

WA FCCLA REGISTER MY CHAPTER REGIONAL STAR EVENTS REGISTRATION CHAPTER ADVISER DIRECTIONS

LOGGING IN

1. Go to: <https://www.registermychapter.com/fccla/wa-r1>
For **Region 2**, replace the r1 with a **r2**, Region 3 with a 3 and so on.

Click on the “**Registration**” button

2. Enter your “**Username**” (Your National Chapter ID).
Enter your “**Password**” (National Affiliation Website Password) .

Click the “**Login**” button.

If you are logging in for the first time, you will be asked to fill in a Verification form. After your first time login, if you need to edit your chapter information, click “**Edit**”

3. Fill out the form. When you see the word “**District**”, the pull down menu will give you your Region number.

Select PO or Check.

If a field has an “Asterisk*”, you must complete those fields before you can “**Save**” your information.

4. Click on the “**Back to Registration**” link to return to the **Main Registration Screen**.

ADDING STAR EVENT PARTICIPANTS

1. Click “**Add Student**”. Complete First and Last Name for the student. Click “**Search**”.
If the student’s name comes up *greyed*, you will notice under “Affiliation Status” that the student has not paid their dues.

If the student’s name comes up black, “**Select Participant Type**”

“**Select Participant Type**” choices include:

Not attending

STAR Event Participant and the cost (if any)

STAR Event Volunteer student and the cost (if any)

Student Culinary Arts

Click “**Continue**”

Review the information

Put in special needs if any

Select “**Next**”

STAR Event Participants:

Click on “**Event**” and enter the information for that participant including the Topic or Title of their presentation.

Scroll to the bottom of the page

Click **next**

Review the participant’s information

Click “**FINISH Participant**” if you are done with this participant

Click on Back to Registration List

Repeat the process for all STAR Event participants

ADDING STAR EVENT VOLUNTEERS

STUDENT VOLUNTEERS

1. Click “**Add Student**”. Complete First and Last Name for the student. Click “**Search**”. If the student’s name comes up *greyed*, you will notice under “Affiliation Status” that the student has not paid their dues.

If the student’s name comes up black, “**Select Participant Type**”
“**Select Participant Type**” choices include:

Not attending

STAR Event Participant and the cost (if any)

STAR Event Volunteer student and the cost (if any)

Student Culinary Arts

“**Volunteer**”

Pull Down Menu “**Yes**”

Click “**continue**” at the bottom of page

Verify/ review the information

Click “**next**”

- ✓ **Yes if the volunteer has any experience with evaluating**
- Fill out the Volunteer/Evaluator Information on the page.**
- ✓ **a position for students (options 2-5)**
 - ✓ **at least one event and level for the position chosen**

YOU MUST COMPLETE THIS STEP OR YOUR STUDENT VOLUNTEER WILL NOT SHOW UP ON THE VOLUNTEER LIST AND WILL NOT BE ASSIGNED A VOLUNTEER TASK.

When finished, scroll to the bottom of all the events and click “next”

Review the information

At the bottom of the page select **“FINISH PARTICIPANT”** if correct.

ADULT VOLUNTEERS OR PARENT CHAPERONES

To add an Adult STAR Event Volunteer or Parent Chaperone, click **“Add Other Name”**.

Type in the name

“Select Participant Type” choices include:

STAR Event Volunteer Adult

Parent/Chaperone

Select **“Gender”**

Identify any **“Special Needs”**

Click box **“Volunteer/Evaluator”**

Click **“NEXT”** button

Review and fill out the Volunteer/Evaluator Information on the next page. When finished, **scroll to the bottom of all the events** and click **“next”**

YOU MUST COMPLETE THIS STEP OR YOUR ADULT VOLUNTEER WILL NOT SHOW UP ON THE VOLUNTEER LIST AND WILL NOT BE ASSIGNED A VOLUNTEER TASK.

Click on **“FINISH ADDING OTHER”**

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EDIT AND DELETE

1. If you need to make a change, locate the appropriate Participant. Click on the **“Edit”** link. Make the appropriate changes to Participant form. Click on the **“Save”** button.

Note: Changing the “Level” of the Participant (Level 1, 2 or 3) will automatically remove the participant from any events that have been previously selected.

2. If you need to delete a Participant, locate the appropriate Participant. Click on the **“Delete”**. Click on the **“Ok”** button if you want to delete; otherwise, click on the **“Cancel”** button.

SAVE AND FINISH LATER

If you want to continue with registration at another time, click on the **“Finishing Processing Later”** link found at the top of the registering information pages.

“I AGREE”

Read the payment information and payment due date information. Check the “**I Agree**” box to continue.

VIEWING YOUR REGISTRATION

1. Click on the “**View Registration**” button.
2. You will see an invoice page
Click on REGISTRATION INVOICE
3. An invoice will show up for you to view.
The other invoice choices give you various breakdowns of your registration invoice

If you have not yet submitted by clicking “Finished Registration”, your invoice will say “View Registration” (Registration is not complete)

4. Click “**Back to registration**” to return to the **Main Registration Screen**

FINISHING REGISTRATION/PRINTING YOUR INVOICE

1. Click on the “**Finished Registration**” button. If you make changes after you have submitted your Registration, be sure to click on the “**Finished Registration**” button again.
2. Click on the “**Print My Invoice**” link to print a copy of the Invoice (if there is a charge in your region). **You can print invoices up until registration closes**. Make sure you have printed an updated invoice when you edit or make changes to your registration. **When registration closes, you will no longer be able to print an invoice.**
3. Click on the “**Back to Registration**” link to return to the **Main Registration Screen**

LOGGING OUT

Click on the “**Log Out**” button in the box on the left side of your screen.