Wisconsin FCCLA 2023 Regional Leadership Conference

(RLC) Online Registration Instructions

1. Enter the **website address** that you were given for RLC registration. This website address may have been included via email from wi-fccla@registermychapter.com. If you do not have the website address, please select your FCCLA Regional Leadership Conference from this website: <https://webportal.registermychapter.com/pickconf/FCCLA/WI/304>.
2. Select the **Registration** button. You will be asked to log in with the same user name & password as the national FCCLA chapter affiliation website (i.e., chapter number and unique password). If you forgot your logins, you may submit your e-mail address on this website, or contact the State Office.
3. The first time in, you will be asked to **verify chapter information**. Double-check all the fields and press the **SAVE** button at the bottom. *Verifying your status as an FCCLA Adviser will NOT automatically register you for the RLC.*
4. This registration site utilizes a review/finish wizard. As you register participants, the top of your screen will have a progress menu with 3 sections as indicated by text boxes labeled at the top such as: Participant Info, Events, Review. As you advance through each section, you may notice that the font-color in these text boxes will change from **black** (*to be completed*), to **red** (*current location*), to **green** (*completed*).
5. To **register advisers**, select the **ADD ADVISER** button at the bottom. **Change the** **Participant Type** from “Not Attending” to “Adviser Registration” by clicking on this drop-down arrow. You may change the Volunteer option from No to Yes – to designate event selections as Room Consultant or Evaluator. Select “**Submit**” to continue to the first review section. Double-check information and then select “**Next**.” Submit your adviser registration by selecting “**Finish Participant**” in the last review section. Additional advisers may be added through the **ADD ADVISER** button if they are also affiliated.
6. To **register students**, select the **ADD STUDENT** button at the bottom. You may leave search fields blank, and select “search” to display all affiliated student’s names. **Change the** **Select Participant Type** from “Not Attending” to “Student Registration” by clicking on this drop-down arrow. If you have any Regional Representatives, please change he Volunteer selection from No to Yes, and select the “Regional Representative” check-box in the volunteer screen that appears later in the Volunteer Position section. Select **CONTINUE** when all participants are displayed as registered. *[Please take note that the system times out after 20-minutes. Please use the “Continue” button at the bottom, or “Finish Processing Later” link that often appears at the top-right - to save often.]*
7. The review/finish wizard will begin with the first student you’ve selected to register as an RLC participant. Select “**Next**” to continue to **competitive event registration**. Click in the check-box to **select the STAR or state event name**. For team events, be sure to enter the correct team number. *The number should be 1 for the first team and 2 for the second team. Some events may also have a question to answer via a drop-down menu.* When ready to submit a student’s registration, select “**Finish Participant**.” Repeat for each competitor.
8. If you attempt to enter more students in an event than are allowed, you will be informed and not allowed to exceed the event maximum. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount and a better understanding of who is registered in each event. Click on the “*Back to Registration*” link at the bottom to return to the main menu.
9. If there are any missing student names, they have not been affiliated. You’ll need to affiliate those students via the [national FCCLA Portal](https://affiliation.registermychapter.com/fccla) before they may become available for RLC registration. Please contact the State Office for help with adding these students for RLC registration.
10. To **register Evaluators, Chaperones or Guests**, select the **ADD OTHER NAME** button at the bottom. Type in their First and Last Name, and select the corresponding Participant Type by clicking on this drop-down arrow. A Volunteer/Evaluator check-box may also appear. Select “Next” and fill in any required information, shown with an asterisk mark. Select “**Next**.” to review, and then submit their registration by selecting “**Finish Adding Other**.” Repeat as needed.
11. When you are completely finished registering for the RLC, you must press the **FINISHED REGISTERING** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. To correct problems, click the “Back to Registration” link at the bottom. Select the student you may be having registration problems with and click the “Edit” link beside that student. Change the information you need to change and press “**Next**” and then “**Finish Editing**.” When you’re finished making these changes, press the **FINISHED REGISTERING** button again.
12. If you get a message that states that you have not met the minimum requirements for an event, then you must click the “Back to Registration” link and either add students to those events that are short, or remove students from those events that are over the limit. When you’re finished making those changes, press the **FINISHED REGISTERING** button again.
13. When you have corrected any problems that may have appeared, **Print** a copy of this invoice from the Finished Registering screen - to send in with your payment. When you press the **FINISHED REGISTERING** button, a copy of your invoice will be e-mailed to you.
14. **Registration payments** shall be sent to your RLC Coordinator. Please refer to the [2023 RLC Chart](https://dpi.wi.gov/sites/default/files/imce/fccla/pdf/rlcchart.pdf) for information about where payment may be sent. *RLC registration payments are not paid to the Wisconsin FCCLA State Office*.
15. If you need to edit your registration, you may return to make changes until registration closes at midnight on deadline in the [2023 RLC Chart](https://dpi.wi.gov/sites/default/files/imce/fccla/pdf/rlcchart.pdf). *After this time, please contact the* *State Office* *with changes.* To make changes, simply click the “Edit” link next to a participant’s name, and make any changes you need. When you do this, remember to press the **FINISHED REGISTERING** button to check for problems and to resubmit changes. Again, you will receive copy of your revised registration invoice via e-mail.
16. Once you are finished with your registration, be sure to either click the “Log Out” link to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration. You may have to select “Return to Registration” when viewing the invoice screen.
17. If you have not finished registering all RLC participants, you may select “*Finish Processing Later*.” Your registration becomes saved in a temporary file but isn’t submitted. You must return and complete your registration before the Registration Closing date. If your registration is not completed it will be deleted. When finished registering, please remember that you must press the **FINISHED REGISTERING** button.