

REGISTERING FOR ONLINE STAR EVENTS

Step by Step – How to register a member for an Online STAR Event

- 1- Login to the FCCLA portal and select the blue “Meetings & Events” tab; this will take you to the available registrations.

QA FCCLA AFFILIATION SYSTEM

COTTAGE GROVE FCCLA - 21732

Home | State Admin | FAQs | Videos | Pay Invoices | Contact State Adviser | Logout

Membership Information

Members | Chapter Information | Chapter Adviser(s) | **Meetings & Events** | Invoice(s) | Resources | Surveys Applications | Program Awards | State Information | E-Store | Transfers | Chapter Notes

Add Chapter Members | Add Existing Member | Print Student Roster | Print Membership Cards | Email All | Substitution | Update Student Passwords

Status	Select	Delete	Membership ID	View Student Portal	Resend Student Credentials	First Name	Last Name	Gender	Grade	Member Title	Submitted Date	Affiliation Date	Invoice Number	Edit	Transfer History
AFFILIATED			1292606			Diana	Criste	Female	11	State Officer	10/18/2023	10/18/2023	142236		
AFFILIATED			1292604			Diana	Criste	Female	11	State Officer	10/18/2023	10/18/2023	142236		
AFFILIATED			1292602			Joey	Vanek	Male	10	Chapter Member	10/18/2023	10/18/2023	142236		

FCCLA Affiliation System Administration
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- 2- You will then select “Online STAR Event Registration & Submission.”

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ONLINE STAR EVENT REGISTRATION & SUBMISSION

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- 3- Next, you will be taken to the screen shown below, this is where you will be able to register members for their Online STAR Event. Click “Register Students.”

ONLINE STAR EVENT REGISTRATION & SUBMISSION

STAR EVENTS Online STAR Events - Preliminary Round Registration **FCCLA**

CONFERENCE INFORMATION

Registered Attendees ...	0
Pending Attendees (O...	0
Unsubmitted Attendees	0
Cancelled Attendees	0

Thank you for your interest in Online STAR Events. To enter you must complete the following registration form by February 1, 2024. **The project must also be posted and available for evaluation by February 1, 2024.**

A registration fee of \$25 per participant is required for participation.

FCCLA Chapter Website - an individual or team event, recognizes participants who use a chapter website to educate, inform, and involve members and the general public about the importance of the family and consumer sciences program and the FCCLA chapter.

Digital Stories for Change - an individual or team event, recognizes participants who demonstrate their knowledge, skills, and ability to actively identify an issue concerning families, careers, or communities, research the topic, and develop a digital story to advocate for positive change. The topic for 2023-2024 is the National FCCLA Stand Up program. Participants may choose to focus on any of the units within the program.

Instructional Video Design - an individual or team event, recognizes participants who demonstrate their knowledge, skills, and abilities to research, plan, and create an instructional video to deliver content as part of a lesson or unit of instruction.

RED Talks on Education - an individual event recognizing participant(s) who prepare and deliver a TED Talk-style presentation on an education related-topic based on the annual scenario.

After clicking “Submit” to complete your registration(s) an invoice will automatically be generated for your records and an email confirmation will be immediately sent. Multiple submissions will appear as separate invoices in the **Invoice(s)** tab.

Online registration closes February 1, 2024, at 5:00 PM EST.

If you have any questions during the registration process, please call (703) 476-4900 or email competitivevents@fcclainc.org

Register Advisers | **Register Students** | Edit Additional Event Information

- 4- Next, you will be taken to the registration screen, which allows you to select which student you would like to register. Please note that only affiliated students will populate on this list. **Select the student and click “continue.”**

ONLINE STAR EVENT REGISTRATION & SUBMISSION

REGISTRATION

[Back](#)

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SELECT STUDENTS

[Select All](#)

Select	First Name	Last Name	Grade
<input type="checkbox"/> ★	Joey	Vanek	10
<input type="checkbox"/>	Diana	Criste	11

[Continue](#) ★

- 5- The name verification screen will pop-up. Make sure the spelling is correct for the specific member you've selected. **If everything is correct, select OK.** If not, you can submit a name change to correct the students' information.

ISSUE

NAME VERIFICATION

Before you continue to register, be sure to double-check the spelling of your student's name. The spelling of the name that appears here will be how the name will be listed on the in-person name badge.

Click 'OK' if the name is correct and continue with registration.

Click '**Submit Name Change**' to change the spelling of the student's name. You will be directed back to the **Members** tab. Next click on the **Edit Pencil** icon next to the student's name you are trying to change. Then select the black **Request Name Change** button located at the top. Fill out the correct spelling of the name and select **Save**. The request will go to your state adviser. After the state adviser approves the request, the name will be updated for affiliation and all meetings.

Click '**Download Name Change Instructions**' to download the instructions to save for later.

If you have any questions on this process, call 703-476-4900 or email membership@fcclainc.org.

[Download Name Change Instructions](#) [Submit Name Change](#) [Ok](#)

- 6- Once you select OK above, you will be taken to the student profile screen, where you will need to enter and verify the specific member’s information. You will need their cell phone number, email, and badge title. In order to move to the next screen, you will need to **select the “Student Email Verified” box and then click next.**

- 7- Next, you will select which Online STAR Event they would like to participate in. On this screen, it gives you the option to **select the specific event as well as which team they will be a part of (if applicable).** For this portion, you need to make sure that you select the correct team # for each student. For example, if students Jack and Jill were competing on a team together and Taylor and Travis were competing individually, you would select team A for both Jack and Jill and select team B for Travis and team C for Taylor. After selecting the team #, **you will include the project URL and select “next.”** If it is an individual event, a team number will not be required.

**** Please Note-** You can submit the project's URL even if the project is incomplete. The URL address for their project should not change. Participants have from now until the registration deadline to make any changes; no changes can be made to the project after the registration deadline until the Top 15 are announced. **Please test your URL to make sure it is accessible to an outside source-** to test this, you can open up an incognito browser and paste your URL. If your link works, you are all good to go.

Select	Event Name	Category	Event Type	Level	Team Number	Price	Date/Time	Additional Information
<input type="checkbox"/>	Digital Stories for Change (8:00 am-5:00 am)	Online STAR Event	Team	3	Select	\$25.00	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 am	Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook or YouTube page. List the project URL below.
<input type="checkbox"/>	FCCLA Chapter Website (8:00 am-5:00 pm)	Online STAR Event	Team	3	Select	\$25.00	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 pm	Only ONE entry per chapter. Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook or YouTube page. List the project URL b
<input checked="" type="checkbox"/>	Instructional Video Design (8:00 am-5:00 pm)	Online STAR Event	Team	3	Select	\$25.00	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 pm	Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook or YouTube page. List the project URL below.
<input type="checkbox"/>	RED Talks on Education (8:00 am-5:00 am)	Online STAR Event	Individual	3	Select	\$25.00	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 am	Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook or YouTube page. List the project URL below.

- 8- Once you choose the event and input the URL, select next, and you will be brought to the confirmation screen. Please ensure that all the information is correct and that you are registering your member for the correct event. **Once you have checked everything is correct, you will select “finish.”**

REGISTER STUDENT: DIANA CRIISTE

1 Verify
2 Competitive Events
3 Confirmation

CONFIRMATION

Please review all attendee registration information for accuracy before clicking the "Finish" button.
 If changes need to be made click "Previous" to go back to the prior screen and make any necessary edits.
 Please be advised that your registration is **NOT** complete until you click "Submit" to complete the registration.

PROFILE
Name: Diana Criiste **Cell Phone:** (123) 456-7890
Home Phone: **Email:** dcriiste@fccla.com
Badge Title: State Officer

Item	Description	Date/Time	Quantity	Amount	Total
Registration	Registration		1	\$0.00	\$0.00
Competitive Event	Online STAR Event		1	\$25.00	\$25.00
TOTAL:					\$25.00

Special Codes:

← Previous
★ Finish

- 9- You will then be brought back to the screen below. Repeat the process if you have additional competitors. Once you have all students registered, **select all and click the red “Accept Disclaimers” button.**

Online STAR Events - Preliminary Round Registration

CONFERENCE INFORMATION

Registered Attendees ... 0
Pending Attendees (O... 0
Unsubmitted Attendees 2
Cancelled Attendees 0

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If you have any questions during the registration process, please call (703) 476-4900 or email competitiveevents@fcclainc.org

Register Advisers
Register Students
Edit Additional Event Information
Accept Disclaimers
★

Select All
★

PLEASE READ AND ACCEPT THE DISCLAIMERS THEN SELECT THE ATTENDEES YOU WISH TO APPEAR ON THE SAME INVOICE, THEN CLICK SUBMIT REGISTRATION

Status	User Type	Badge Title	First Name	Middle Initial	Last Name	View	Edit	Add Items	Volunteering	Leadership Academy Schedules	Delete	Resend Confirmation
<input type="checkbox"/>	Student	State Officer	Diana		Criste						✘	
<input type="checkbox"/>	Student	Student Member	Joey		Vanek						✘	

FCCLA Affiliation System Administration

10- When you get to this screen, you will need to read the information, scroll all the way to the bottom and then select **“I have read and agree to the Rules & Regulations, FCCLA Acceptance Policy and the FCCLA Cancellation Policy”** as well as clicking **“confirm.”** Also, if you would like, you can put your email into the optional space if you would like to receive a copy of the rules and regulations.

DISCLAIMERS

Please Scroll To Bottom

By submitting an Online STAR Event entry, you grant FCCLA the right to share this project, for the purpose of evaluation, with volunteer evaluators. All digital project settings must be made "public" in order for volunteers to access the projects for evaluation purposes.

EMAIL CONSENT

I agree to receive electronic correspondence (emails) from FCCLA for myself and anyone I register regarding the digital project. Emails may be sent to request project information, and to share event results and scoring materials.

REFUNDS

- As with other national STAR Events, **refunds are not available for Competitive Events registration**
- Refunds for projects not completed by February 1, 2024 are not available.
- In cases where payment has not been made the cancellation policy remains the same. Your chapter will still be responsible for the balance.

Email Rules And Regulations to Adviser, and an additional (optional) email:

I have read and agree to the Rules & Regulations, FCCLA Acceptance Policy and the FCCLA Cancellation Policy

11- Next, you will need to select all and click the red **“Submit Registration”** button; this will be one of the final steps to registering your students.

ONLINE STAR EVENT REGISTRATION & SUBMISSION

Online STAR Events - Preliminary Round Registration

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Cancelled Attendees	0

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Register Advisers
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Edit Additional Event Information
Submit Registration

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Status	User Type	Badge Title	First Name	Middle Initial	Last Name	View	Edit	Add Items	Volunteering	Leadership Academy Schedules	Delete	Resend Confirmation
<input checked="" type="checkbox"/>	Student	State Officer	Diana		Criste						✗	
<input checked="" type="checkbox"/>	Student	Chapter Officer	Joey		Vanek						✗	

12- Once you select "Submit Registration," the confirmation screen will pop-up. This screen is where you are able to view how much your balance will be for this event and select "Create Invoice."

The screenshot shows a 'CONFIRMATION' dialog box with a table of charges. The table has columns for Item, Misc Product Notes, Unit Price, Quantity, and Amount. Below the table, it states 'Total Charges: \$25.00' and includes a paragraph of terms and conditions. At the bottom right, there are three buttons: 'Export P.O.', 'Close', and 'Create Invoice'. A yellow star is placed over the 'Create Invoice' button. Below the dialog box, a navigation bar contains 'Additional Event Information', 'Cancel/Substitute Request', and 'Submit Registration'.

Item	Misc Product Notes	Unit Price	Quantity	Amount
Registration		\$0.00	1	\$0.00
Instructional Video Design	Monday, February 12th, 2024 8:00 am - 5:00 pm	\$25.00	1	\$25.00
Instructional Video Design	Monday, February 12th, 2024 8:00 am - 5:00 pm	\$0.00	1	\$0.00

Total Charges: \$25.00

By clicking the Submit Registration button, you are agreeing to register and pay the total charges noted above for selected members. Once a members have been submitted for registration, the member cannot be deleted. If the above balance is not in line with your anticipated registration fees, please Close this window and contact your state adviser for more information on FCCLA registration rates. Click Confirm if you want to submit the selected members.

Send to additional email (optional):

Buttons: Export P.O., Close, **Create Invoice** (highlighted with a yellow star)

Navigation: Additional Event Information, Cancel/Substitute Request, Submit Registration

13- You will then get this message where you are able to **select if you want to "view your invoice" or "pay invoice,"** which will then bring you to the portal to pay your balance. You can access this in your portal at any time to make this payment. All payments are due by March 1. **Members who are on an unpaid invoice will not receive their scores or rubrics and will be ineligible to advance to the National Leadership Conference.**

The screenshot shows a 'PAY OR VIEW INVOICE(S) NOW?' dialog box. It contains three main buttons: 'View Invoice(s)', 'Pay Invoice(s)', and 'Pay Invoice(s) Later'. A 'Close' button is located at the bottom right. A yellow star is placed over the 'View Invoice(s)' button.

Buttons: **View Invoice(s)** (highlighted with a yellow star), Pay Invoice(s), Pay Invoice(s) Later, Close