



## Maryland FBLA 2017 Regional Leadership Conference Registration Procedures

**Please read all of these instructions before registering your chapter.**

### Online Registration Instructions:

Go to the URL Address: [https://members.fbla-pbl.org/members\\_online/members/loginchap.asp?TP=states/MD/regstart.asp&PARAM=@action=start@aff=MD](https://members.fbla-pbl.org/members_online/members/loginchap.asp?TP=states/MD/regstart.asp&PARAM=@action=start@aff=MD)

Enter your chapter number and password: **service**. Click on **LOG In**.

Click **Register for this meeting** for the “2017 MD Regional Leadership Conference.”

Enter on **View/Add Registrants**; click on **OK** in the pop-up window.

Select the Adviser who will serve as the meeting contact and complete the required fields; click on **Continue to Step Two**.

Register Advisers by clicking on the **Register?** Box; Please include number of years of service as of June, 2016; click on **Continue to Step Three**.

A list of the first ten paid members will appear.

- If the student listed is attending the conference, click on the **Register?** Box.
- Select the event in which the student will compete. The default is Non-Competitor; if the student is not competing, leave as the default.

Once you have completed this information for the first ten members in your chapter’s data base, click on the **NEXT** button. Your next ten paid members will appear. Continue through your list of members until they are all registered.

Once the attendees have been registered, click on **Continue to Step Four**.

**SPECIAL NOTE FOR STUDENTS IN TEAM EVENTS:** If you have students in team events, prior to taking you to Step Four, the system will ask you to assign students in team events to teams. For instance, if you have two teams of three students each for Entrepreneurship, you would assign three students to Team 1 and the other three students to Team 2.

Once the attendees have been assigned to teams, click on **Continue to Step Four**.

Register your Guest/Chaperones—LEAVE THIS SECTION BLANK and click on **Continue to Step Five.**

Review your registration; you may edit information by clicking on the **Edit XXXX Information** Link located on the right side of the form.

Click on **Finalize Registration** to submit your information.

**Logout** of the system.

If you have questions concerning the conference or the registration process, please contact Diana Hegmann at [diana.hegmann@maryland.gov](mailto:diana.hegmann@maryland.gov) or (410) 767-0536.

You may make additions, changes, deletions, or substitutions until November 23, 2016 at 5 p.m. To make additions, you can sign back into the registration system. To make changes, deletions, or substitutions, you will need to contact National FBLA directly at 800-FBLA-WIN.

After November 23, 2016 NO changes, substitutions, or deletions will be accepted.

A confirmation will be made available after you finalize your registration; please print it out for your records and print an extra copy to mail with your check. Checks are to be made payable to Maryland FBLA and submitted, along with a copy of the confirmation form, to the Maryland FBLA Treasurer at:

Maryland FBLA  
c/o Jessica McGowan, FBLA Treasurer  
P.O. Box 60  
North East, MD 21901

Chapters will be responsible for payment of their initial registration and any additions that are made.

**All payments must be RECEIVED by December 2, 2016.** A copy of your registration confirmation must be sent with payment.

Please note that you CANNOT make notations and changes on the copy of the registration confirmation you send along with your payment. Any changes to your registration must be made prior to November 23, 2016 at 5 p.m.. You are responsible for paying in full the amount as listed on this statement. Any changes submitted with the payment will not be accepted. **No refunds!**