



New Online System FAQ's

Q: What are my username and password?

A: Your username is your email address. Your Password was sent to you in an email.

If you did not receive the email please contact affiliation@fcclainc.org to request the information; it cannot be provided over the phone. We are handling many requests and may need business day for a response.

Q: If I am advising two or more chapters, how do I get to my second chapter?

A: Please contact Charles Hoffman at choffman@fcclainc.org, he has the ability to set you up for single user login for multiple chapters, a new feature this year.

Q: Why is the total amount of money for the affiliation incorrect?

A: Please ensure that all students you wish to include have a check box filled out beside their name.

Q: Can we still mail in forms?

A: No, affiliations for 2010-2011 are to be done online.

Q: Can we do Middle Level Program & Urban in the new system?

A: Urban level affiliation is to be mailed/emailed to the main office.

If you wish to participate in the Middle Level program you may now do it online but you need to contact Charles Hoffman at choffman@fcclainc.org for him to set up your chapter for the Middle level special pricing.

Q: Our Tech center has one designated person to handle affiliation. What do we do?

A: Please contact Charles Hoffman at choffman@fcclainc.org , he has the ability to set you up for single user login for multiple chapters, a new feature this year.

Q: The Adviser was not recognized as the primary adviser -

A: Please contact affiliation@fcclainc.org to request the information; it cannot be provided over the phone.

Q: My email address was not recognized-

A: Please contact affiliation@fcclainc.org to request the information; it cannot be provided over the phone. Please allow at least one business day for a response.

Q: When I try to affiliate I get a box message that states *You must select at least one student to affiliate, click here to reload your page.*

You must check the check boxes of any or all of the students you wish to affiliate then click on the affiliate button.

Q: All of my students are showing as “Comprehensive”. When I try to change to “Occupational”, it cannot be done. The message “change failed” appears.

A: Simply change affiliation type under “edit chapter properties” and edit accordingly. You can choose from Occupational, Comprehensive, or Both. This fix may not work in Internet Explorer browser, it does however work without error in *Firefox browser* found [HERE](#) and/or *Google Chrome browser* found [HERE](#)

If you have any questions please contact FCCLA National Headquarters by email at affiliation@fcclainc.org Please make sure you include your chapter ID number.