



## STAR EVENTS ONLINE REGISTRATION INSTRUCTIONS for CHAPTER ADVISERS

### Logging In & Setting Up Your Account:

- Please review your email from the national office concerning “Your FCCLA 2009 STAR Events Adviser Account” for the online registration system. This email will come from “[info@fcclainc.org](mailto:info@fcclainc.org)”.
- If you do not receive an email to initialize your account and believe you should have, please contact your state adviser.
- Follow the email instructions by logging onto the website address that will be provided. The website will allow you as a chapter adviser to set up your account or reset your account for the online registration system.
- You will be asked to select your state from the drop down menu. You will also be asked to enter the temporary adviser login and adviser password that were assigned to you in your email.
- Once this step is complete you will be logged onto the Welcome Page and you will see your name listed in the top left corner of the screen. Here you will be able to view a menu of options.
- Please select the link “Edit Your Contact Information.” Please make sure all of your contact information is up to date. You may change your login and password (the temporary login and password will be listed). To change these, simply delete the temporary ones and type in your own login and password. Please hit the “Submit” button once you have filled out the necessary information.
- Your record will be updated and displayed for you.
- You will then be able to go back to the main menu and begin entering participant and volunteer registration information.
- If at any time you are unable to log on (i.e. a forgotten username or password), please contact your state adviser or national headquarters ([starevents@fcclainc.org](mailto:starevents@fcclainc.org)) for assistance.

## Participant Registration

- Please select “Add/Edit Registrations” from the main menu to begin entering STAR Events Participant Registration information from your state/chapter.
- You will be able to add a new registration for any of the 25 STAR Events.
- Please select the event you want to register participants for from the drop down menu and hit the “GO” button. Advisers registering participants in Career Investigation, Chapter Service Project, Chapter Showcase, Job Interview, and National Programs in Action should check with their state adviser to determine whether they should register as individual/team 1 or individual/team 2.
- Once you have selected the event you want to register participants for, you will be provided with an online registration form.
- Please be sure to enter all of the participant information. Depending on the event, you will have between one and eight fields to enter information.
- Be sure to enter participants’ special needs (wheelchair, hearing impaired etc...), information for participants with these needs, and requests for tables and electricity in the appropriate fields if the event allows for these requests.
- There will not be payment options available to you. State advisers will be responsible for entering all payments during the registration submission approval process.
- A check box has been added for you to verify that national membership dues have been paid for the STAR Events participant(s) that you have entered. You will not be able to submit registrations without verifying this and checking the box.
- Once the registration form is complete, you will hit the “Submit” button. You will receive notification on the site screen that your registration has been forwarded to your state adviser for approval.
- You should go back to “Add/Edit Registrations” and view the information that you just entered to verify that you have not missed any participant information.
- When you enter the information as the chapter adviser, you will see that the registration log reads pending. State advisers will review your registration and approve prior to submitting the information to the national office. Once this is done the registration will change from “pending” to “approved”.
- All changes and substitutions to approved STAR Events registrations must be handled and submitted through your state adviser.
- All of the information that you enter into the online system will be recorded. The site will have a history in case we would ever need to go back and check what you have entered.
- Your state adviser and the national office will also be provided with an account summary as well as a history of all of the information.
- Chapter advisers, state advisers and participants will receive final confirmation of registration early June.

## Volunteer Registration

- Chapter advisers are also able to submit names for evaluators and room consultants using the online registration form. Your state adviser will have to approve all names from your state. This process is necessary because each state must submit at least one room consultant or evaluator for every three participants.
- Please select “Submit Evaluators and Consultants” on the main screen.
- The link will provide you with information about submitting evaluators and room consultants and will also display those that you have already submitted. Volunteers will be notified of their placement in early June.
- Please select “Submit a New Evaluator or Consultant”.
- A registration form will be displayed.
- Please select “Evaluator,” “Consultant,” or “Either.”
- Please select “Student,” “Adviser,” or “Other Adult.”
- Enter the Evaluator/Room Consultant information.
- Select in order of preference and/or experience the individual has with STAR Events by assigning a number value of 1-10 for the 25 STAR Events.
- **The more information given, the easier it is for national staff to assign evaluators and room consultants into opportunities that they are interested in and are able to fulfill. Please note any conflicts the volunteer may have in the comments box.**
- Please hit “Submit” when you have completed the information.
- You will then receive a message on the site screen that the Evaluator/Room Consultant has been updated and added to the system.
- The status of the suggestion will read “pending”. The suggestion will be forwarded on to your state adviser for approval prior to submission to the national office. Once the state adviser has submitted the volunteer, it will switch to “approved”.
- All of the information that you enter into the online system will be recorded. The site will have a history in case we would ever need to go back and check what you have entered.
- Your state adviser and the national office will also be provided with an account summary as well as a history of all of the information.
- State advisers and individual volunteers will be notified of volunteer placement in early June.