

# 2022 TN FCCLA SLC REGISTRATION INSTRUCTIONS

## SLC Registration Notes

- ❖ All chapters must have an Adviser or school-approved chaperone on site for the duration of the conference, who is also serving as an evaluator.
- ❖ All chapters must stay in a conference-approved hotel.
- ❖ Culinary Arts and Baking and Pastry events will start on **March 16 at 9 a.m.** at Walters State Community College. Busses will be provided to transport students to the site. A schedule of appointment times will be sent out after registration closes.

## Registration

**Link:** <https://www.registermychapter.com/FCCLA/TN-State>

1. Log in to the above link using the same username and password that you use for National FCCLA Membership
2. Click "Registration"
3. If logging in for the first time, you may see a verification screen to complete.
4. To add attendees, click on "Add Adviser, Add Student, or Add Other Name" buttons
5. Add Adviser(s)
  - a. Leave the name fields blank and click the "Search" button to list all advisers at once.
  - b. Select Adviser name, add T-shirt size, and Participant Type (All advisers are required to evaluate on **March 17**)
  - c. Click "Continue" button to begin the Participation wizard
  - d. Double-check the Participant Type, T-Shirt Size, Gender
    - i. Add any special needs here
  - e. The next screen may include a "Select Events" for teams, you can skip this one and click on "Next"
  - f. Verify name, email, prior evaluator experience, and select events you'd like to evaluate
    - i. Do not include events your chapter are competing in
    - ii. There is no guarantee advisers will receive first selection of choices
  - g. Dietary Restrictions
    - i. Add any dietary restrictions here (for the Banquet Dinner, Evaluator breakfast and lunch)
      1. Ex: gluten free, vegetarian, food allergies (include specific foods attendee is allergic to)
  - h. Verify information and click on "Finish Participant"
6. Add Student (Button)
  - a. Leave the name fields blank and click the "Search" button to list all members at once.
  - b. Select the appropriate "Type" from the "Participant Type" field Drop-Down list
    - i. Member: STAR Event
    - ii. Member: STAR Event Alternate
    - iii. Member: Member: STAR Event/Power of One
    - iv. Member: Power of One

- v. Member: Power of One/Voting Delegate
  - vi. Member: STAR Event/Power of One/Voting Delegate
  - vii. Member: STAR Event/Voting Delegate
  - viii. Member: Voting Delegate
  - ix. Member (No STAR or Other Events)
  - x. Member: State Officer
- c. Select T-Shirt size
  - d. Click on "Continue" button to begin the Participant wizard
  - e. Double-check the Participant Type, T-Shirt Size, Gender
    - i. Add any special needs here
  - f. Dietary Restrictions
    - i. Add any dietary restrictions here (for the Banquet Dinner)
      - 1. Ex: gluten free, vegetarian, food allergies (include specific foods attendee is allergic to)
  - g. Click "Next"
  - h. Verify information and click on "Finish Participant"
7. Add Other Name(s)
- a. Select the appropriate "Type" from the "Participant Type" field Drop-Down list
    - i. Parent/Chaperone-Not Judging
    - ii. Parent/Chaperone-Judging
    - iii. Guest (Age 5+)
    - iv. Banquet Only (no t-shirt)
  - b. Select T-Shirt size
  - c. Select Gender
  - d. Click Volunteer/Evaluator if Judging
  - e. Click on "Continue" button to begin the Participant wizard
  - f. Double-check the Participant Type, T-Shirt Size, Gender
    - i. Add any special needs here
  - g. Dietary Restrictions
    - i. Add any dietary restrictions here (for the Banquet Dinner)
      - 1. Ex: gluten-free, vegetarian, food allergies (include specific foods attendee is allergic to)
  - h. Click "Next"
  - i. Verify information and click on "Finish Participant"
8. "View Registration" to verify all information
9. "Finish Registration" and submit
- a. Deadline | **Feb. 3**