**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

 **At the bottom of the page, 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 EDITING” 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”**

**Verify/ review the information**

Click “**next”**

**Fill out the Volunteer/Evaluator Information on the page.**

* **a position for students ( 2-5)**
* **at least one event category of experience for the position chosen**

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

 **Review the information**

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

**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.**

**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**

**Click on “finish participant”**

**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.**

**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 (i.e. 1,2,3.) 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.

***“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 blue “***View Registration***” button.
2. You will see an invoice page

 **Click on REGISTRATION INVOICE”**

1. 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 Registering”,** your invoice will say

 **“View Registration” (Registration is not complete)**

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

**FINISHING REGISTRATION/PRINTING YOUR INVOICE**

1. Click on the “***Finished Registering***” button. If you make changes after you have submitted your Registration, be sure to click on the “***Finished Registering***” 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.