

# DISTRICT I ON-LINE COMPETITIVE EVENT REGISTRATION INSTRUCTIONS

## On-Line Competitive Event Registration Window

Opens at 8:00 a.m., Tuesday, November 15, 2016

Closes at 5:00 p.m., Tuesday, December 13, 2016

### December 13, 2016 Deadlines (Refer to Checklist)

- 1a) Upload a copy of On-Line Event Registration along with a copy of the official chapter membership roster (obtained from the National Website) **with names of members entered in competitive events highlighted in YELLOW**. Only these duplicates can be accepted because the forms will be used for competitor verification.
- 1b) Upload Special Needs Form (if applicable).
- 1c) Upload completed and signed course and grade level certification forms (as applicable).
- 1d) Upload completed Statement of Assurance Forms (as applicable).
- 1e) Upload completed Competitive Event Materials (as applicable).
- 1f) Upload completed Talent Show Entry form and email to [sydneydavidson7@gmail.com](mailto:sydneydavidson7@gmail.com) & [ktodd@fortsmithschools.org](mailto:ktodd@fortsmithschools.org) (if applicable).
- 1g) Upload completed Largest Chapter Membership/Largest Chapter Membership Marketshare form (if applicable).
- 1h) Email chapter news to [kimmiecolyer@cox.net](mailto:kimmiecolyer@cox.net) & [kristin.aishman@greenwoodk12.com](mailto:kristin.aishman@greenwoodk12.com).
- 1i) Upload completed District Officer Application form (if applicable).
- 2a) Postmark a chapter/school check or money order made payable to District I FBLA  
District I FBLA  
c/o Dr. Kelley Todd, District Coordinator  
Southside High School  
4100 Gary  
Fort Smith, AR 72903  
This check must be postmarked on/before December 13 in order to receive "Early Bird" rate of \$20 per member, adviser, guest/chaperone.
- 2b) Checks/forms postmarked December 13 or later will be assessed the \$27.50 registration fee per registrant.
- 2c) Post office meter cancellation dates are the official verification.

### January 12, 2017, Deadlines (Refer to Checklist)

- 3a) Upload completed and signed copy of the AAA form on/before January 8, 2017.

***ALL participants (i.e. competitors, non-competitors, advisers, and guests/chaperones) must be registered on-line by the chapter adviser.***

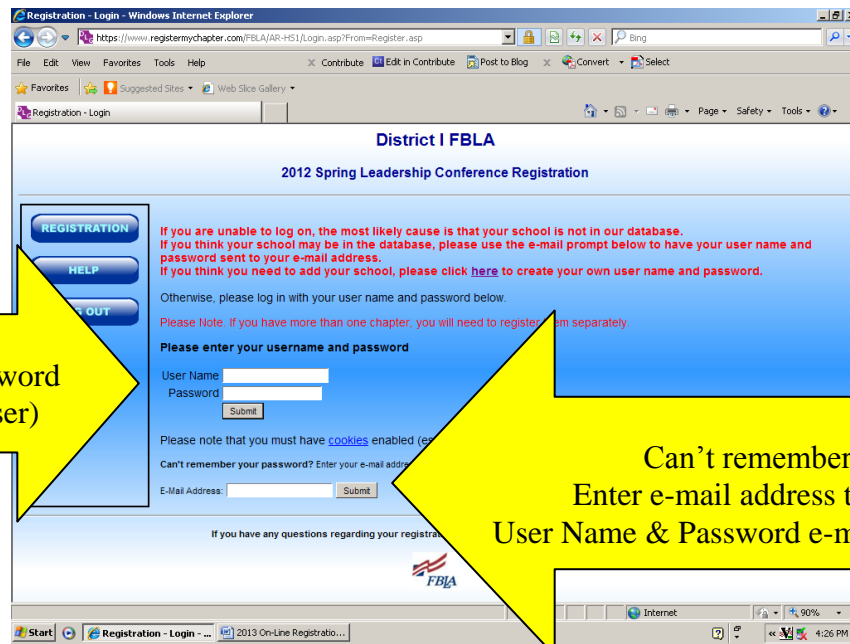
To register, go to:

<https://www.registermychapter.com/FBLA/AR-HS1/>

Click on  
"Registration"  
button.



Enter User Name & Password  
(sent via e-mail to adviser)



Can't remember?  
Enter e-mail address to have  
User Name & Password e-mailed to you.

**Enter your registration information for ALL participants. This includes members, advisers, chaperones, and guests.**

1. Click on the Add New Name button. Make sure you have the following information available:
  - a. First Name
  - b. Last Name
  - c. Grade Level (Note: Even though 6, 7, 8 grades may be listed in the drop down list, this conference is for SENIOR High. There is a Middle Level conference for Middle Level chapters.)
  - d. Status (All registrants will need to be given the status of either Member, Current District Officer, Adviser, or Guest/Chaperone.)
  - e. Special Needs (Note: If submitting the Special Needs form, please include information in this box as well.)
  - f. Event (Click the Select check box next to the event to be entered.) Each participant ***MUST*** have selected an option in the event column. **Choose NONCOMP for non-competing members, advisers, chaperones, and guests. Refer to NONCOMP (page 6) for further instructions for registering individuals with the NONCOMP designation. Please Note:** You will now select Talent Show or Who's Who as events for members entering the Talent Show or Who's Who. Be sure to complete and submit the necessary forms and/or materials for these events by the stated deadlines.
    - ▶ Talent Show entries will be e-mailed directly to the District President/State Vice President and his/her local adviser as well as uploaded to the District Dropbox.
    - ▶ Who's Who in FBLA materials will be uploaded to the District Dropbox.

**Need additional help along the way?**

- ▶ Click on the Help button. Doing this will allow you to access an “Online Registration System—Getting Started” reference guide.

**Complete the registration process.**

- ▶ As in the past, you may complete the registration process in more than one session. If you choose to do this, make sure to choose the “Save and Finish Later” option.
- ▶ After you have finished entering all information for your chapter, it is recommended that you choose the View Registration button to review the information you have entered.
- ▶ Click the Submit button when your registration is complete and ready for submission.

**Print a minimum of three copies.**

- ▶ Retain one copy for your records, use one copy for your school's check request process, and use one copy to include with your Chapter Roster (printed from the national website) as part of the December 13 upload deadline. Remember to highlight conference participants in **YELLOW**. **Make sure to print any needed copies by the close of the registration window as the registration site will not be available after that time.**

## SUBSTITUTION PROCEDURES

E-mail chapter name, event, and new competitor information as well as the name of the competitor being replaced to the District Coordinator [ktodd@fortsmithschools.org](mailto:ktodd@fortsmithschools.org). Substitutions may only be accepted in the form of e-mail, please no faxes, telephone calls, or texts for substitutions. District Coordinator will confirm substitutions via e-mail.

**No substitutions can be accepted after 3:00 p.m., January 6. Additionally, no substitutions can be made in Computer Applications, Database Design & Applications, Digital Video Production, E-Business, Future Business Leader, Job Interview, Public Service Announcement, Spreadsheet Applications, Web Site Design, Who's Who in FBLA, or Word Processing as competitors in these events have already completed portions of their events. Substitutions may not be made in an event if the school-site online objective test has already been administered to the originally named student.**

**No refunds are available.** Registration fees are due for all members, advisers, and guests/chaperones registered on-line for the District I FBLA Spring Leadership Conference. Chapter/School checks or money orders must be postmarked to the District Coordinator no later than December 13. If a member is unable to attend, the chapter may replace that member without paying additional fees (however, the replacement cannot compete unless the change is made on/before **January 6** and follows the substitution procedure/criteria as listed above) with the updated information being e-mailed to the District Coordinator. **No events can be added following the December 13 close of registration.**

### REMINDERS!

- ▶ In accordance with the revised district/state policy (Spring 2013), competitors who enter district events but do not qualify for state competition may now be entered into a state/national only individual or team event. State/national only events are 3D Animation, Business Financial Plan, Business Plan, Client Service, Coding & Programming, Computer Game & Simulation Programming, Help Desk, Management Decision Making, Management Information Systems, Mobile Application Development, Network Design, Sales Presentation, and Social Media Campaign. As always, if you have already designated students for any of these events, please remember, these students are encouraged to register and attend the DSLC in order to further develop their leadership skills, gain more knowledge of FBLA, and network with other members throughout the district. **Remember, there will be no testing of state events at the district level.**
- ▶ Members cannot compete in events in which they have already competed in at the NLC during any prior year (see event guidelines in the Local Chapter Management Handbook for exceptions for team events).
- ▶ Members in sequenced events cannot drop back to compete in a lower level. For example, Accounting II competitors in previous years cannot drop back to Accounting I; competitors in Business Communications cannot drop back to Introduction to Business Communications.

- ▶ The District I Spring Leadership Conferences are limited to Senior High FBLA members only. There is a Middle Level (Junior High) conference that better meets the needs of your sixth, seventh, and eighth graders (as well as ninth graders registered as Middle Level members).
- ▶ Guests/Chaperones include adult chaperones and school officials. This classification cannot be extended to students. Please advise guests/chaperones of the dress code. They, too, must adhere to official dress code guidelines.
- ▶ Please refer to guidelines found in the National FBLA Handbook for instructions related to specific competitive events. Note that there is a special format that must be used for the Who's Who résumé (as detailed in the Arkansas FBLA Handbook).

**Although Event Codes are no longer needed to register, codes are listed below as this has become an abbreviation for many advisers when referring to events. Refer to your National Handbook for event guidelines. FYI: The top two in Talent Show advance to state competition. *Talent Show is not a national competition.* The top five in Banking & Financial Systems, Business Ethics, Computer Applications, Database Design & Applications, Digital Video Production, E-Business, Electronic Career Portfolio, Emerging Business Issues, Entrepreneurship, Future Business Leader, Global Business, Graphic Design, Hospitality Management, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking I, Public Speaking II, Publication Design, Sports & Entertainment Management, Spreadsheet Applications, Web Site Design, and Word Processing advance to state competition. The top six advance to state competition in all other events.**

Red denotes State/National only events.

<u>Event Code</u>	<u>Event</u>
3D	3D Animation (Individual or Team event—State/National only event. Refer to guidelines.)
ACI	Accounting I (Must meet certification criteria)
ACII	Accounting II
ADV	Advertising
AEP	American Enterprise Project (Chapter Event)
AGBUS	Agribusiness
BCAL	Business Calculations
BCOM	Business Communication
BETHIC	Business Ethics (Individual or Team of 2-3 members per team)
BFP	Business Financial Plan (Individual or Team event—State/National only event. Refer to guidelines.)
BFS	Banking & Financial Systems (2-3 members per team)
BLAW	Business Law
BPLAN	Business Plan (Individual or Team event—State/National only event. Refer to guidelines.)
COPR	Coding & Programming (Formerly Desktop Application Programming. State/National only event. Refer to guidelines.)
CA	Computer Applications (Production test must be completed during skill testing window. Objective test must be completed during online testing window. Failure to participate in both testing components will result in disqualification.)
CGSP	Computer Game & Simulation Programming (Individual or Team event—State/National only event. Refer to guidelines.)
CLIENT	Client Service (State/National only event. Refer to guidelines.)
CPS	Computer Problem Solving
CSP	Community Service Project (Chapter Event)
CYBER	Cyber Security

DATA	Database Design & Applications (Production test must be completed during skill testing window. Objective test must be completed during online testing window. Failure to participate in both testing components will result in disqualification.)
DTPROG	Desktop Application Programming (State/National only event. Refer to guidelines.)
DVP	Digital Video Production (Individual or Team of 2-3 members. Entry must be completed by the stated deadline. Changes should not be made after the stated date. Video must remain accessible thru the district conference.)
EBI	Emerging Business Issues (Individual or Team of 2-3 members per team)
EBUS	E-Business (Individual or Team of 2-3 members. Entry must be completed by the stated deadline. Changes should not be made after the stated date. Website must remain accessible thru the district conference.)
ECON	Economics
ECP	Electronic Career Portfolio (Individual or Team of 2-3 members. In accordance with state conference arrangement, competitors will present from laptop furnished by competitor, chapter, and/or school. Projectors will not be allowed.)
ENTRE	Entrepreneurship (2-3 members per team)
FBL	Future Business Leader (Up to two entries per chapter)
FBLA	FBLA Principles & Procedures (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
GBUS	Global Business (2-3 members per team)
GRDN	Graphic Design (Individual or Team of 2-3 members. In accordance with state conference arrangement, competitors will present from laptop furnished by competitor, chapter, and/or school. Projectors will not be allowed.)
HCA	Health Care Administration
HELP	Help Desk (State/National only event. Refer to guidelines.)
HOSP	Hospitality Management (Team of 2-3 members)
IB	Introduction to Business (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
IBCOM	Introduction to Business Communication (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
IBP	Introduction to Business Presentation (9 <sup>th</sup> or 10 <sup>th</sup> Graders only. Individual or Team of 2-3 members. In accordance with state conference arrangement, competitors will present from laptop furnished by competitor, chapter, and/or school. Projectors will not be allowed.)
IBPRO	Introduction to Business Procedures (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
IFM	Introduction to Financial Math (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
IITECH	Introduction to Information Technology (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
IMP	Impromptu Speaking
INS	Insurance & Risk Management
IPP	Introduction to Parliamentary Procedure (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
JI	Job Interview
JRNL	Journalism
LCABR	Local Chapter Annual Business Report (Chapter Event)
LS	LifeSmarts (Conducted via Nationals only. Refer to guidelines.)
MDM	Management Decision Making (State/National only event. Refer to guidelines.)
MIS	Management Information Systems (State/National only event. Refer to guidelines.)
MKT	Marketing (2-3 members per team.)
MOB	Mobile Application Development (State/National only event. Refer to guidelines.)
MOSE	Microsoft Office Specialist (MOS) Excel (Conducted via Nationals only. Refer to guidelines.)
MOSW	Microsoft Office Specialist (MOS) Word (Conducted via Nationals only. Refer to guidelines.)
NETC	Network Concepts
NETD	Network Design (State/National only event. Refer to guidelines.)
NONCOMP	Non-Competitor (Use for advisers, chaperones, guests, and members not in events listed. For example, if a voting delegate is not entered in another event, use this option. If an officer candidate is not entered in another event, use this option.)
ORGL	Organizational Leadership
PFIN	Personal Finance
PP	Parliamentary Procedure (4-5 members per team.)
PSA	Public Service Announcement (Individual or Team of 2-3 members)
PSI	Public Speaking I (9 <sup>th</sup> or 10 <sup>th</sup> Graders only)
PSII	Public Speaking II

PUBDN	Publication Design (Individual or Team of 2-3 members. In accordance with state conference arrangement, competitors will present from laptop furnished by competitor, chapter, and/or school. Projectors will not be allowed.)
PWB	Partnership with Business (Chapter Event)
SALES	Sales Presentation (State/National only event. Refer to guidelines.)
SOCMED	Social Media Campaign (Individual or Team of 2-3 members. State/National only event. Refer to guidelines.)
SEC	Securities & Investments
SPORTS	Sports & Entertainment Management (Team of 2-3 members)
SS	Spreadsheet Applications (Production test must be completed during skill testing window. Objective test must be completed during online testing window. Failure to participate in both testing components will result in disqualification.)
STEM	STEM: Green Building Initiative (STATE ONLY event. This event does NOT progress to nationals.)
TS	Talent Show (This is a district/state only event. This event does NOT progress to nationals.)
VBC	Virtual Business Management Challenge (Conducted via Nationals only. Refer to guidelines.)
WEB	Web Site Design (Individual or Team of 2-3 members. Entry must be completed by the stated deadline. Changes should not be made after the stated date. Website must remain accessible thru the district conference.)
WP	Word Processing (Production test must be completed during skill testing window. Objective test must be completed during online testing window. Failure to participate in both testing components will result in disqualification.)
WW	Who's Who in FBLA (Applicant must have <u>already</u> achieved the Future Level of the National Business Achievement Awards on/before the stated postmark deadline for Who's Who materials.)

**NOTE: When a student advances to the next level of competition in an individual event, no substitution may be made. When a student advances to the next level of competition in an event that is considered an individual/team event, no additions to the team may be made. If a team advances to the next level of competition and a member (or members) cannot participate, it is critical for you to contact the District Coordinator immediately. Examples:**

- If Amy Adams qualifies to advance in Accounting I, only Amy Adams may represent her school in this event.
- If Ben Barnes qualifies to compete in Business Ethics as an individual, you may not add additional members once Ben has qualified.
- If Chase Clay, Danielle Dixon, and Easton Emerson qualify to advance in Marketing, if all cannot continue to the state level, contact the District Coordinator with information regarding which student(s) cannot continue in competition for further information.