

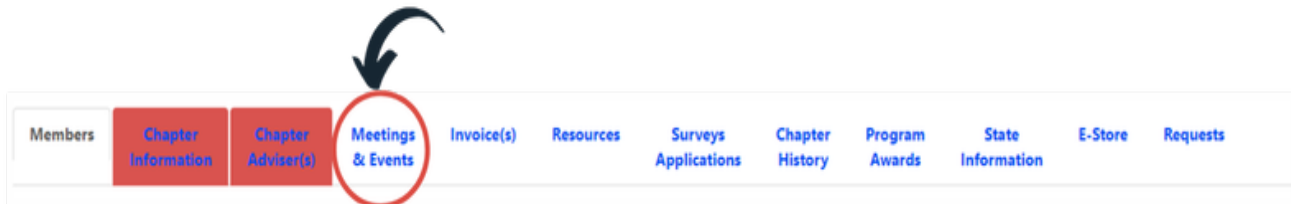
Fall Leadership Meeting Registration Guide

Login to the FCCLA Portal

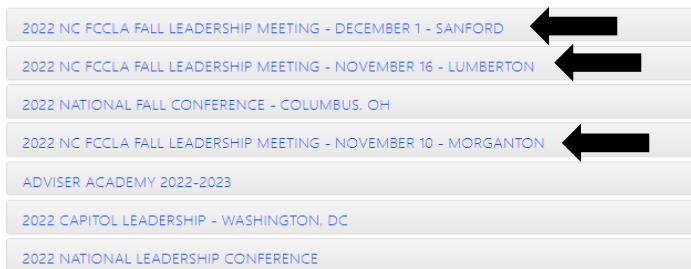
[Click here](#) to login to the FCCLA Portal.

If you are a new or veteran FCS teacher and need assistance in accessing the portal for your chapter, please complete [this form](#).

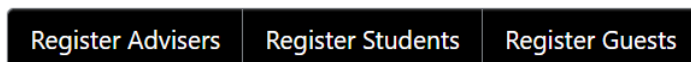
Click on the Meetings/Events tab found on the dashboard.



Select the “2022 FALL LEADERSHIP MEETING” event option for the date and location you will be attending.



Register Advisers, Students, and Guests



Advisers and students do not have to be affiliated to register. Students **MUST BE AFFILIATED** to participate in the State-Level Competitive Events.

Please review the registration options below:

1. Register Advisers – use this button to register any advisers listed on an affiliation invoice at the time of registration.
2. Register Students – use this button to register any students listed on an affiliation invoice at the time of registration.
3. Register Guests – use this button to register any advisers or students that are not listed on an affiliation invoice at the time of registration. This button should also be used to register additional FCS teachers, support staff, or chaperones who will be attending the meeting with your chapter.

Special Events

During the registration process, you will have the option to purchase NC FCCLA branded polo's for each registrant. Each polo is an additional \$20.00 per polo. Polo's are unisex sizes from XS – 4XL.

To register for an excursion, advisers will select the polo size and the quantity requested for that size. Polo's will be distributed during registration check-in.

OPTIONAL ITEM

NC FCCLA Branded Polo

Select	Item	Amount	Max Qty	Quantity	Date/Time
<input checked="" type="checkbox"/>	NC FCCLA POLO: SIZE XS	\$20		<input type="text"/>	
<input type="checkbox"/>	NC FCCLA POLO: SIZE S	\$20			
<input type="checkbox"/>	NC FCCLA POLO: SIZE M	\$20			
<input type="checkbox"/>	NC FCCLA POLO: SIZE L	\$20			
<input type="checkbox"/>	NC FCCLA POLO: SIZE XL	\$20			
<input type="checkbox"/>	NC FCCLA POLO: SIZE 2XL	\$20			
<input type="checkbox"/>	NC FCCLA POLO: SIZE 2XL	\$20			
<input type="checkbox"/>	NC FCCLA POLO: SIZE 3XL	\$20			
<input type="checkbox"/>	NC FCCLA POLO: SIZE 4XL	\$20			

Competitive Events

Student attendees may only register for one (1) State-Level Competitive Event. Participants must be affiliated to be eligible to participate.

To register a student for an event, you will click the checkbox under the 'Status' column on the "Competitive Events" page.

COMPETITIVE EVENTS

Select	Event Name	Category	Event Type	Level
<input type="checkbox"/>	NC - Chapter Budget	State-Level Competitive Event	Team	3
<input type="checkbox"/>	NC - Chapter Event Management	State-Level Competitive Event	Team	3
<input type="checkbox"/>	NC - Chapter Membership Madness	State-Level Competitive Event	Team	3
<input type="checkbox"/>	NC - Chapter Social Media	State-Level Competitive Event	Team	3
<input type="checkbox"/>	NC - Chapter Website	State-Level Competitive Event	Team	3
<input type="checkbox"/>	NC - FCCLA/FCS Knowledge Trivia	State-Level Competitive Event	Team	3
<input type="checkbox"/>	NLC T-Shirt Design	State-Level Competitive Event	Individual	3
<input type="checkbox"/>	NLC Trading Pin Design	State-Level Competitive Event	Individual	3

If the student is participating in a Team event, you will indicate the team number using the dropdown box available under the 'Team Number' column. All students participating on the same team must have the same Team Number selected during their registration.

COMPETITIVE EVENTS

Select	Event Name	Category	Event Type	Level	Team Number <small>Team # This Individual Is On</small>	Price	Date/Time
<input type="checkbox"/>	NC - Chapter Budget	State-Level Competitive Event	Team	3	Select...	\$10.00	
<input type="checkbox"/>	NC - Chapter Event Management	State-Level Competitive Event	Team	3	Select...	\$10.00	
<input type="checkbox"/>	NC - Chapter Membership Madness	State-Level Competitive Event	Team	3	Select...	\$10.00	
<input type="checkbox"/>	NC - Chapter Social Media	State-Level Competitive Event	Team	3	Select...	\$10.00	
<input type="checkbox"/>	NC - Chapter Website	State-Level Competitive Event	Team	3	Select...	\$10.00	
<input type="checkbox"/>	NC - FCCLA/FCS knowledge Trivia	State-Level Competitive Event	Team	3	Select...	\$10.00	

Competitive Event Volunteer Opportunities

Students and advisers have the opportunity to serve as a volunteer for the State-Level Competitive Events. These events cannot happen without the generous time given by our volunteers. Please ensure that you have selected to serve as a Competitive Events Volunteer.

When you choose to serve as a Competitive Events Volunteer, you will select one of the four options of the type of volunteer you would like to be: Not Volunteering, Room Consultant, Evaluator, or No Preference.

You can provide more information on which volunteer opportunity you'd like to assist within the text box at the top of the page. Then rank 3 events in order of preference that you would like to volunteer your time.

Rank	Event	Rank	Event
1	NC - Chapter Budget	1	NC - Chapter Event Management
2	NC - Chapter Membership Madness	2	NC - Chapter Social Media
3	NC - Chapter Website	3	NC - FCCLA/FCS Knowledge Trivia
	NC T-Shirt Design		NC Trading Pin Design

Finalize Registration

The last screen of the registration process will provide you an overview of your registration to review. If you need to edit your registration you can click one of the registration process headers on the screen to go back to the section, you need to edit.

To confirm your registration, you will click the **“Finish”** button.

On the event registration screen, you will now see all attendees you've completed the registration process for. To finalize your registration, and create an invoice, you will need to select all attendees and select **“Submit Registration”**. You will see the status for these attendee's update to say **“pending”**. When the invoice is paid in full, their status will change to **“registered”**.

Review and Pay Invoice(s)

Invoices can be found on the **“Invoice(s)”** tab in the FCCLA Portal.

Advisers should review the invoice(s) generated after their registration has submitted to verify registration information. Payments may be made with credit card through the FCCLA Portal, or by calling the National FCCLA office. Please ensure check payments are sent to the address listed on the invoice.

Fall Leadership Meeting Payment Deadline

- Western Meeting @ Morganton – November 10, 2022
- Eastern Meeting @ Lumberton – November 16, 2022
- Central Meeting @ Sanford – December 1, 2022

If you have questions, or need assistance in registering, please email ncfcla@fclainc.org, contact the FCCLA Coordinator in your FCS Educational District, or call 703-716-1317.