tidewater Region – On or Before November 30

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 - A full refund, less a \$15.00 administrative fee, will be provided for cancellation requests submitted by November 2, 2023.
 - Refunds will not be provided after the November 2, 2023 deadline.

If you need assistance registering, please email ncfcla@fclainc.org.

Register Advisers

Register Students

Register Guests

6

Select the adviser(s) you wish to register and click the black "Continue" button.

- **SUBSTITUTION AND NAME CHANGE DEADLINE – November 2, 2023**
- **CANCELLATION AND REFUND REQUEST DEADLINE – November 2, 2023**
 - A full refund will be provided for cancellation requests submitted by October 25, 2023.
 - A full refund, less a \$15.00 administrative fee, will be provided for cancellation requests submitted by November 2, 2023.
 - Refunds will not be provided after the November 2, 2023 deadline.

If you need assistance registering, please email ncfcla@fclainc.org.

SELECT ADVISERS

Select All

Select	First Name	Last Name
<input type="checkbox"/>	Amy	
<input type="checkbox"/>	Ashley	
<input type="checkbox"/>	Amy	
<input type="checkbox"/>	Kaitlin	

Continue

7

Verify adviser information. All fields highlighted in red are required.

- Email
- Cell Phone - For use in emergencies only.
- Classification - Chapter Adviser
- Badge Title - Chapter Adviser
- First Time Attendee - select yes or no based on their prior attendance of a Fall Leadership Meeting with NC FCCLA.

REGISTER CHAPTER ADVISER: MRS. AMY [REDACTED]

1 Verify 2 Items 3 Volunteer 4 Confirmation

PROFILE
Name: Mrs. Amy [REDACTED]

Office Phone [REDACTED] Extension [REDACTED]

Additional phone # for over the summer [REDACTED]

Email [REDACTED]@semail.org Alt. Email [REDACTED]@gmail.com Cell Phone [REDACTED] Home Phone [REDACTED]

Classification [REDACTED] Badge Title [REDACTED]

First Time Attendee [REDACTED]

Please indicate if you require special accommodations at the meeting/conference. If you require something that is not listed, please indicate your request by select "Other" and providing us with specific information in the comments box. National FCCLA may contact you for further information, if necessary.

Audio

8

Indicate if the adviser has any special accommodations for the conference. This includes any dietary restrictions that will be needed to aid in the selection of lunch offerings for the event.

Select the FCCLA Career Pathway the adviser's courses are mostly aligned with. If you are unsure, you may select "General FCS".

Confirm that the Fall Leadership Meeting Registration appears correct and click the black "Next" button.

Please indicate if you require special accommodations at the meeting/conference. If you require something that is not listed, please indicate your request by selecting "Other" and providing us with specific information in the comments box. National FCCLA may contact you for further information, if necessary.

- Audio
- Visual
- Mobility
- Dietary
- Other

What Career Pathway are you most interested in?

Registration Rates

Fall Leadership Meeting Registration (\$35.00)

All attendees must be registered to attend the Fall Leadership Meeting. This includes: advisers, chaperones, etc..

Register Later

Next →

9 Select Items

1. State-Wide Service Project Donation Items - The 22-23 SEC is challenging chapters to select a donation item to bring to the Fall Leadership Meeting. Chapters would be expected to bring 50 of the item(s) they selected during registration to the Fall Leadership Meeting. Collected item(s) will be used during the meeting for members to pack care bags to be donated to a local hospitality home.

2. NC FCCLA Pre-Purchased Items - State-branded polos will be available for pre-purchase. Advisers should request the quantity needed for each size during their registration. Polo's are \$25.00 each.

These item categories are not available during student registration and must be completed with the adviser registration.

The screenshot shows a registration process with four steps: 1. Verify, 2. Items, 3. Volunteer, and 4. Confirmation. The 'Items' step is active. Under the heading 'ITEMS', there are two expandable categories: 'STATE-WIDE SERVICE PROJECT DONATION ITEMS' and 'PRE-PURCHASE NC FCCLA ITEMS'. The first category is highlighted with a red circle. Below the categories, the 'Total:' is displayed as '\$0.00'. A 'Previous' button is located at the bottom left of the items section.

1	Verify	2	Items	3	Volunteer	4	Confirmation
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ITEMS

- STATE-WIDE SERVICE PROJECT DONATION ITEMS
- PRE-PURCHASE NC FCCLA ITEMS

Total: \$0.00


Previous

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Click the "STATE-WIDE SERVICE PROJECT DONATION ITEMS" category to expand the donation item options. To select an item, click the checkbox and indicate "1" in the "Quantity" field.

If your chapter wishes to participate in this challenge, please select items early, as these will be on a first-come-first-serve basis and items will not be able to be selected multiple times.

Chapters may select more than one item, however, you will be expected to bring a quantity of 50 of each item selected to the meeting.

ct	Item	Amount	Max Qty	Quantity	Date/Time
	Lip Balm (Lightly or Non-Scented) - 50 Items	\$0			
	Travel Tissue Packs - 50 Items	\$0			
	Hand Lotion (Lightly or Non-Scented) - 50 Items	\$0			
	Crackers - 50 Items	\$0			
	Travel Size Pretzels - 50 Items	\$0			
	Granola Bars - 50 Items	\$0			
	Chewing Gum - 50 Items	\$0			
	Breath Mints - 50 Items	\$0			
	Activity Book - 50 Items 	\$0			
	Stress Ball - 50 Items	\$0		<input type="text"/>	
	Throw Blanket - 50 Items	\$0			
	Reusable Water Bottle - 50 Items	\$0			
	Travel Power Strip - 50 Items	\$0			

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Click the "PRE-PURCHASE NC FCCLA ITEMS" category to expand the available pre-purchase items. To select an item, click the checkbox and indicate the quantity needed in the "Quantity" field. Chapters will be invoiced at \$25.00 per polo requested.

RE-PURCHASE NC FCCLA ITEMS

Users are able to pre-purchase NC FCCLA-branded polo's by entering the number of polo's needed for their chapter below. Polo's are \$25.00 each.

ct	Item	Amount	Max Qty	Quantity	Date/Time
	NC FCCLA Polo - Size XS	\$25		<input type="text"/>	
	NC FCCLA Polo - Size S	\$25			
	NC FCCLA Polo - Size M	\$25			
	NC FCCLA Polo - Size L	\$25			
	NC FCCLA Polo - Size 2XL	\$25			
	NC FCCLA Polo - Size 3XL	\$25			
	NC FCCLA Polo - Size 4XL	\$25			

12

When finished adding items to the chapter registration, please confirm the total amount at the bottom of the screen. If the total does not reflect the amount expected, please review item selections before continuing to the next step of the registration process.

If the total is correct, or you do not wish to add items to the registration, click the black "Next" button.

Total: \$25.00

Previous Next

13

Volunteer Opportunities

Using the dropdown box, indicate if the adviser is willing to serve as a volunteer for State-Level Competitive Events held at this specific Fall Leadership Meeting.

If they **do** wish to volunteer, select "yes" and the screen will expand with additional information needed.

If they **do not** wish to volunteer, select "no" and click the black "Next" button.

3 Volunteer 4 Confirmation

Volunteer Opportunities

Select...

Next

14


If they do wish to volunteer, select their volunteering preference and rank their **top 3** event choices. If they would like to include any additional information, please also include that in the text box provided.


Click the black "Next" button.

Please include any qualifications, certifications, prior experience, comments, or other information to help national staff assist with vc

STATE-LEVEL COMPETITIVE EVENT

Not Volunteering

Room Consultant 

Evaluator 

No Preference

Thursday, December 7th, 2023

Select and rank 3 events in order of preference with 1 being the top choice.
Thank you for your willingness to volunteer your time to assist with the implementation of Competitive Events. Volunteers are critical in allowing us to offer Competitive Event opportunities for our youth members

Please rank your top 3 event volunteer choices below.

<input type="text" value="1"/>	<input type="checkbox"/> Chapter Budget (10:30 am-12:30 pm)	<input type="text" value="Rank..."/>	<input type="checkbox"/> Chapter Website (10:30 am-12:30 pm)
<input type="text" value="Rank..."/>	<input type="checkbox"/> Event Planning (10:30 am-12:30 pm)	<input type="text" value="Rank..."/>	<input type="checkbox"/> Membership Madness (10:30 am-12:30 pm)

15 Review and Finish

The last registration screen will give you an overview of the registration for this adviser. Review their registration and ensure that all information and items are correct. Confirm the amount of registration.

If items are incorrect, click the "Previous" button to go back to the section that needs to be updated.

If items are correct, click the "Finish" button. This does **not** submit their registration for the event. This **only** adds their name to the chapter registration roster. Please ensure that the steps to submit registration are followed to ensure the chapter is registered for the event.

Item	Description	Date/Time	Quantity	Amount	Total
Registration	Fall Leadership Meeting Registration		1	\$35.00	\$35.00
Item	Stress Ball - 50 Items		1	\$0.00	\$0.00
Item	NC FCCLA Polo - Size XS		1	\$25.00	\$25.00
Competitive Event Volunteer (Evaluator)	1 Chapter Budget (10:30 am-12:30 pm)	Thursday, December 7th, 2023			
Competitive Event Volunteer (Evaluator)	3 Chapter Website (10:30 am-12:30 pm)	Thursday, December 7th, 2023			
Competitive Event Volunteer (Evaluator)	2 Event Planning (10:30 am-12:30 pm)	Thursday, December 7th, 2023			
				TOTAL:	\$60.00

Special Code:

[← Previous](#) [Finish](#)

Register Students

16

Click the "Register Students" button to register students who are listed on an affiliation invoice, with either a pending or affiliated status. If a student is not listed on an affiliation invoice, please follow the steps to register them as a guest.

- **REGULAR REGISTRATION DEADLINE – October 25, 2023**
- **LATE REGISTRATION DEADLINE – November 2, 2023**
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- **INVOICE PAYMENT DEADLINE – On or before the date of the Fall Leadership Meeting**
 - Mountain Region – On or Before November 15
 - Piedmont Region – On or Before November 17
 - Coastal Plains Region – On or Before November 28
 - Tidewater Region – On or Before November 30

A \$25.00 late fee will be charged to all outstanding invoices after the payment deadlines as posted above.

- **SUBSTITUTION AND NAME CHANGE DEADLINE – November 2, 2023**
- **CANCELLATION AND REFUND REQUEST DEADLINE – November 2, 2023**
 - A full refund will be provided for cancellation requests submitted by October 25, 2023.
 - A full refund, less a \$15.00 administrative fee, will be provided for cancellation requests submitted by November 2, 2023.
 - Refunds will not be provided after the November 2, 2023 deadline.

If you need assistance registering, please email ncfcla@fclainc.org.

Register Advisers **Register Students** Register Guests

17

Select the student(s) you wish to register and click the black "Continue" button.

SELECT STUDENTS

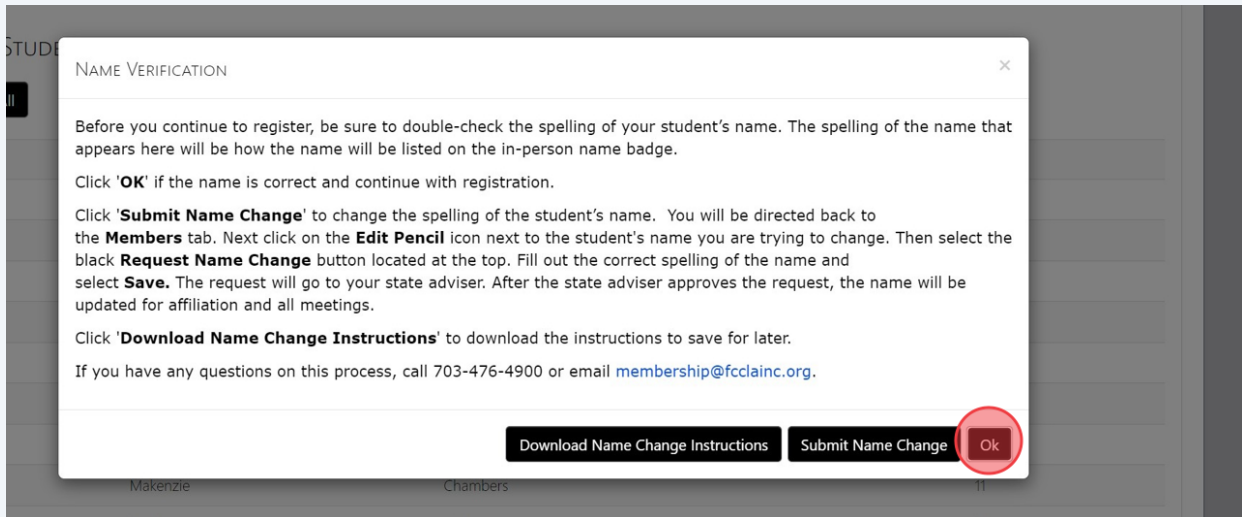
Unselect All

Select	First Name	Last Name	Grade
<input type="checkbox"/>	Jimena		
<input type="checkbox"/>	Juliana		
<input type="checkbox"/>	Isabella		
<input type="checkbox"/>	Monica		
<input checked="" type="checkbox"/>	Dabrea		
<input type="checkbox"/>	Nataly		
<input type="checkbox"/>	Payton		
<input type="checkbox"/>	Makenzie		
<input type="checkbox"/>	Brooke		
<input type="checkbox"/>	Anna		

18 Review the "Name Verification" information on the pop-up.

If the student's name is misspelled, click the black "Submit Name Change" button and submit an updated spelling of their names. The instructions are listed on the pop-up and can also be downloaded by clicking the "Download Name Change Instructions"

If the student's name is spelled correctly, click the black "Ok" button.



19 **Verify student information.** All fields highlighted in red are required.

- Email - The student email should be unique. Advisers should not use their own email.
- Student Email Verified - Click the checkbox to confirm that the student email was verified and is correct.
- Cell Phone - For use in emergencies only.
- Badge Title - Select "Chapter Member" or "Chapter Officer"
- First Time Attendee - select yes or no based on their prior attendance of a Fall Leadership Meeting with NC FCCLA.

1 Verify 2 Competitive Events 3 Volunteer 4 Confirmation

PROFILE
Name: Miss Dabrea

Home Phone

Cell Phone

Email

Student Email Verified

Badge Title

First Time Attendee

Please indicate if you require special accommodations at the meeting/conference. If you require something that is not listed, please indicate your request by selecting "Other" and providing us with specific information in the comments box. National FCCLA may contact you for further information, if necessary.

Audio
 Visual
 Mobility
 Dietary
 Other

What Career Pathway are you most interested in?

20

Indicate if the student has any special accommodations for the conference. This includes any dietary restrictions that will be needed to aid in the selection of lunch offerings for the event.

Select the FCCLA Career Pathway the student's interests are mostly aligned with. If you are unsure, you may select "General FCS".

Confirm that the Fall Leadership Meeting Registration appears correct and click the black "Next" button.

IND

Please indicate if you require special accommodations at the meeting/conference. If you require something that is not listed, please indicate your request by selecting "Other" and providing us with specific information in the comments box. National FCCLA may contact you for further information, if necessary.

Audio
 Visual
 Mobility
 Dietary
 Other

What Career Pathway are you most interested in?

General FCS

Registration Rates

Fall Leadership Meeting Registration (\$35.00)
All attendees must be registered to attend the Fall Leadership Meeting. This includes: advisers, chaperones, etc..

Register Later

Next →

21 Competitive Event Selection

If the student is participating in a State-Level Competitive Event:

- Click the checkbox to select the event.
- A team number is required for events that allow for team participation. Select a team number by using the dropdown box and selecting a team number.
 - All team members competing in the event must have the same team number selected.
 - If you have more than one entry for an event, each entry (individual or team) must have a different team number. For example:
 - Entry 1 is a team of 2 people. Each competitor was registered and identified as Team Number A. Entry 2 is an individual. This competitor was registered and identified as Team Number B.
- A URL or file path link is required for events that require a link. Enter the URL or link by pasting the link into the "Additional Information" box for the event.
 - If an event that requires a link is selected, you will not be able to move to the next screen without copying the link. The link must be provided at the time of registration.

When event information is selected, click the black "Next" button.

If you need assistance with registering for this event, please email ntcccla@fcclainc.org.

Select	Event Name	Category	Event Type	Level	Team Number Team # This Individual is On	Price	Date/Time	Additional Information
<input type="checkbox"/>	Chapter Budget (10:30 am-12:30 pm)	STATE-LEVEL COMPETITIVE EVENT	Team	3	A	\$0.00	Thursday, December 7th, 2023 10:30 am - 12:30 pm	
<input type="checkbox"/>	Chapter Website (10:30 am-12:30 pm)	STATE-LEVEL COMPETITIVE EVENT	Team	3	Select...	\$0.00	Thursday, December 7th, 2023 10:30 am - 12:30 pm	
<input type="checkbox"/>	Event Planning (10:30 am-12:30 pm)	STATE-LEVEL COMPETITIVE EVENT	Team	3	Select...	\$0.00	Thursday, December 7th, 2023 10:30 am - 12:30 pm	
<input type="checkbox"/>	FCCLA Trivia (10:35 am-12:35 pm)	STATE-LEVEL COMPETITIVE EVENT	Team	3	Select...	\$0.00	Thursday, December 7th, 2023 10:35 am - 12:35 pm	
<input type="checkbox"/>	Membership Madness (10:30 am-12:30 pm)	STATE-LEVEL COMPETITIVE EVENT	Team	3	Select...	\$0.00	Thursday, December 7th, 2023 10:30 am - 12:30 pm	
<input checked="" type="checkbox"/>	T-Shirt Design	STATE-LEVEL COMPETITIVE EVENT	Individual	3		\$0.00		<p>Paste the design file URL here.</p> <input type="text"/>
<input type="checkbox"/>	Trading Pin Design	STATE-LEVEL COMPETITIVE EVENT	Individual	3		\$0.00		<p>Paste the design file URL here.</p> <input type="text"/>

22 Volunteer Opportunities

Using the dropdown box, indicate if the student is willing to serve as a volunteer for State-Level Competitive Events held at this specific Fall Leadership Meeting.

If they **do** wish to volunteer, select "yes" and the screen will expand with additional information needed.

If they **do not** wish to volunteer, select "no" and click the black "Next" button.

1 Verify 2 Competitive Events 3 Volunteer 4 Confirmation

VOLUNTEER

Competitive Events Volunteer Opportunities

Select...

Previous Next

23 If they do wish to volunteer, select their volunteering preference and rank their **top 3** event choices. If they would like to include any additional information, please also include that in the text box provided.

Click the black "Next" button.

Competitive Events Volunteer Opportunities

Yes

Please include any qualifications, certifications, prior experience, comments, or other information to help national staff assist with volunteer placement.

Please include any qualifications, certifications, prior experience, comments, or other information to help national staff assist with volunteer placement

STATE-LEVEL COMPETITIVE EVENT

Not Volunteering

Room Consultant

Evaluator

No Preference

Thursday, December 7th, 2023

Select and rank 3 events in order of preference with 1 being the top choice. Thank you for your willingness to volunteer your time to assist with the implementation of Competitive Events. Volunteers are critical in allowing us to offer Competitive Event opportunities for our youth members. Please rank your top 3 event volunteer choices below.

1 Chapter Budget (10:30 am-12:30 pm) Rank... Chapter Website (10:30 am-12:30 pm)

Rank... Event Planning (10:30 am-12:30 pm) Rank... Membership Madness (10:30 am-12:30 pm)

24 Review and Finish

The last registration screen will give you an overview of the registration for this student. Review their registration and ensure that all information and items are correct. Confirm the amount of registration.

If items are incorrect, click the "Previous" button to go back to the section that needs to be updated.

If items are correct, click the "Finish" button. This does **not** submit their registration for the event. This **only** adds their name to the chapter registration roster. Please ensure that you follow the steps to submit registration as provided at the end of this step-by-step guide.

Thank you for adding this attendee to your chapter roster for the 2023 Fall Leadership Meeting! More information about this event can be found on the Fall Leadership Meetings page of the NC FCCLA Website (www.northcarolinafccla.org).

PROFILE

Name: Miss Dabrea

Home Phone:

Email: d [redacted] org

Badge Title: Chapter Member

First Time Attendee: No

I have a disability, and may require special accommodations

Career Pathway: General FCS

Cell Phone:

Secondary Email:

Item	Description	Date/Time	Quantity	Amount	Total
Registration	Fall Leadership Meeting Registration		1	\$35.00	\$35.00
Competitive Event	STATE-LEVEL COMPETITIVE EVENT		1	\$0.00	\$0.00
				TOTAL:	\$35.00

Special Code:

Special Code

← Previous

Finish

Register Guests

25

Click the "Register Guests" button to register students and advisers who are not listed on an affiliation invoice, chaperones, bus drivers, and other guests.

- Piedmont Region – On or Before November 1/
- Coastal Plains Region – On or Before November 28
- Tidewater Region – On or Before November 30

A \$25.00 late fee will be charged to all outstanding invoices after the payment deadlines as posted above.

- **SUBSTITUTION AND NAME CHANGE DEADLINE – November 2, 2023**
- **CANCELLATION AND REFUND REQUEST DEADLINE – November 2, 2023**
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 - A full refund, less a \$15.00 administrative fee, will be provided for cancellation requests submitted by November 2, 2023.
 - Refunds will not be provided after the November 2, 2023 deadline.

If you need assistance registering, please email ncfccla@fcclainc.org.



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Click "Next"

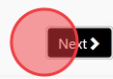
Please indicate if you require special accommodations at the meeting/conference. If you require something that is not listed, please indicate your request by selecting "Other" and providing us with specific information in the comments box. National FCCLA may contact you for further information, if necessary.

- Audio
- Visual
- Mobility
- Dietary
- Other

Registration Rates

- **Fall Leadership Meeting Registration (\$35.00)**

All attendees must be registered to attend the Fall Leadership Meeting. This includes: advisers, chaperones, etc..



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Select Items - Available on Adult registration only.

1. State-Wide Service Project Donation Items - The 22-23 SEC is challenging chapters to select a donation item to bring to the Fall Leadership Meeting. Chapters would be expected to bring 50 of the item(s) they selected during registration to the Fall Leadership Meeting. Collected item(s) will be used during the meeting for members to pack care bags to be donated to a local hospitality home.

2. NC FCCLA Pre-Purchased Items - State-branded polos will be available for pre-purchase. Advisers should request the quantity needed for each size during their registration. Polo's are \$25.00 each.

These item categories are not available during student registration and must be completed with the adviser registration.


The screenshot shows a web interface for 'REGISTER GUEST'. At the top, there is a progress bar with four steps: 1. Verify, 2. Items, 3. Volunteer, and 4. Confirmation. The 'Items' step is currently active. Below the progress bar, the heading 'ITEMS' is displayed. There are two selectable options, each with a blue plus icon in a circle: 'STATE-WIDE SERVICE PROJECT DONATION ITEMS' and 'PRE-PURCHASE NC FCCLA ITEMS'. The first option is circled in red. Below the options, the text 'Total: \$0.00' is shown. At the bottom left, there is a black button with a white left-pointing arrow and the text 'Previous'.

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Click the "STATE-WIDE SERVICE PROJECT DONATION ITEMS" category to expand the donation item options. To select an item, click the checkbox and indicate "1" in the "Quantity" field.

If your chapter wishes to participate in this challenge, please select items early, as these will be on a first-come-first-serve basis and items will not be able to be selected multiple times.

Chapters may select more than one item, however, you will be expected to bring a quantity of 50 of each item selected to the meeting.

ct	Item	Amount	Max Qty	Quantity	Date/Time
	Lip Balm (Lightly or Non-Scented) - 50 Items	\$0			
	Travel Tissue Packs - 50 Items	\$0			
	Hand Lotion (Lightly or Non-Scented) - 50 Items	\$0			
	Crackers - 50 Items	\$0			
	Travel Size Pretzels - 50 Items	\$0			
	Granola Bars - 50 Items	\$0			
	Chewing Gum - 50 Items	\$0			
	Breath Mints - 50 Items	\$0			
	Activity Book - 50 Items 	\$0			
	Stress Ball - 50 Items	\$0		<input type="text" value="1"/>	
	Throw Blanket - 50 Items	\$0			
	Reusable Water Bottle - 50 Items	\$0			
	Travel Power Strip - 50 Items	\$0			

29

Click the "PRE-PURCHASE NC FCCLA ITEMS" category to expand the available pre-purchase items. To select an item, click the checkbox and indicate the quantity needed in the "Quantity" field. Chapters will be invoiced at \$25.00 per polo requested.

RE-PURCHASE NC FCCLA ITEMS

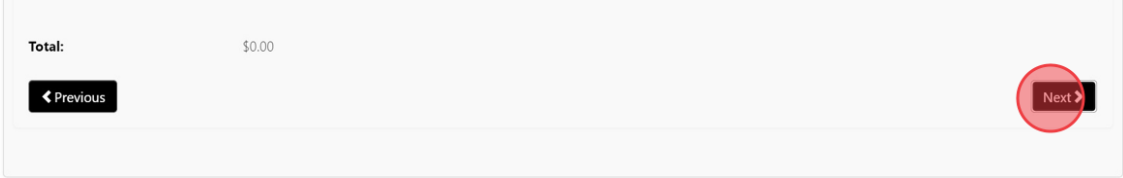
Members are able to pre-purchase NC FCCLA-branded polo's by entering the number of polo's needed for their chapter below. Polo's are \$25.00 each.

ct	Item	Amount	Max Qty	Quantity	Date/Time
	NC FCCLA Polo - Size XS	\$25		<input type="text" value="1"/>	
	NC FCCLA Polo - Size S	\$25			
	NC FCCLA Polo - Size M	\$25			
	NC FCCLA Polo - Size L	\$25			
	NC FCCLA Polo - Size 2XL	\$25			
	NC FCCLA Polo - Size 3XL	\$25			
	NC FCCLA Polo - Size 4XL	\$25			

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When finished adding items to the chapter registration, please confirm the total amount at the bottom of the screen. If the total does not reflect the amount expected, please review item selections before continuing to the next step of the registration process.

If the total is correct, or you do not wish to add items to the registration, click the black "Next" button.



A screenshot of a registration screen. At the top left, it says "Total:" followed by "\$0.00". Below this, there are two buttons: a black button with a left arrow and the word "Previous", and a black button with the word "Next" and a right arrow. A red circle highlights the "Next" button.

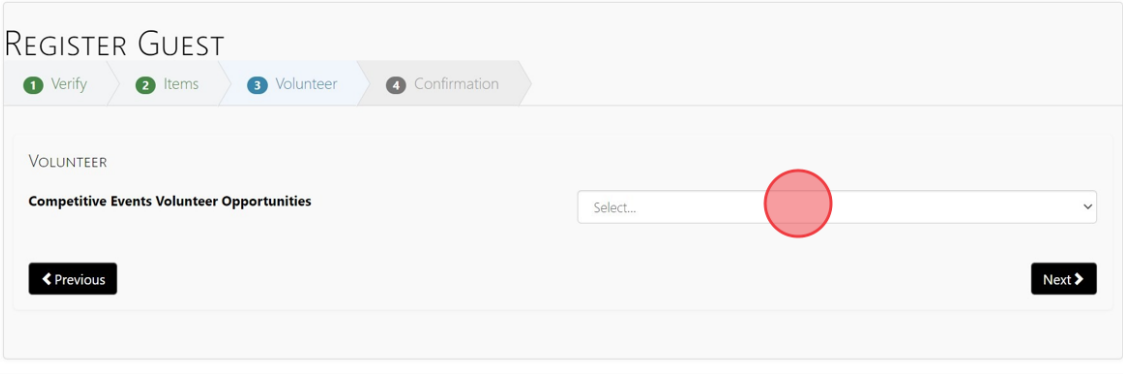
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Volunteer Opportunities

Using the dropdown box, indicate if the guest is willing to serve as a volunteer for State-Level Competitive Events held at this specific Fall Leadership Meeting.

If they **do** wish to volunteer, select "yes" and the screen will expand with additional information needed.

If they **do not** wish to volunteer, select "no" and click the black "Next" button.



A screenshot of a registration form titled "REGISTER GUEST". At the top, there is a progress bar with four steps: 1 Verify, 2 Items, 3 Volunteer, and 4 Confirmation. The "Volunteer" step is currently active. Below the progress bar, the word "VOLUNTEER" is displayed. Underneath, there is a label "Competitive Events Volunteer Opportunities" followed by a dropdown menu with the text "Select...". A red circle highlights the dropdown menu. At the bottom of the form, there are two buttons: a black button with a left arrow and the word "Previous", and a black button with the word "Next" and a right arrow.

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If they do wish to volunteer, select their volunteering preference and rank their **top 3** event choices. If they would like to include any additional information, please also include that in the text box provided.

Click the black "Next" button.

Please include any qualifications, certifications, prior experience, comments, or other information to help national staff assist with vc

STATE-LEVEL COMPETITIVE EVENT

Not Volunteering

Room Consultant

Evaluator

No Preference

Thursday, December 7th, 2023

Select and rank 3 events in order of preference with 1 being the top choice.
Thank you for your willingness to volunteer your time to assist with the implementation of Competitive Events. Volunteers are critical in allowing us to offer Competitive Event opportunities for our youth members

Please rank your top 3 event volunteer choices below.

1	Chapter Budget (10:30 am-12:30 pm)	Rank...	Chapter Website (10:30 am-12:30 pm)
Rank...	Event Planning (10:30 am-12:30 pm)	Rank...	Membership Madness (10:30 am-12:30 pm)

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Review and Finish

The last registration screen will give you an overview of the registration for this guest. Review their registration and ensure that all information and items are correct. Confirm the amount of registration.

If items are incorrect, click the "Previous" button to go back to the section that needs to be updated.

If items are correct, click the "Finish" button. This does **not** submit their registration for the event. This **only** adds their name to the chapter registration roster. Please ensure that you follow the steps to submit registration as provided at the end of this step-by-step guide.

Item	Description	Date/Time	Quantity	Amount	Total
Registration	Fall Leadership Meeting Registration		1	\$35.00	\$35.00
					TOTAL: \$35.00

Special Code:
Special Code

Submit Registration

34 Complete a final review of the chapter roster by:

- Ensuring that all attendees are listed.
- Clicking the 'View' icon to view their registration details and confirm their Competitive Event registration, if participating. You will also be able to download individual attendee registration summaries on this screen.
- If you need to edit an attendee's registration, click the pencil icon and edit any information as needed. Editing a registration will allow you to add, remove, or update Competitive Events.

When the chapter registration roster is final, click the 'Accept Disclaimers' button.

- **SUBSTITUTION AND NAME CHANGE DEADLINE – November 2, 2023**
- **CANCELLATION AND REFUND REQUEST DEADLINE – November 2, 2023**
 - A full refund will be provided for cancellation requests submitted by October 25, 2023.
 - A full refund, less a \$15.00 administrative fee, will be provided for cancellation requests submitted by November 2, 2023.
 - Refunds will not be provided after the November 2, 2023 deadline.

If you need assistance registering, please email ncfcla@fclclinc.org.

Register Advisers Register Students Register Guests **Accept Disclaimers**

Unselect All

PLEASE READ AND ACCEPT THE DISCLAIMERS THEN SELECT THE ATTENDEES YOU WISH TO APPEAR ON THE SAME INVOICE, 1

Status	User Type	Badge Title	First Name	Middle Initial	Last Name	View	Edit	Add Items	Volunteering	Leadership Schedules
<input checked="" type="checkbox"/>	Student	Chapter Member	Dabrea							
<input checked="" type="checkbox"/>	Guest	Chapter Member	Catie							

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Please review all event disclaimers and waivers as shown on the screen. A copy of these disclaimers and waivers will be emailed to the primary adviser of the chapter; and may also be emailed to others by selecting and adding an email in the provided box.

After you have read the disclaimers, please click the acknowledgement box and click the black "Confirm" button. This step must be completed to register your chapter for the event.

The screenshot shows a 'DISCLAIMERS' dialog box with the following content:

Please Scroll To Bottom

spread the disease without showing symptoms. Therefore, if you choose to participate in any location of the 2023 Fall Leadership Meeting, you may be exposing yourself to or increasing your risk of contracting or spreading COVID-19, despite our safety precautions. I hereby choose to accept the risk of contracting COVID-19 for myself or my family.

Participants are expected to self-screen for any symptoms of COVID. If symptomatic, you should not attend activities and should take a diagnostic test.

Waiver of Lawsuit/Liability: I hereby forever release and waive my right to bring suit against NC FCCLA and its officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to my participation in the 2023 Fall Leadership Meeting. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease, or property losses, or any other loss, based upon claims of negligence.

Email Rules And Regulations to Adviser, and an additional (optional) email:

I have read and agree to the Rules & Regulations, FCCLA Acceptance Policy and the FCCLA Cancellation Policy

Buttons: Close, Confirm

A red circle highlights the checkbox for 'I have read and agree to the Rules & Regulations, FCCLA Acceptance Policy and the FCCLA Cancellation Policy'.

36 Submit Registration

Ensure that all attendees are selected and click the red "Submit Registration" button.

A pop-up will appear to review and confirm the invoice amount. Review this information and ensure that you are being charged for the number of attendees for your chapter. If your invoice amount does not align with the number of attendees for your chapter, please **close** the screen and review your registration roster.

If your invoice amount is correct, click the "Create Invoice" button. This will automatically generate an invoice for you to download or view under the 'Invoice(s)' tab in the FCCLA Portal.

Invoices must be paid on or before the Fall Leadership Meeting date you are registered to attend. Invoices can be paid directly in the FCCLA Portal with an e-check or credit card OR mailed to the address on the invoice.

• **SUBSTITUTION AND NAME CHANGE DEADLINE – November 2, 2023**
• **CANCELLATION AND REFUND REQUEST DEADLINE – November 2, 2023**

- A full refund will be provided for cancellation requests submitted by October 25, 2023.
- A full refund, less a \$15.00 administrative fee, will be provided for cancellation requests submitted by November 2, 2023.
- Refunds will not be provided after the November 2, 2023 deadline.

If you need assistance registering, please email ncfcla@fcclainc.org.

Register Advisers Register Students Register Guests **Submit Registration**

Unselect All

PLEASE READ AND ACCEPT THE DISCLAIMERS THEN SELECT THE ATTENDEES YOU WISH TO APPEAR ON THE SAME INVOICE, THEN CLICK SUBMIT REGISTRATION

Status	User Type	Badge Title	First Name	Middle Initial	Last Name	View	Edit	Add Items	Volunteering	Leadership Academy Schedules	Delete	Resend Confirmation
<input checked="" type="checkbox"/>	Student	Chapter Member	Dabrea									
<input checked="" type="checkbox"/>	Guest	Chapter Member	Catie									