

Wisconsin Leadership Academy 2023

Online Registration Instructions

Wisconsin FCCLA is offering two opportunities to attend a **Wisconsin Leadership Academy [WLA]** this Fall. Each WLA offers opportunities for students & advisers to attend various breakout sessions coordinated via guest presenters and Wisconsin FCCLA state officers.

FCCLA chapters are encouraged to register to participate in a WLA including:

1. October 17, 2023, at UW-Stout in Menomonie, 8:30 AM to 2:00 PM, \$15.00/person.
2. October 25, 2023, at UW-Stevens Point in Stevens Point, 8:30 AM to 2:00 PM, \$15.00/person.

Registration fee includes lunch for each participant. Registration instructions are provided below. FCCLA chapter affiliation & membership dues are not required to be paid to register for WLA.

Please familiarize participants with the [Wisconsin FCCLA Dress Code](#). Also, it is recommended that each participant (students & advisers) complete a [Code of Conduct Form](#) that an adviser/chaperone may collect and be prepared to submit upon arrival at the WLA.

REGISTRATION for 10/17/23 WLA at UW-STOUT

Registration Site: <https://www.registermychapter.com/fccla/wi-flc2>

Registration Due: October 6, 2023 (midnight)

Conference Questions: Sara Baird, Interim FCCLA State Adviser, sara.baird@dpi.wi.gov

Registration Questions: Tabettha Otten, Office Operations Associate, tabetha.otten@dpi.wi.gov

To begin, [visit the UW-Stout WLA registration website \[https://www.registermychapter.com/fccla/wi-flc2\]](https://www.registermychapter.com/fccla/wi-flc2).

Review the welcome page and then click on **“Registration.”** Enter your User Name & Password to log-in:

User Name –

Password –

[Anticipate that your logins would be the same as from last year’s FCCLA membership affiliation system. Options for creating new logins and resending passwords are also available.]

You’ll be prompted to verify/update your FCCLA chapter’s contact information. Required information may display an asterisk symbol (*). When complete, click on **“Save”** to proceed with WLA registration. *[Completing this verification process will not pre-register you as a participant.]*

To start registering, click on **“Add New Name”** and *please provide the following for each participant:*

1. Name
2. Participant Type [student, adviser or chaperone]
3. Select Grade Level for students
4. Click on “Next”
5. Review submitted information, and then click on “Finish Participant” to submit participant. *[Student participant Level shall default to 1-Fall Conference-All Participants.]*
6. Repeat above by clicking on “Add New Name” until all participants are registered.

You may preview your Registration at any time by clicking on “**View Registration.**” Note, the top will say that ‘*registration is not complete*’ because you need to confirm that you’re finished registering. [*The summary grid indicating participants not registered for events does not apply to WLA registration.*] Please click on the “**Back to Registration**” link.

To finalize your registration submission, you MUST click on “Finished Registration.” This step will generate an invoice statement including the date submitted, and automatically e-mail you a copy for your records. This e-mail will be received from “wi-fccla@registermychapter.com” with the subject line including registration, and FCCLA chapter name (i.e., Registration-Anytown FCCLA 12345). You may also print the invoice from this screen.

To **log-out**, click on “**Back to Registration**” and select the “**Log Out**” button.

WLA registration closes at midnight on October 6. Substitutions are allowed; you do not need to relay any such changes to the FCCLA State Office or conference host after registration closes. While registration remains open, you may edit and remove registered members.

REGISTRATION for 10/25/23 WLA at UW-STEVENSON POINT

Registration Site: <https://www.registermychapter.com/fccla/wi-flc3>

Registration Due: October 13, 2023 (midnight)

Conference Questions: Sara Baird, Interim FCCLA State Adviser, sara.baird@dpi.wi.gov

Registration Questions: Tabettha Otten, Office Operations Associate, tabetha.otten@dpi.wi.gov

To begin, visit the UW-Stevens Point WLA registration website at the link above. Review the welcome page and then click on “**Registration.**” Enter your User Name & Password to log-in:

User Name –

Password –

[Anticipate that your logins would be the same as from last year’s FCCLA membership affiliation system. Options for creating new logins and resending passwords are also available.]

You’ll be prompted to verify/update your FCCLA chapter’s contact information. Required information may display an asterisk symbol (*). When complete, click on “**Save**” to proceed with WLA registration. [*Completing this verification process will not pre-register you as a participant.*]

To start registering, click on “**Add New Name**” and *please provide the following for each participant:*

1. Name
2. Participant Type [student, adviser or chaperone]
3. Select Grade Level for students
4. Click on “Next”
5. Review submitted information, and then click on “Finish Participant” to submit participant. [*Student participant Level shall default to 1-Fall Conference-All Participants.*]
6. Repeat above by clicking on “Add New Name” until all participants are registered.

You may preview your Registration at any time by clicking on “**View Registration.**” Note, the top will say that ‘*registration is not complete*’ because you need to confirm that you’re finished registering. [*The summary grid indicating participants not registered for events does not apply to WLA registration.*] Please click on the “**Back to Registration**” link.

To finalize your registration submission, you MUST click on “Finished Registration.” This step will generate an invoice statement including the date submitted, and automatically e-mail you a copy for your records. This e-mail will be received from “wi-fccla@registermychapter.com” with the subject line including registration, and FCCLA chapter name (i.e., Registration-Anytown FCCLA 12345). You may also print the invoice from this screen.

To **log-out**, click on “**Back to Registration**” and select the “**Log Out**” button.

WLA registration closes at midnight on October 13. Substitutions are allowed; you do not need to relay any such changes to the FCCLA State Office or conference host after registration closes. While registration remains open, you may edit and remove registered members.