

SLC CONFERENCE AND HOUSING REGISTRATION IS NOW OPEN.

This means that you are now able to register your students, advisers, and chaperones/guests to attend the Wisconsin FBLA State Leadership Conference (SLC) at Chula Vista Resort & Conference Center in Wisconsin Dells. The conference dates are April 12-13, 2010.

Please **review these directions thoroughly** before sitting down to register your students for SLC competitive events. Failure to do so may result in student registration that is not correct and might result in student ineligibility.

Housing instructions, information, and registration is attached, but can also be found here: <http://www.dpi.wi.gov/fbla/slc.html> (will be posted later today).

Connect to the registration site by going directly to <http://www2.dpi.state.wi.us/fbla/>.

**Each Middle Level participant can choose one Performance, one Written, AND one Pre-judged event to compete in at the RLC. PLEASE REVIEW the competitive event guidelines for NUMBER of submissions allowed. At a minimum, each participant is expected to register for one Performance AND one Written event:**

Performance Events	Written Events	Pre-judged Events
Desktop Publishing	Career Exploration	Computer Slide Show Presentation
FBLA Creed Speaking	Introduction to Business Math	Web Page Creation
Introduction to Public Speaking	Introduction to FBLA Principles and Procedures	
Keyboarding Applications I	Proofreading and Editing	
Keyboarding Application II		
Spreadsheet		

### Getting Started

1. Begin by logging into the registration site. Select **your chapter** from the pull-down list and enter your chapter password (same as RLC). Your chapter's unique password is case-sensitive, so please enter exactly as provided.
2. Once you have signed in, begin by using the navigation links along the top of the page, beginning on the far left (Overview of SLC). Read any procedures or instructions carefully. You may print these screens to have handy as you progress through the registration process.
3. When you have reviewed the information under the **Overview of SLC** link and the **SLC Procedures** link, you may begin registering your chapter by selecting the **Register Participants** link. It is imperative that you progress carefully through this link as you must register advisers, students, and guests using the **Register Participants** link.
4. Begin by registering the chapter adviser. Select **Register Advisers as SLC Participants**. Be sure to click on the **Register** button at each screen. If your co-adviser will attend SLC, and does not appear in the drop-down list, select the **Enter New Adviser** link at the bottom of the page. Remember, each chapter attending RLC will be REQUIRED to have a 15:1 ratio of students to advisers/chaperones. (**Chaperone Policy Clarification: the number of required chaperones is based on the number of students registered at the time of the close of registration**).
5. Go back to **Register Participants** to register students. Click on **Register Students as SLC Participants**. You will find your active members in a list on this page. For each competitor, you may click on the student's name or the **Register** button on the right. Select the delegate type from the drop-down menu, verify their grade and select the events they will compete in at SLC. **Each Middle Level participant can choose one**

**Performance, one Written, AND one Pre-judged event. At a minimum, each participant is expected to register for one performance AND one written event.** Click on the **Register Student** button to submit.

- a. **To select (or deselect) more than one event, HOLD down the Ctrl key as you click on each event name.**
  - b. After selecting all events, click on the **Register Student** link. A list of this student's registered events will appear below (scroll down if necessary). You may delete event registrations with the **Delete** link, or make changes before registering your next student.
  - c. To register a new student, click on the **Return to Student Registration** link with the green arrow. You will return to your available roster of students for RLC registration.  
To clarify Delegate type: **Delegate** is a competitor in any event, **Special Delegate** is a student attending as a candidate but not competing (each chapter is only allowed 6 special delegates), **Voting Delegate** is student who will vote in the Regional VP election on behalf of your chapter (each chapter gets 2 voting delegates).
6. Next, register your teams. If any students are competing in TEAM events, each team members must be registered individually first – see above instructions. After each student is registered, click on the **Register Middle Level Teams** link under the **Register Participants** link.
- a. Select the team event from the pull-down list, and click on the blue **Select** button. *Only students who are registered for this event appear on this list.*
  - b. Select team members by HOLDING down the Ctrl key as you click on each student name.
  - c. After selecting team members, click on the red **Register Middle Level Team** link. A list of registered teams will appear below (scroll down if necessary). You may delete team event registrations with the **Delete** link, or make changes before continuing.
  - d. To register a new team, repeat the above by selecting the appropriate event and student names.
  - e. When complete, click on the **Register Participants** link at the top of the page to return to the main menu.
  - f. Should you need to change the team registration, you MUST delete all teams for that event and register ALL teams for that event again. *For example, if you need to change one team in Desktop Publishing Applications, delete all teams and reregister teams with changes made.*
7. Register any guests who will be attending with your chapter (chaperones who are not advisers, student teachers, etc.). Remember, each chapter attending RLC will be REQUIRED to have a 15:1 ratio of students to advisers/chaperones.
8. Register chapter events that will compete at SLC. You must register all chapter events (American Enterprise Project, Community Service Project, Local Chapter Activities Report) that you have students competing in and you must assign 1 to 3 students who are currently registered who will be presenting that project (Local Chapter Annual Business Report – no presentation) at SLC.
9. Test Administrator registration does not apply to Middle Level competitive events.
10. Web Site URL Address registrations do not apply to Middle Level competitive events.
11. Once you have completed all 5 sections of the **Register Participants** link that may apply, you may select the **Preview Registration** link at the bottom of the page to make sure it is all there and correct. You will note that you can make deletions on this screen or may go back to the **Register Participants** link at the top of the page to make changes or additions at any time until registration closes at **4:00 PM on March 5, 2010.**
12. Middle Level Student Schedules are set with alternate activities; therefore, it is not necessary to register ML students for tours, workshops or the monopoly tournaments.
13. When you are satisfied that everything is correct in the **Preview Registration** view, click on the **Reports** link at the top of the page and select the **SLC Chapter Invoice** link to view your Chapter Invoice. Use your browser toolbar at the top of the screen to print your chapter's completed invoice. One copy of your registration must be included with your check, made payable to Wisconsin, and must arrive at the **STATE OFFICE** on or before **March 19, 2010.**
14. After SLC registration closes on March 5, 2010, you may still access the **Reports** link. Log-in to the [SLC on-line registration](#) site and select the **Reports** link to view your RLC Chapter Invoice or RLC Attendance Roster.

15. After SLC competitions, you may find your local chapter member SLC competitive event results on-line. Log-in to the [SLC on-line registration](#) site and select the **Reports** link. Click on the **Chapter Event Results** link for *only* local chapter SLC competitor results.

If you have any SLC questions, you may contact:

- *On-line registration* (i.e., chapter log-in, all participant registrations, fees, etc.) Jen Wegner at [Jennifer.wegner@dpi.wi.gov](mailto:Jennifer.wegner@dpi.wi.gov) or 608-266-2348 or Erik Sitts at [erik.sitts@dpi.wi.gov](mailto:erik.sitts@dpi.wi.gov) or 608-267-9259.
- *RLC competitive events* (i.e., guidelines, event procedures, competitor eligibility, etc.) Kathleen Johnson, Middle Level Liaison, at [kjohnson@lacrosseschools.org](mailto:kjohnson@lacrosseschools.org) or 608-789-7780.

We wish you all good luck at SLC!