BUSINESS ACHIEVEMENT AWARDS

MDFBLA MEMBER CENTER

The **Business Achievement Awards (BAA)** is a high school leadership development program that is easy to integrate into your classroom. These co-curricular activities are aligned to the career clusters, NBEA standards, and FBLA goals.

Students **enhance** their leadership skills, **expand** their business knowledge, **contribute** to their local communities, and **earn r**ecognition each step of the way by immersing themselves in their school, community, and FBLA programs.

Chapter advisers direct students through each level, while students work at their own pace to independently complete projects. There are **four levels of the BAA**, with each level increasingly challenging your high school students to expand their leadership skills and showcase their talents:

- Future
- Business
- Leader
- America

Each level builds upon previous work, and your students **receive recognition** when they complete each level. Students must be members of the FBLA division.

BAA Registration Instructions for <u>Chapter Advisers</u>

1. Head to the BAA home page at **http://web.fbla-pbl.org/baa3/**.

2. On the right-hand side of the web page, search for "**FOR ADVISERS**" and then select the "**LOG IN**" button on your screen.
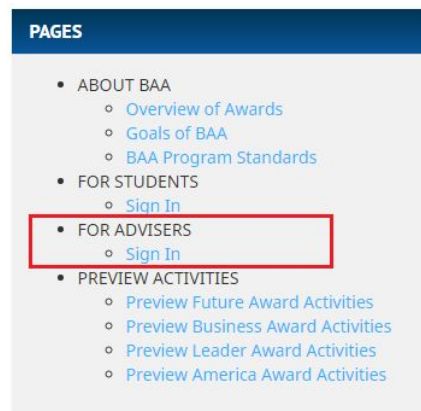
3. Type in your Chapter Number (Should be five numbers), Username, and Password to login. If you **have never participated** in the BAA Program yet, you will most likely have to **register for a new BAA adviser account**, which can be found below the login button.

4. To **register a student** for an award, click "DO NEW _____ AWARD REGISTRATION" (The four levels are Future, Business, Leader, and America; please remember that **students must complete each tier before moving on to the next level**.)

5. Fill out the necessary registration information.

6. **PRO TIP:** If you would like to register members in batches, scroll down to the bottom of the page, and select "**DO BATCH REGISTRATION**."


7. To **review a completed award** for a student, click "REVIEW _____ AWARD REGISTRATIONS." Look under the column "**KEY/REVIEW**," and press on the hyperlink. After ensuring that all activities are completed, click the "**SUBMIT**" button. You should receive a confirmation email.

Key/Review	Student	Date Updated	Status	

BAA Completion Instructions for <u>Chapter Members</u>

1. Head to the BAA home page at **http://web.fbla-pbl.org/baa3/**.

2. On the right-hand side of the web page, search for "**FOR STUDENTS**" and then select the "**LOG IN**" button on your screen.
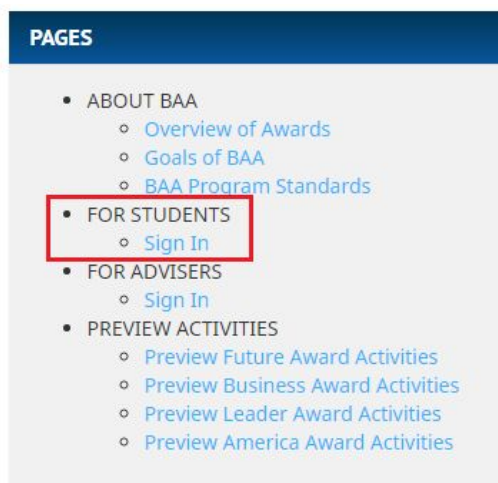
3. Type in your Chapter Number (Should be five numbers) and your Password, **which is your KEY LOGIN**. You can retrieve your KEY LOGIN from **your chapter adviser.**

4. Students who have logged into the portal before and completed previous activities can continue working. Students who are **logging into the portal for the first time** must select certain activities to complete. After selecting activities, the student **may begin working** on completing them.

5. Once a **student has completed all the activities**, the student can submit to the chapter adviser, where he/she will approve the award, thus completing the process!

6. After a student has completed a level, he/she **can move on the subsequent level.** For example, if Student A has completed Future, he then can move on to Business, and so on.