



FCCLA Online Membership System Chapter Adviser User Guide

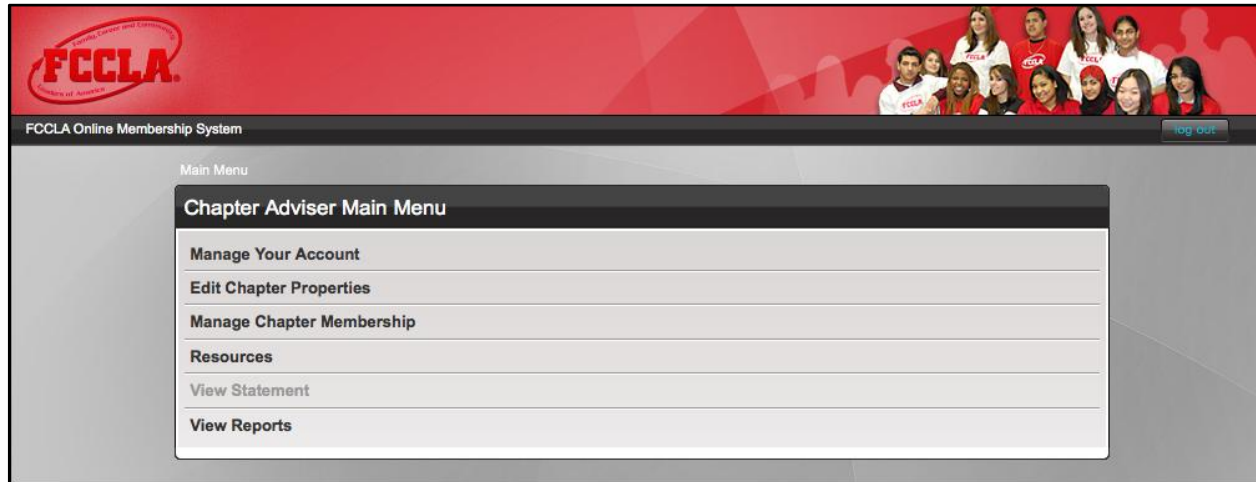
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Section: 1.0 Login

1. Point browser to the FCCLA online membership system:
<http://membership.fcclainc.org>
2. Enter your user name and password (Sent to you via email from FCCLA)
3. Press Log In



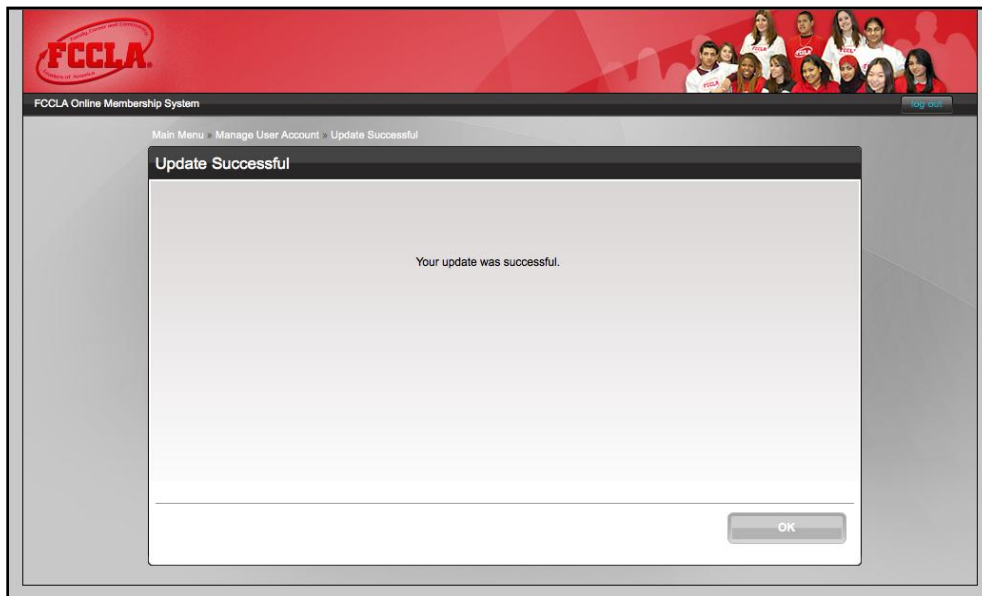
4. After a successful login, you will be directed to FCCLA Chapter Adviser Module Main Menu

Section: 2.0 Manage User Account

Within the membership system, the primary adviser is considered the only user on the account. To update user information such as address, name, or email address you will use the "Manage User Account" page accessed from the main menu.*

2.1 Update User Information

1. Log into system
2. Select "Manage User Account" from the main menu
3. Make desired change(s) to the user information, click "OK"
4. "Your update was successful" screen is displayed



2.2 Change Password

1. Log into the system
2. Select "Manage User Account" from the main menu
3. Click "Click here to change your password"
4. Change password to desired new password
5. Click "OK"
6. "Update Successful" screen is displayed

* Adding advisers, deleting advisers, and switching the primary adviser can be accomplished elsewhere in the system. Add and delete advisers via the "Manage Chapter Membership" screen (section 4.0 of this document) screen and designate the primary adviser via the "Edit Chapter Properties" screen (section 3.0 of this document).

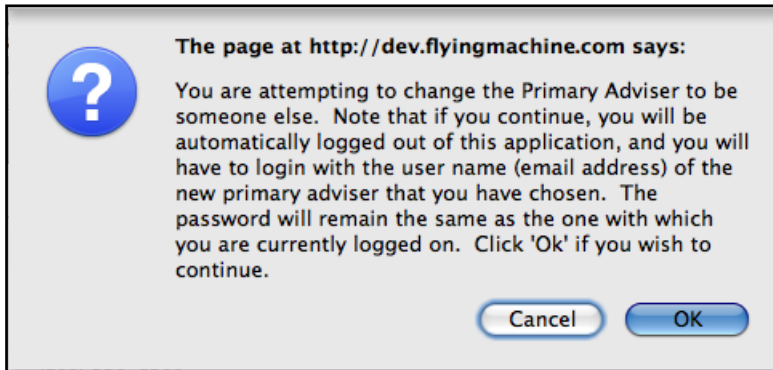
Section: 3.0 Edit Chapter Properties

With the online system you have the ability to update your chapter's information quickly and easily. Some fields are *un-editable* and are displayed for information purposes only such as your FCCLA ID, your affiliation status, and your contact email.*

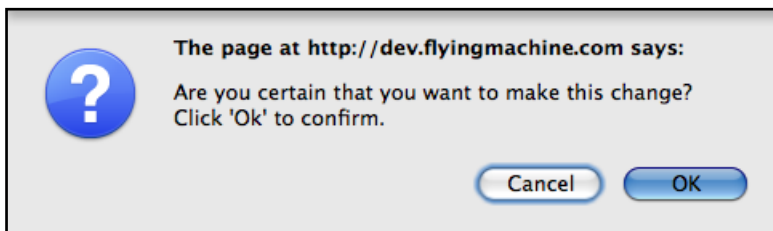
Similar to editing user information, simply update desired information and click "OK".

3.1 Changing the Primary Adviser

1. Log into the system
2. Select "Edit Chapter Properties" from the main menu
3. If you have set up secondary advisers via the "Manage Chapter Membership" screen, the dropdown next to "Primary Adviser" will be populated with all of your advisers
4. Select the desired primary adviser and click OK
5. NOTE: contact email automatically changes to new adviser's email address (take careful note of this email address – it will be the your chapter's login)
6. The following alert message will appear:



7. Read the notice and click "OK" if desired
8. The following confirmation message will appear:

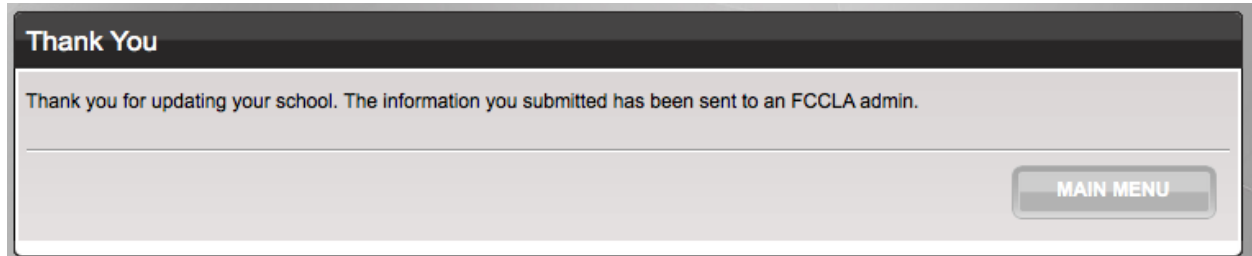


9. If desired, click "OK"
10. You will be automatically logged out of the system
11. Log back in with the new username (email address of the designated newly Primary Adviser), and OLD password

* Contact email is pulled from the primary adviser's email address which is stored under "Manage User Account" and under "Manage Chapter Membership"

3.2 Update School Information

1. Log into the system
2. Select "Edit Chapter Properties" from the Main Menu
3. Click the "Update School Information" link
4. You will land on the "School Information Update Request" page
5. Make desired changes to your school's information and click OK*
6. Expected result:



* Requests for updates to school information are submitted to FCCLA administrator. They are need to be reviewed and approved before they the changes will be reflected on your "Edit Chapter Properties" screen

Section: 4.0 Manage Chapter Membership

Through the FCCLA online membership system you are able to affiliate students, manage advisers, and pay for affiliation – all online. There are three tabs on the Manage Chapter Membership screen:

1. Unaffiliated Students – these are students who’s information has been entered into the system but who have not been paid for (affiliated)
2. Advisers Info – these are all of the advisers who are associated with your chapter
3. Affiliated Students – these are students who have been successfully affiliated for the year.

You can navigate between tabs by simply clicking on them, and you can alter how students or advisers are sorted by clicking on the headers “first name” or “last name”. The system defaults to always sort by last name. You may also control how many students display per page by using the small dropdown near the bottom of the screen.

Manage Chapter Membership

Unaffiliated Students | Advisers Info | Affiliated Students

<input type="checkbox"/>	FIRST NAME	MIDDLE NAME	LAST NAME	DELETE
<input type="checkbox"/>	Henry	T	Alleson	edit delete
<input type="checkbox"/>	Robin	E	Alleson	edit delete
<input type="checkbox"/>	Mable	M	Gates	edit delete
<input type="checkbox"/>	August	Ake	Munford	edit delete
<input type="checkbox"/>	Leslie	Anton	Munford	edit delete
<input type="checkbox"/>	Jessica		Smith	edit delete
<input type="checkbox"/>	Adrianne		Williams	edit delete

1/1 10 per page

ADD STUDENTS AFFILIATE

EXIT

4.1 Add a Student (By hand, one by one - for excel file batch upload skip to 4.2)

1. Log into the system
2. Select "Manage Chapter Properties" from the main menu, you will be directed to the Manage Chapter Membership screen defaulted to the "Unaffiliated Students" tab
3. Click "Add Students" to be directed to the add students page

Add Students

First Name*

Middle Name

Last Name*
This field is required.

Gender*
This field is required.

Grade

Affiliation Type*

Demographic

Address

City

State/Province

Country*
This field is required.

Zip

Home Phone

Mobile Phone

E-mail Address

*Required

4. Fill in all required fields*, click "Add" to save and continue adding students.

* Though all fields are not required, it saves time later (when registering for a meeting to enter as much information as possible).

5. When finished, click "Done"
6. You will be directed back to the Unaffiliated Students tab and students you just added will show up in the list. is added to the Unaffiliated Students screen:

Main Menu > Manage Unaffiliated Students

Manage Chapter Membership

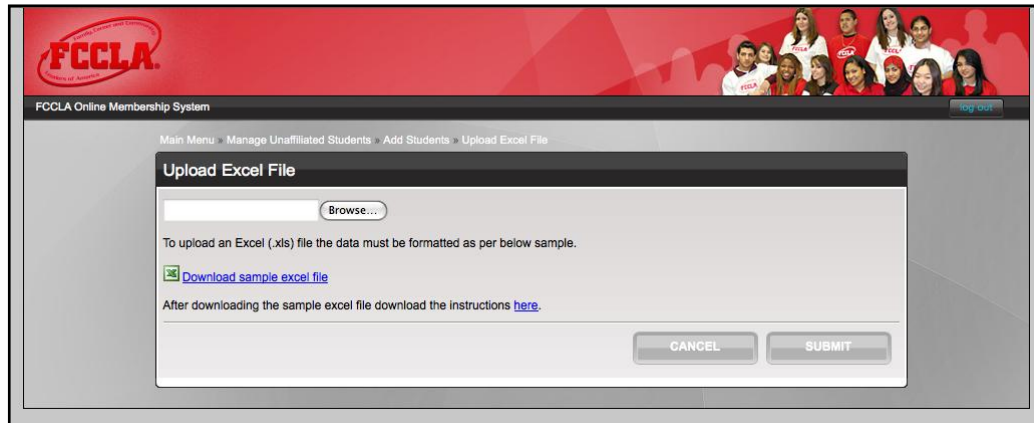
Unaffiliated Students | Advisers Info | Affiliated Students

FIRST NAME	MIDDLE NAME	LAST NAME	DELETE
Jessica		Smith	edit delete

1/1 10 per page

4.2 Upload Students (Not needed if you used 4.1 method)

1. Log into the system
2. Select "Manage Chapter Properties" from the main menu
3. The Unaffiliated Students tab is displayed
4. Click "Add Students"
5. Click "Upload XLS"
6. The Upload Excel File Screen is displayed



7. Download the sample .xls and instructions to use it
8. Fill out the sample.xls file as instructed and save (rename as appropriate for you)
9. Return to the Upload Excel File screen and click "Browse"
10. Navigate to the sample file you just created
11. Click "Submit"
12. If there are no errors in the .xls you will be directed to the Unaffiliated Students tab with the new students successfully added.*

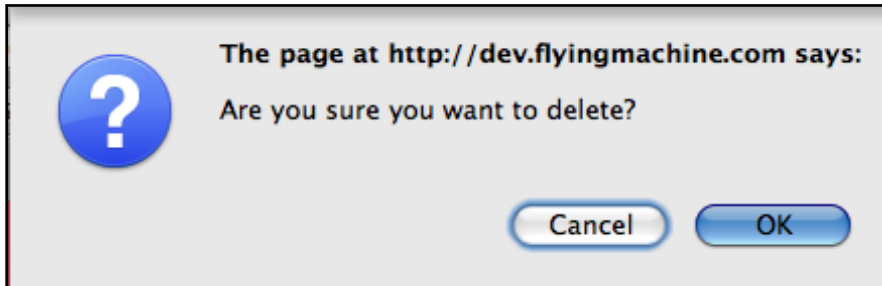
* If there are errors with the upload file, review the instructions to fill out the Excel in an acceptable format – also see the "legend" workbook w/in the downloaded Excel file.

4.3 Edit Students

1. Log into the system
2. Select "Manage Chapter Properties" from the main menu
3. Unaffiliated Students tab is displayed
4. User clicks "Edit" next to the desired student
5. Make a change to any field and click "OK"
6. The "Unaffiliated Students" tab screen is displayed

4.4 Delete an individual student

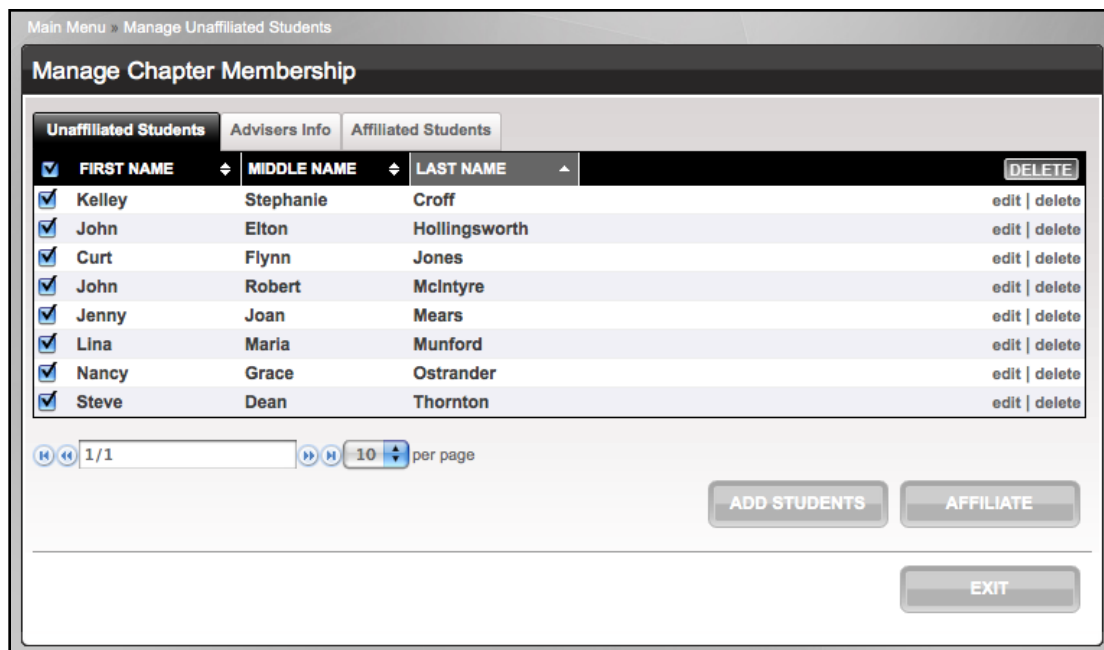
1. Log into the system
2. Select "Manage Chapter Properties" from the main menu
3. The Unaffiliated Students tab is displayed
4. Click "Delete" next to the student you wish to delete
5. The following alert is displayed



6. Click "OK"
7. The student is removed from the Unaffiliated Students Tab

4.5 Delete Multiple Students

1. Log into the system
2. Select "Manage Chapter Properties" from the main menu
3. Unaffiliated Students tab is displayed
4. You can either click the checkbox next to the desired students, or if there are many, use the checkbox in the upper left hand corner – to the left of the "first name" column and then *uncheck* students who should remain intact



Main Menu > Manage Unaffiliated Students

Manage Chapter Membership

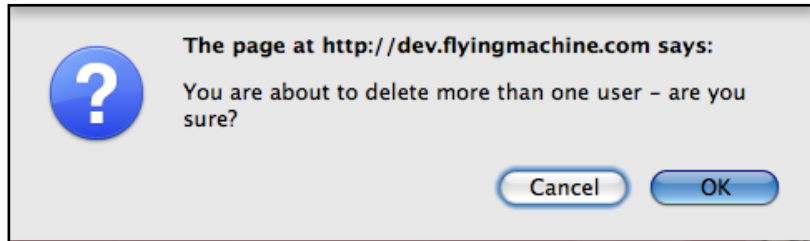
Unaffiliated Students | Advisers Info | Affiliated Students

<input checked="" type="checkbox"/>	FIRST NAME	MIDDLE NAME	LAST NAME	DELETE
<input checked="" type="checkbox"/>	Kelley	Stephanie	Croff	edit delete
<input checked="" type="checkbox"/>	John	Elton	Hollingsworth	edit delete
<input checked="" type="checkbox"/>	Curt	Flynn	Jones	edit delete
<input checked="" type="checkbox"/>	John	Robert	McIntyre	edit delete
<input checked="" type="checkbox"/>	Jenny	Joan	Mears	edit delete
<input checked="" type="checkbox"/>	Lina	Maria	Munford	edit delete
<input checked="" type="checkbox"/>	Nancy	Grace	Ostrander	edit delete
<input checked="" type="checkbox"/>	Steve	Dean	Thornton	edit delete

1/1 per page

ADD STUDENTS | AFFILIATE | EXIT

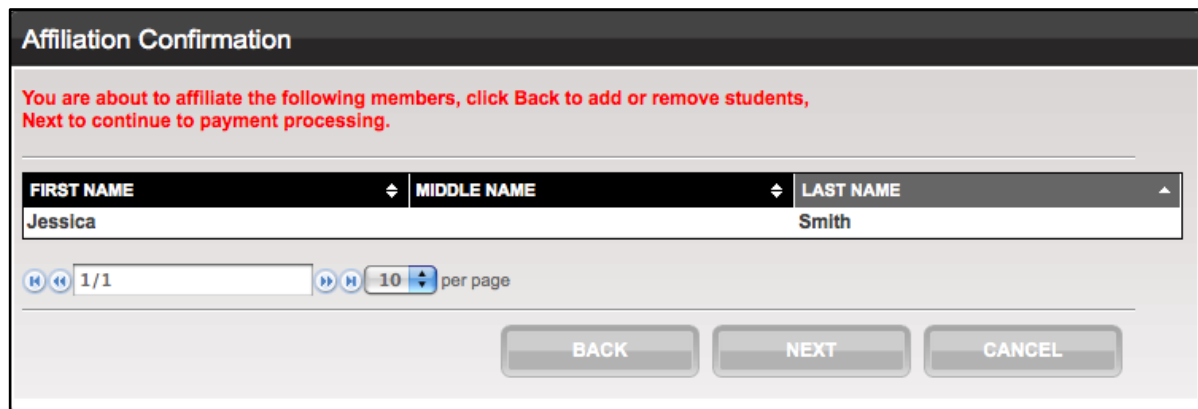
5. Click the large delete button in the upper right hand corner
6. The following alert is displayed:



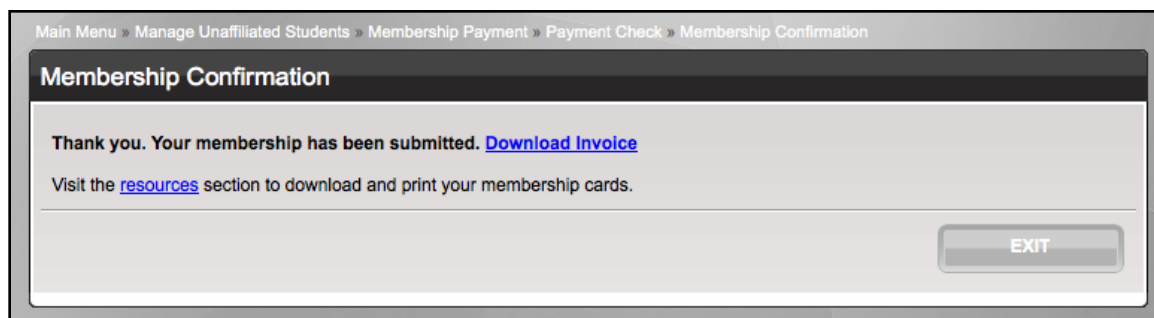
7. Click "OK"
8. Expected Result: Selected students are no longer displayed on the Unaffiliated Tab

4.6 Affiliate Students – Direct States Only*

1. Log into the system successfully
2. Select "Manage Chapter Properties" from the main menu
3. Unaffiliated Students tab is displayed
4. Select one or more students and click "Affiliate"
5. The Affiliation Confirmation Screen is displayed, listing all the students checked in step 4



6. Click "Next" or "Back" if changes should be made to your selection
7. The select payment method screen is displayed.
8. Choose Pay by Check, PO, or Credit Card and proceed through payment processing.
9. The Membership Confirmation screen is displayed:



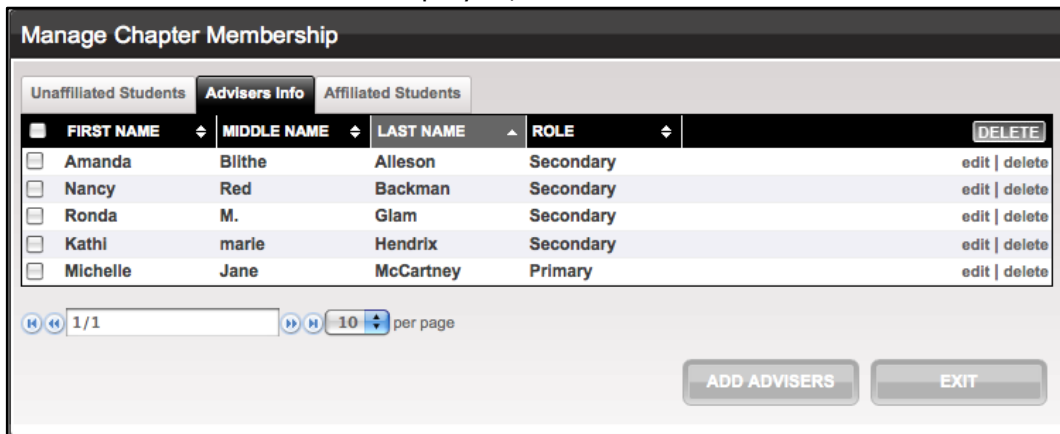
* If you are part of an InDirect Affiliation State (AZ, CA, IL, MN, MI, PR, TX, VI), you may upload but not affiliate students. Contact your state adviser for affiliation process.

10. You may download, open, and print your invoice at this time. If you chose to pay by check or PO it is important to print out a copy to send with your payment
11. Once you have successfully paid for any students the "Resources" page is available to you, allowing you to print out membership cards. This page is also available via the main menu. Newly affiliated students now show up on the affiliated tab and not on the unaffiliated tab.*

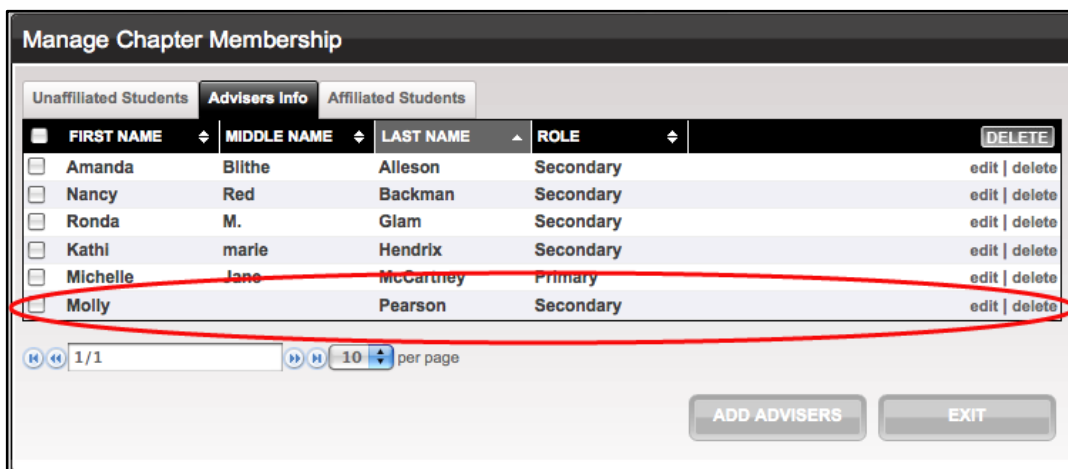
* You are able to edit but not to delete affiliated students

4.7 Add an Adviser

1. Log into the system successfully
2. Select "Manage Chapter Membership" from the main menu
3. Unaffiliated Students tab is displayed, Click on the Advisers Tab



4. Click "Add Advisers"
5. Fill out all required fields
6. Click "OK"

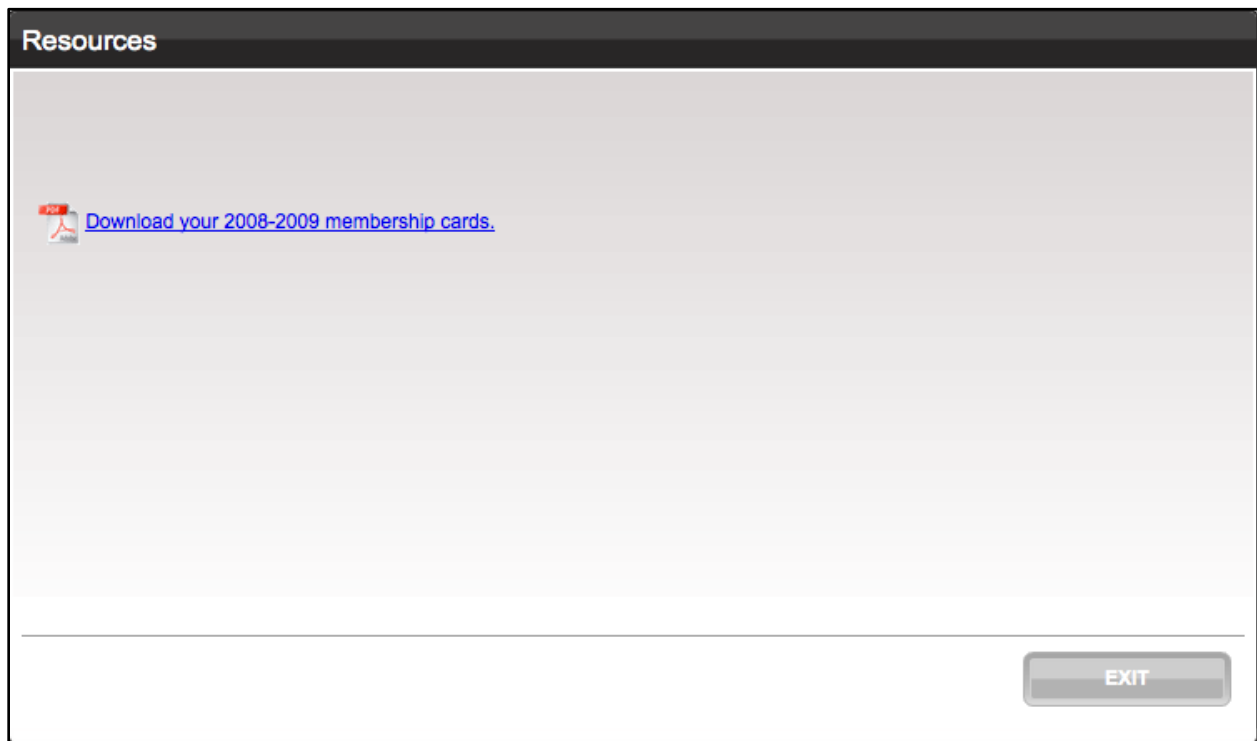


7. The Adviser is added to the Advisers screen

You may edit or delete advisers on this screen. If you wish to change your primary adviser, do so on the "Edit Chapter Properties" page.

Section 5.0 Resources

This section is only available to those chapters who have affiliated students in the current school year. If you have affiliated this section it will contain downloadables for you to print out.



Section 6.0 View Reports

Once you have affiliated students, come here to download invoices.

View Reports

REPORT	
Invoice from: Apr 9 2009 10:53PM	View Download PDF
Invoice from: Apr 23 2009 1:00PM	View Download PDF
Invoice from: Apr 27 2009 3:39PM	View Download PDF
Invoice from: Apr 27 2009 3:53PM	View Download PDF
Invoice from: Apr 28 2009 11:17AM	View Download PDF
Invoice from: Apr 29 2009 12:24PM	View Download PDF
Invoice from: Apr 30 2009 2:46PM	View Download PDF
Invoice from: Aug 6 2009 1:40PM	View Download PDF
Invoice from: Aug 6 2009 1:43PM	View Download PDF
Invoice from: Aug 6 2009 3:33PM	View Download PDF

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[EXIT](#)