



TENNESSEE
STATE ASSOCIATION

**2021 VIRTUAL STATE
LEADERSHIP CONFERENCE**

*Chapter
Adviser
Guide*

The 2020–21 Executive Council invites you to join them at the 2021 TN FCCLA Virtual State Leadership Conference!



SLC OPPORTUNITIES:

OPENING SESSION
ACADEMY SESSIONS
EXHIBITOR BOOTHS

LIVE WORKSHOPS
STAR EVENTS
AWARDS SESSION

INTERACTIVE FUN NIGHT!!
WIN PRIZES!!

CALENDAR



- March 1** Virtual SLC Registration Opens
- March 1** National Programs Applications Due
- March 5** Virtual SLC Registration Closes **
- March 5** [Adviser Award Nominations Deadline](#)
- March 10** JudgePro Opens for Submissions
- March 10** Chapter Goals Deadline **
- March 15** Virtual SLC Payment Deadline **
- March 15** [FCCLA Scholarship Deadline](#) **
- March 22** JudgePro Submission Deadline **
- March 23** Adviser Deadline to Approve JudgePro Submissions **

** All deadlines are 5 p.m. CT

2021 Virtual SLC Agenda

April 13 Academy Sessions
Live Workshops
Exhibitor Hall
Business Session-Voting Delegates
Opening Session **6 p.m. CT**

April 14 Academy Sessions
Exhibitor Hall
Officer LIVE Workshop Sessions
Banquet Awards Session
Virtual Fun Night Activities

April 15 Academy Sessions
Closing Awards Session **11 a.m. CT**

AGENDA NOTES

*Tentative as of Feb. 22.

*The final agenda with all sessions and times will be released in late March.

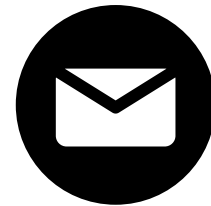
REGISTRATION

1. Login to the State Virtual Conference at:
 - a. <https://www.registermychapter.com/FCCLA/TN-SV>
2. Register all advisers, students and guests who will be attending the virtual state leadership conference.
3. Select the appropriate registration type and event for each student.
4. Select a Team Captain for team events. This individual will upload student projects.
5. Chapters must provide 1 evaluator for every 4 competitors. All advisers will be used as evaluators and event staff.
6. For each registrant, ensure the following information is correct:
 - a. T-shirt size
 - b. Email address (Used for virtual platform)

PRINT REGISTRATION SUMMARY/INVOICE

1. Print two copies of the registration invoice.
2. Copy One: Best Practices-Have students initial next to their name after they have double-checked that the below information is correct. This adds a second set of eyes and provides the student ownership in the process. Check Name, Email Address, T-Shirt Size, and STAR Event.
3. Copy Two: Submit with payment to-

Tennessee FCCLA
Andrew Johnson Tower, 11th Floor
710 James Robertson Parkway
Nashville, TN 37243



REGISTRATION NOTES

1. Correct emails are vital to a successful experience for your chapter.
2. All attendees must be registered for the conference. Each attendee will have a single user sign-on for the virtual platform. Advisers must be registered for the conference, and all advisers who have STAR event competitors will serve as an evaluator.
3. All registrations in the system at the time of the registration deadline are the responsibility of the chapter to pay and are non-refundable.
4. By registering, chapters understand that refunds will not be issued. The cost associated with the virtual platform, PSAV, keynote, supplies, t-shirts, pins, etc. are non-refundable for all parties.



STAR EVENTS

GENERAL INFORMATION

1. The top five winners from the district conferences advance to the 2021 SLC.
2. Events that are state only (do not require competing at the regional level)
 - a. Culinary Arts (Level 3)
 - b. Culinary Math Management (Level 3)
 - c. Early Childhood Education (Level 3)
 - d. Job Interview (Level 1, 2, 3)
 - e. Parliamentary Procedure (Level 1, 2, 3)
 - f. Say Yes to FCS! (Level 2, 3)

ONLINE SUBMISSIONS - JUDGEPRO

1. JudgePro submissions are due **March 22 at 5 p.m. CT.**
2. **Advisers must approve all submissions by March 23 at 5 p.m. CT.**
 - a. **Events not approved by the adviser will not be evaluated.**
3. JudgePro Link for STAR Event Competitors will be sent on March 8.
4. JudgePro Link for Advisers will be sent on March 8.



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JudgePro-ADVISER

HOW TO LOGIN

1. Use link sent out on March 8.
2. Type the appropriate "Username" in the "Username" field. Note: Your "Username" is the same "Username" that you used to log into the Conference Registration system.
3. Type the appropriate "Password" in the "Password" field. Note: Your "Password" is the same "Password" that you used to log into the Conference Registration System
4. Click on the "Login" button

HOW TO UPLOAD STUDENT PROJECTS (If you are uploading for students)

1. Click on the "Projects" button.
2. Click on the "Upload Files" button located on the right-hand side of the Student Project Name to upload an Individual or Team Project File or URL. (Max size for each file is 30MB).
3. Click on the "Click Here to Upload a New File" button to upload a .PDF file and follow the on-screen instructions.
4. Type the appropriate "Video URL" in the "Add New URL" field.
5. Click on "Add" button
6. Once all Files/URL's have been added, click on the "Back" button to return to main page.

HOW TO VIEW STUDENT PROJECTS

1. Click on the "Project Link" located on the right-hand side of the Student Name to view the PDF and/or Video URL.

HOW TO SIGN STUDENT PROJECTS

1. Click on "Sign Projects" to sign the Statement of Assurance.
2. Click on the "I Agree" check box.
3. Click on the "Confirm" button.
4. All projects will now be submitted for scoring.
5. Once you have signed projects, it cannot be edited. Please reach out to State Adviser for assistance.
6. Student projects must be signed by the Adviser by **March 23 at 5 p.m. CT.**

JudgePro-STUDENT

HOW TO LOGIN

1. Use link sent out on March 8.
2. Username: participant ID (listed in SLC registration from Adviser)
3. Password: TNfccla21
4. Click on the "Login" button
5. Ensure that the correct name and event are listed at top of the screen.
6. Only the Team Captain can submit for group events.
7. You may only upload a combination of 2 files no larger than 30MB.

HOW TO UPLOAD A FILE

1. Click on the "Click Here to Upload a New File" button.
2. Select the appropriate file (PDF ONLY) and click on the "Open" button. When you upload your file, there will be a statement showing your file size. It can be no larger than 30MB.
3. To delete a file you have uploaded, click on the "Delete" button to the right of the file name.
4. Click the "Back" button when finished.

TO ADD A YOUTUBE URL

1. All links must be on YouTube and available to the public.
2. Type the appropriate URL in the "Add New URL" text field.
3. Click on the "Add" button.
4. To delete a URL you have added, click on the "Delete" button to the right of the URL address.
5. Click the "Back" button when finished.

FINAL STEPS

1. After submitting files and video URLs, let your adviser know you are done. Advisers must sign off on each project by March 23.

ALL STUDENT SUBMISSIONS ARE DUE IN JUDGEPRO ON MARCH 22 BY 5 p.m. CT.

STAR EVENTS—TIPS

VIDEO RECORDINGS

1. **Safety Highlight** For the recording of all videos, competitors must follow all local, state, and federal COVID-19 directives regarding social distancing, shelter-in-place, and size of group gatherings.
2. Videos MUST:
 - a. Be continuous, non-stop footage of the entire presentation without editing/splicing, use of green screens, virtual backdrops, or on-screen text.
 - b. No fancy equipment is needed; presentation content will be judged, not the quality of the video production. Shooting a “selfie video” on your smartphone, or using your tablet/computer are all acceptable.
 - c. Speak to the judges as if they are actually in front of you during the competitive event recording.
 - d. Competitors must be visible in the video recording.
 - e. Videos must be uploaded to YouTube and must be set as “public” or “anyone with the link can view”. When you submit your video presentation for the judges, you will be pasting an URL link.
 - f. Instructions for how to upload a video to YouTube can be found [HERE](#).

VIDEO TIPS

1. Try to hold the recording device steady during the recording.
2. Record the presentation from a quiet location and test the audio before-hand.
3. If you don't like your first take – try again! With virtual competition, you have time to perfect your presentation & submit the link to your BEST video!

VIDEO AND PDF TIPS

1. Upload your video to Youtube and make sure it is public.
2. Create one PDF file with all required documents.
3. Evaluators should click and immediately see your files. They cannot evaluate files that require download, permission or software.

STAR EVENTS—TIPS

ACCESSING STAR Events Project Summary FORMS IN FCCLA PORTAL

Chapter advisers can now direct students to log in to the FCCLA Student Portal to complete the Online Project Summary Form.

For students to log in to their student portal and access their Online Project Summary Form, follow the steps below:

1. Go to the national website and select 'Login' at the top of the screen and then select 'Student Login' to access the student portal.
2. Enter your Member ID (your adviser can provide this number) as your username.
3. Enter the temporary password found in your welcome email (your adviser can resend this email from their chapter portal if you did not get it) Otherwise, select the 'Forgot Password' button to reset your password.
4. Select the 'Login' button.
5. Once in the student portal, go to the 'Surveys' tab.
6. Select the 'Competitive Events' folder. You will see the 2020-2021 STAR Events Online Project Summary Form.
7. Select the eyeball icon to start your survey.
8. Complete the required fields and select 'Submit' or 'Save' to continue at a later date.

INTERVIEW QUESTIONS

Each virtual presentation requires the competitors to answer questions at the end of the presentation to replace the in-person evaluator questions. Refer to each guideline and rubric for the questions.

CASE STUDIES

Case studies and other specific information for events will be released on March 8 to advisers.