

Instructions for 2010 SLC Online Registration

1. Click on the Online Registration link on the SLC Registration Webpage.
2. The program will recognize *Usernames* and *Passwords* from last year so the user may log in. First time users or users who do not remember their previous *Username* should - click *Create Account*.
 - a. Create a *Username* and *Password*. *Password* must be at least six characters.
 - b. Enter other data on the *Create Account* page.
 - c. Click *Create Account*.
3. How to log on after account is created:
 - a. Enter *Username* and *Password*.
 - b. Click *Login*.
4. Text with instructions for payment and links for *Hotel Information*, *Acknowledgement of Rules and Regulations Form* (SLC 400), *Permission Form* (SLC 401), and *Website and Publications Waiver Form*(PA FCCLA 405) is on the first screen.
5. Note - After registration is submitted, the entry may no longer be accessed by the user. If information is saved instead of submitted, the user can return and click anywhere on the line of saved information to open the data entry again.
 - a. At least one individual's registration must be completed in all fields and the *Save* button clicked in order to be able to save the data.
 - b. Partial information for one individual cannot be saved.
6. **FAQ - How can I make a change after registration is submitted?**
 - a. Use SLC 104 - Correction/Cancellation/Changes Form located on the SLC Registration Webpage.
 - b. Fax the form with the changes to the state office at 717.783.6672 or complete, save, and email the form to sufisher@state.pa.us by March 11, 2010.
7. Click *Create New Registration*.
8. **Section A**
 - a. This is adviser contact information only.
 - b. It is not registration for the person named in this section. Actual registration begins in Section B.
 - c. The purpose of entering both school name and chapter name is for voting delegate and STAR Events information. (i.e. AM and PM chapters)
 - d. **Do not use commas in school or chapter names**
 - e. Checkmark any *National Program* or National Award category that your chapter is participating in and is planning to submit a national program award application to national headquarters by March 1.

- f. Checkmark yes if 25% of chapter members have been involved in a national program.
- g. Checkmark yes if your chapter has an entry in the Poster Contest.
- h. Checkmark if your chapter's Membership Chairperson is attending SLC.
- i. Checkmark if your chapter increased membership by 10 over last year.
- j. Click *Save and Continue* to begin entering the registrants.
 - 1. FAQ - Does my administrator need to register for the conference if he/she is attending the banquet only?
 - a. No, but he/she should register if participating in the general conference.
 - 2. FAQ - Then how do I order a meal for that person?
 - a. Anyone not registering with the hotel conference package must purchase their meals directly from the restaurant cashier on the morning of the meal. PA FCCLA does not handle the individual meals at Seven Springs.
 - 3. FAQ - Does an adult serving only as a STAR Events Evaluator need to register for the conference?
 - a. No, but an adult should register if they are attending and participating in the conference.
 - 4. FAQ - Do I need to purchase a lunch ticket for an adult not attending the conference, but serving as a STAR Events evaluator?
 - b. No, the state association distributes lunch tickets to people serving as only evaluators.
 - 5. FAQ - How do I submit the name of a STAR Events evaluator?
 - a. Download the Evaluator form located on the STAR Events Information, Registration and Updates Webpage. Complete the form and email or mail to the STAR Events Coordinator by January 26, 2010. document)
 - b. Or enter the information online and select the appropriate registration type on the Registration drop down box.

9. Section B

- a. This is the section that is used to register all adults (including advisers) participating in the conference.
- b. To register adults, click *New Adult Registration*. This is clicked each time for each adult registration.
- c. In the Registration type list - checkmark all that apply.
- d. In the Role type list - checkmark all that apply.
- e. Advisers are needed to serve as STAR Events Lead Consultants. Advisers or their classroom assistants may not serve as STAR Events Evaluators.
- f. If serving in a STAR Events capacity, at least one preference must be selected in the preference ranking fields.
- g. Registration type selection
 - 1. If the adult is participating in the conference, the full registration @ \$45 should be selected in the Registration drop down area. After January 26, 2010, the registration fee increases to \$55.
 - 2. The daily registration is intended for participants who are participating only in a portion of the conference. STAR Events participants may not use daily registration.

3. Click *Save Adult* for each individual.
 4. A table will appear at the top of the screen in each registration section.
 5. Double check spelling and accuracy of information.
 6. If there is an error, click on the name (active link) to open the entry to enter the corrections. Click *Save Adult*. (Note – the same process applies in Sections C and D.)
 7. Then begin the data entry for the next adult and continue in this manner until all adults are registered.
 8. **FAQ - What if I cannot finish the data entry at one time?**
 - a. Click *Save* before logging out.
 - b. When you *Login* the next time, the school will be listed in *Saved Registrations*.
 - c. Click on any link in the table and proceed with data entry.
10. Note - All registration information may be entered in one submission. There is no limit to the number of people to register under the same contact information.
- a. An adviser of two chapters should submit two times under different chapter names, but the same *Username* may be used.
 - b. If a person needs to be added after the registration is **submitted**, the contact information needs to be entered again.
11. **FAQ – How do I register an additional person after the registration is submitted?**
- a. *Login* under the same *Username*.
 - b. Type the same contact information in Section A.
 - c. Enter the data in the appropriate section to register the additional person.
12. **Section C** - This section is to register students who are not participating in STAR Events.
- a. Click *New NonSTAR Registration*.
 - b. Enter information as in Section B.
 1. STAR Preferences are only required if STAR Events Room Consultant is selected.
 - c. Click *Save NonSTAR* for each person.
 - d. When this section is completed, the user may click *Done* or *Continue to Section D – STAR* or click on the *Section D – STAR* link at the top of the screen.
13. **Section D** - This section is to register STAR Events participants. The system automatically recognizes entries in this section to include *Full Conference Registration* and STAR Events fees. Those amounts will appear in the table and be calculated in the total after clicking *Save STAR*.
- a. Enter the information as in Section B and C.
 - b. Also select *category*, *group*, and *event*. Click *Save STAR* for each person.
 - c. Carefully proofread the registration information after it appears in the table.
 - d. In order to correct an error, click in that row of the table to open that person's registration and enter the correct data.

- e. **Mail copies of your chapter affiliation form and membership roster to the state office.** Highlight the names of STAR Events participants on the membership roster.
14. After all sections are completed, click *Done – Return to Main*.
 - a. The Saved Registrations will appear in a table at the top of the screen.
 - b. Click on the *Print* link to print the information for your records.
 - c. A printer dialog box will appear. Before printing, the user may want to click properties and change to landscape orientation.
 - d. The print will be a composite of the tables from all the sections.
 - e. Do not send copies of these tables to the state office.
 - f. Click on *Statement* to print a financial summary of the registration.
 - g. Note – if registrations were done at different times, there will be a separate *Statement* for each time the main contact information (Section A) was entered. Print all *Statements of Account*.
 - h. Do send a copy of the *Statement of Account* to Betty Jane Mincemoyer with payment.
 1. **FAQ – My school’s business office requires accounting to be separate for students and advisers – How do I obtain separate *Statement of Accounts*.**
 - a. Use the same *Username* and contact information, but only enter the adviser in one submission. Your *Statement of Account* will only show the person submitted at that time.
 - b. Log in again, enter the same contact information and register the students to receive a separate *Statement of Account*.
 15. **Very Important** – To this point in time, the registrations have only been saved for the user. Nothing has yet been submitted to the state office.
 - a. **Click the *Submit* button at the beginning of the row.**
 - b. Notice that Delete is also an option if for any reason all of the data entered should be deleted
 - c. A table will appear at the top of the screen displaying the submitted registrations.
 - d. The user can no longer access this information.
 - e. After submitting, a table summary of the submitted registrations will appear at the bottom of the screen.
 16. Hotel Information
 - a. The appropriate hotel forms must be completed, printed, and sent to *Seven Springs Mountain Resort* with payment or credit card information.
 1. **Received by** deadline is February 11, 2010.
 2. A copy of the hotel form should be sent to the state office.
 - b. The housing forms are on the Hotel Registration Webpage. There is also a link in the opening screen of the online registration that will take the user to the correct webpage.

17. Other forms

- a. There is a link on the opening screen to the *Acknowledgement of Rules and Regulations Form* (SLC 400), *Permission Form* (SLC 401), and *Website and Publications Waiver Form*(PA FCCLA 405)
 1. A copy of the *Acknowledgement of Rules and Regulations Form* (SLC 400) should be sent to the state office.
 2. Copies of all *Permission/Consent Forms* (SLC 401) should be sent to the state office. The adviser should also carry copies of the *Permission/Consent Form* to and from the conference.
 3. A copy of the *Website and Publications Waiver Form* (PA FCCLA 404) should be sent to the state office.
 4. Recognition forms are on the Forms Webpage of the website.
 5. State Officer Candidate forms are located on the State Officer Webpage of the website.

18. Items to send to the state office

- a. Copy of Hotel Form
- b. *Permission/Consent Forms* (SLC 401) for every student
- c. Signed *Acknowledgement of Rules and Regulations Form* (SLC 400) with students' signatures on the form
- d. Either *Website and Publications Waiver Form* (PA FCCLA 405) for every student or a *Website and Publications Waiver Chapter Verification Form* (PA FCCLA 404)
- e. Recognition forms
- f. Copy of chapter affiliation form and roster with STAR Events participants highlighted.