

Registering STAR Event Participants

This is a step-by-step guide to help you register your students for State STAR Events. If you have any questions please feel free to contact the state office.

Once you have logged in you will see a screen similar to this:

FCCLA 2017 Missouri FCCLA State Leadership Conference

REGISTRATION

Help

LOG OUT

Back to Admin

Registration for [redacted]

(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.

Click the **Add** buttons below for each participant you wish to register.
Once all Participants are listed, Click the **FINISHED REGISTERING** button.

Participant ID	Name	Participant Type	T-Shirt (Advisers, Students & Chaperones)	Item Selection			
1026009	Hein, Angelina	IO	M	(\$0.00)			Edit Delete
1026008	Shikles, Ivory	CO	L	(\$0.00)			Edit Delete
1026023	Floyd, Jessica	S	S	(\$0.00)	Event	Edit	Delete
1026036	Hollandsworth, Michalynn	S		(\$0.00)	Event	Edit	Delete
1026038	Johnson, Jameshia	S		(\$0.00)	Event	Edit	Delete
1026032	Kearns, Erin	S		(\$0.00)	Event	Edit	Delete
1026034	Larm, Tiffany	S		(\$0.00)	Event	Edit	Delete
1026035	Lutz, Rachel	S		(\$0.00)	Event	Edit	Delete
1026033	Skoufos, Kyleigh	S		(\$0.00)	Event	Edit	Delete
1026010	Stumph, McKenna	S	M	(\$0.00)	Event	Edit	Delete

ADD ADVISER ADD STUDENT ADD OTHER NAME CONTINUE PROCESSING REGISTRATION

- I have read the Missouri FCCLA Dress Code (adopted July 2015) and reviewed the dress code with my students. I understand that the dress code requires members to wear "conference attire" to attend the State Leadership Conference. I agree to abide by the dress code. I understand that advisers are responsible for enforcing the dress policy. I also understand that delegates not adhering to the dress policy will not be admitted into any session.
- If your chapter registration is received AFTER the conference registration deadline of **February 24, 2017**, there is no guarantee of requested T-shirt availability or requested sizes and your chapter will be given T-shirts on a first-come, first-served basis the day of the conference. If you make substitutions, the person being added will automatically receive the withdrawn participant's T-shirt unless changed at the time of the substitution on the FCCLA website by **February 24, 2017**.

I Agree to the above statement(s)

VIEW REGISTRATION FINISHED REGISTERING

If you have questions about registration, please contact MU Conference Office at 573-882-8320.

You can see which students are STAR Event participants as they will have an event link that is **NOT** bold on the right hand side:

Participant ID	Name	Participant Type	T-Shirt (Advisers, Students & Chaperones)	Item Selection			
1026009	Hein, Angelina	IO	M	(\$0.00)			Edit Delete
1026008	Shikles, Ivory	CO	L	(\$0.00)			Edit Delete
1026023	Floyd, Jessica	S	S	(\$0.00)	Event	Edit	Delete
1026036	Hollandsworth, Michalynn	S		(\$0.00)	Event	Edit	Delete
1026038	Johnson, Jameshia	S		(\$0.00)	Event	Edit	Delete
1026032	Kearns, Erin	S		(\$0.00)	Event	Edit	Delete
1026034	Larm, Tiffany	S		(\$0.00)	Event	Edit	Delete
1026035	Lutz, Rachel	S		(\$0.00)	Event	Edit	Delete
1026033	Skoufos, Kyleigh	S		(\$0.00)	Event	Edit	Delete
1026010	Stumph, McKenna	S	M	(\$0.00)	Event	Edit	Delete

ADD ADVISER ADD STUDENT ADD OTHER NAME CONTINUE PROCESSING REGISTRATION

For each participant that is competing you will need to click on the Edit link

Participant ID	Name	Participant Type	T-Shirt (Advisers, Students & Chaperones)	Item Selection		
1026009	Hein, Angelina	IO	M	(\$0.00)		Edit Delete
1026008	Shikles, Ivory	CO	L	(\$0.00)		Edit Delete
1026023	Floyd, Jessica	S	S	(\$0.00)	Event	Edit Delete
1026036	Hollandsworth, Michalynn	S		(\$0.00)	Event	Edit Delete
1026038	Johnson, Jameshia	S		(\$0.00)	Event	Edit Delete
1026032	Kearns, Erin	S		(\$0.00)	Event	Edit Delete
1026034	Larm, Tiffany	S		(\$0.00)	Event	Edit Delete
1026035	Lutz, Rachel	S		(\$0.00)	Event	Edit Delete
1026033	Skoufos, Kyleigh	S		(\$0.00)	Event	Edit Delete
1026010	Stumph, McKenna	S	M	(\$0.00)	Event	Edit Delete

ADD ADVISER
ADD STUDENT
ADD OTHER NAME
CONTINUE PROCESSING REGISTRATION

It will open a screen that looks similar to this:

FCCLA 2017 Missouri FCCLA State Leadership Conference

REGISTRATION

Help

LOG OUT

Back to Admin

Back to Registration List Finish Processing Later

Participant Info | Items | Events | Volunteer | Questions

Review

First Name * **McKenna Stumph**

Participant Type * **Student**

T-Shirt Size * **M** (Do not select for , otherwise, it is required.)

Grade Level **11**

Gender * **Female**

Level **2 - Senior - comprehensive member, grades 10-12**

Special Needs

Volunteer/Evaluator?

Next >>

If you have questions about registration, please contact MU Conference Office at 573-882-8320.

FCCLA

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You need to complete all of the information associated with this student including, shirt size and gender. The grade should pull from the affiliation system and you should not be able to change it. At the bottom of the page is a black Next button.

The next screen (Items) will look similar to this:

FCCLA 2017 Missouri FCCLA State Leadership Conference

REGISTRATION | Back to Registration List | Finish Processing Later

Help | Participant Info | Items | Events | Volunteer | Questions

LOG OUT | Review

Back to Admin

Select for McKenna Stumph

Description	Price	Quantity
Additional T-shirt		
Large	\$15.00	0
Medium	\$15.00	0
Small	\$15.00	0
X-Large	\$15.00	0
XXL (2XL)	\$15.00	0
XXXL (3XL)	\$15.00	0
XXXXL (4XL)	\$15.00	0

<< Back | Next >>

If you have questions about registration, please contact MU Conference Office at 573-862-8320.

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This screen is specifically to order **EXTRA** t-shirts. Remember that all paying participants will receive a t-shirt; you will only need to add this if you wish to purchase extra shirts. Click next

(Continued on next page)

Your next screen will look similar to this:

2017 Missouri FCCLA State Leadership Conference

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions
Review				

Select Events for McKenna Stumph
 Team # should remain 1 unless you are sending more than one team to compete in the same event.
[Click here for help with Teams](#)

Event Name	Max. # of Entries Per Chapter	Select	Team #	Questions
STAR				
Advocacy (Postsecondary) - Event Locked	3 Individuals or Teams	<input type="checkbox"/>	1	Student will be participating in state STAR events at State Leadership Conference? Please Select... Student will be participating in national STAR event at the National Leadership Conference in July? I am aware that costs for the National Leadership Conference will be more than \$1000 per person, including registration, transportation, hotel and food. Please Select...
Advocacy (Senior) - Event Locked	3 Individuals or Teams	<input type="checkbox"/>	1	Student will be participating in state STAR events at State Leadership Conference? Please Select... Student will be participating in national STAR event at the National Leadership Conference in July? I am aware that costs for the National Leadership Conference will be more than \$1000 per person, including registration, transportation, hotel and food. Please Select...
Applied Math for Culinary Mgmt (Senior) - Event Locked	3 Individuals or Teams	<input type="checkbox"/>	1	Student will be participating in state STAR events at State Leadership Conference? Please Select... Student will be participating in national STAR event at the National Leadership Conference in July? I am aware that costs for the National Leadership Conference will be more than \$1000 per person, including registration, transportation, hotel and food. Please Select...
Career Investigation (Senior) - Event Locked	2 Individuals	<input type="checkbox"/>		Student will be participating in state STAR events at State Leadership Conference? Please Select... Student will be participating in national STAR event at the National Leadership Conference in July? I am aware that costs for the National Leadership Conference will be more than \$1000 per person, including registration, transportation, hotel and food. Please Select...
Chapter in Review Display (Senior) - Event Locked	1 team of 1 to 3 Individuals	<input type="checkbox"/>	1	Student will be participating in state STAR events at State Leadership Conference? Please Select... Student will be participating in national STAR event at the National Leadership Conference in July? I am aware that costs for the National Leadership Conference will be more than \$1000 per person, including registration, transportation, hotel and food. Please Select...

You will not be able to make any changes to event selection. You will need to answer the custom questions for the specific event they are registered for. The custom questions are the same for each event. These questions take the place of the participant authorization forms. You will not be able to proceed without answering these questions. If you see an error with the event they are registered for you will need to contact the state adviser. Click next

(Continued on next page)

Your next screen will look similar to this:

FCCLA 2017 Missouri FCCLA State Leadership Conference

REGISTRATION | Back to Registration List | Finish Processing Later

Help | LOG OUT | Back to Admin

Participant Info | Items | Events | Volunteer | Questions

Review

Is this student a Chapter Officer?
Yes

Is this student a 2017-2018 Regional Officer?
Yes

Is this Student a Graduating Senior?
No

BACK | NEXT

If you have questions about registration, please contact MU Conference Office at 573-882-8320.

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You will need to answer these questions as well. Click next

Your next screen will look similar to this:

FCCLA 2017 Missouri FCCLA State Leadership Conference

REGISTRATION | Back to Registration List | Finish Processing Later

Help | LOG OUT | Back to Admin

Participant Info | Items | Events | Volunteer | Questions

Review

Review Information for: McKenna Stumph

Participant Info

First Name McKenna
MI
Last Name Stumph
Participant Type Student
Grade 11th
Level 2 - Senior - comprehensive member, grades 10-12
Gender F
Special Needs

No Items Purchased

Event Entries

No Events Selected

Custom Questions & Answers

Question Number	Question	Answer
1	Is this student a Chapter Officer?	Yes
2	Is this student a 2017-2018 Regional Officer?	Yes
3	Is this Student a Graduating Senior?	No

BACK | Finish Editing

If you have questions about registration, please contact MU Conference Office at 573-882-8320.

FCCLA

This screen is simply a review of all of the information you have entered for this student. When you are done click finish editing and it will take you out to the list of students again. Please complete this for all STAR Event participants.

(Continued on next page)

When you have finished your registration and view it, near the bottom you will see a section that looks similar to this:

The screenshot shows a registration summary page with several tables. At the top, there are navigation tabs: Membership, Car Reservations, DLG Web Portal, deintrinet.dese.state.mo.gov, Amazon Music Library, ETA - Pay Period Summary, E Group - Promotion, Core Data, and FCCLA | Missouri Department of Education. The main content area is divided into sections for different participants. Each section has a 'Description' and 'Total' column. The participants listed are Ivory Shikles (Current State Officer), Kyleigh Skoufos (Student), and McKenna Stumph (Student). Below these, there is a section titled 'Participants Not Registered in an Event' which lists Hein, Angelina (Incoming State Officer), Shikles, Ivory (Current State Officer), and Stumph, McKenna (Student). This section is circled in red. Below that is a section titled 'Event / Name' which lists various events and participants, including 'Character Review Portfolio (Senior) Lvl: 2', 'Focus on Children (Senior) Lvl: 2', 'Interpersonal Communications (Senior) Lvl: 2', and 'Job Interview (Senior) Lvl: 2'. This section is circled in green. At the bottom of the page, there is a footer with the text 'If you have questions about registration, please contact MU Conference Office at 573-882-8320.' and the FCCLA logo.

Description	Total
Current State Officer	\$0.00
TOTAL for Ivory Shikles	\$0.00

Description	Total
Student	\$75.00
TOTAL for Kyleigh Skoufos	\$75.00

Description	Total
Student	\$75.00
TOTAL for McKenna Stumph	\$75.00

Participants Not Registered in an Event

- Hein, Angelina (1026009) Incoming State Officer
- Shikles, Ivory (1026008) Current State Officer
- Stumph, McKenna (1026010) Student

Event / Name

- Character Review Portfolio (Senior) Lvl: 2
 - Kearns, Erin - Team # 1 (1026032) Student
- Focus on Children (Senior) Lvl: 2
 - Larm, Tiffany - Team # 1 (1026034) Student
 - Lutz, Rachel - Team # 1 (1026035) Student
 - Skoufos, Kyleigh - Team # 1 (1026033) Student
- Interpersonal Communications (Senior) Lvl: 2
 - Hollandsworth, Michalynn - Team # 1 (1026036) Student
- Job Interview (Senior) Lvl: 2
 - Floyd, Jessica (1026023) Student
- Leadership (Senior) Lvl: 2
 - Wright, Jameshia (1026038) Student

All of your STAR Events participants should show up in the box labeled Event/Name (in the green circle above) If you look at the team numbers in each event you can tell which students have been grouped together as one team because they will have the same team number.

Any students who are attending for another purpose should be listed under the box that says Participants Not Registered in an Event (in the red circle above)