2016-2017 Step-by-Step Affiliation Instructions

1. Log into the FCCLA portal using the following link: https://affiliation.registermychapter.com/fccla#
   - Your 5 digit chapter ID is your Username.
   - Your password is something you have created. National FCCLA cannot view or update your password. You may select the black **Forgot Password** button and your password will be emailed to you.
   - If you are unaware of your chapter ID or cannot retrieve your password, please contact your state adviser.

2. After logging in, the first screen that appears will be a page to confirm your chapter information. Please review your Chapter Membership Type, Original Chapter ID, and Student Password information. The student password is automatically set to **fccla** and does not need to be changed.

3. Please enter your Principal's First Name, Last Name and Email – We are collecting this information so that we can recognize teachers and students for outstanding work and notify administrators of important FCCLA information.

4. Please select the highest grade level for your chapter using the drop down arrow.
   - This will be the highest grade level in which students can still participate within FCCLA within your chapter.

5. Please select one of the options on how to treat your graduating members. Your options are listed and described below.
   - Move onto the same chapter- All students moving onto the same school and same chapter.
   - Eligible for Alumni & Associates – This option is for students who have already graduated from the 12th grade at your school.
   - Move onto various chapters- This option is for students who have graduated from your school and are moving on to various chapters in various schools. This option is most often used when middle school students will be moving on to various high schools.

6. Once the information on the confirmation screen is complete, select the black **Confirm** button in the left hand corner.

7. Once you are logged into your chapter, select the red **Graduate** button on the top left hand side.

8. Please graduate all applicable students out of your chapter (i.e. if an 8th grader graduated from your school and moved on to high school or if a 12th grader graduated from high school and moved on to college, etc.). To do so, you will either need to select the black **Select All** button on the left hand side, or individually select the students who graduated from your school in the previous school year.
   - Please double check that you are graduating your students to the correct location by looking at the Graduating School column. If you realize you have the incorrect location, you can click the **Select** button, located under the **Change Destination** column, and relocate the student to the correct location. If you graduated your students to various schools, you will need to select the location for each student you are graduating.
   - For students who are graduating from high school and are moving to Alumni & Associates, please update the student's email address to one being used after high school using the Post-Graduation Email box.

9. Scroll down and select the **Graduation Completed** button.

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10. A pop up message will appear asking whether you are done graduating. If all information is correct and you are ready to move on, select the **Yes** button.

11. Select the red **Edit Chapter Members** button.   **Edit Chapter Members**

12. Please update all necessary information, including the student's grade, Individual Affiliation Type, Member Title, Email and Cell phone.
   - To update the grade for all students in your chapter, you can use the Bulk Grade Rollforward button.   **Bulk Grade Rollforward**

    - If you need to drop a student from your chapter, now would be the time to do so using the black **Drop** button on the far right hand side of the screen. *Note: you may need to open your browser wider to view the button.*   **Drop**
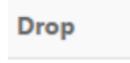
13. Once all information is updated, scroll down and select the black **Bulk Edit Complete** button on the left hand side.   **Bulk Edit Complete**
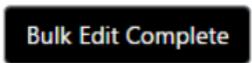
14. A pop up message will appear. If all information is correct and you are ready to move onto the next step up the process, you should select the **Yes** button.

15. **To Add Chapter Members:**

    1. Select the **Add Chapter Members** button. You will have two options for how to add your chapter members.   **Individual Member Entry**   **Bulk Member CSV Entry**
    2. For an Individual Entry, select the **Individual Entry** button.
    3. Fill out all required information in the red outlined boxes.   **Save And Finish | Save And Add Next Member**
    4. Scroll down and select either the **Save and Finish** button or the **Save and Add Next Member** button.
        - **Save and Finish-** select this button if you are done adding students to your chapter.
        - **Save and Add Next Member-** If you would like to save the student you have just entered into the system and have more students to add to your chapter.

    1. For Bulk Member CSV Entry, select the **Bulk Member CSV Entry** button.
    2. Fill out all required information in the fields. You may need to open your browser wider or zoom out to see everything.
    3. You can also download the CSV file from this page and complete the required information in each column for your students. Once the information is complete in the CSV file, highlight all the student information and use the Ctrl + C function to copy the data. Then go back to the FCCLA Portal and place your mouse cursor in the first Prefix box. Once your mouse is here, use the Ctrl + V function to paste your data into these boxes. If all information was completed correctly, the data should appear in the correct columns.
    4. Once all data is entered, Select the **Save** button then the **Confirm** button. *Note: the Export Data button will extract the information you have entered on your screen and download it to your computer. This button will not save the data into the system.*

16. Select the students you would like to submit for affiliation by using the select all button or individually selecting those you would like to appear on an invoice.   **Select All**
    NOTE: Advisers should check the advisers tab before submitting. Please double check that advisers no longer with the chapter are made inactive so that they do not appear on your invoice.   **Select**

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NOTE: Once you submit for a student and the name appears on an invoice, you are required to pay for the student. We do not edit invoices or do substitutions for affiliation. Please double check that you do not have duplicate students in your chapter. Please make sure you have collected all funds before submitting for your students.

17. Select the red **Submit Affiliation** button. Please verify the amount the system has calculated is correct **BEFORE** selecting the **Confirm** button.

    - If you have students under the age of 13, you will need to select the **Confirm Consent Form** button before submitting. Once you click on the button, you will select the students you have the consent form from and select the save button. Please keep the parent consent forms for your records.

    - The **Export** button will extract the information displayed on your screen and download it as a PDF to your computer. Downloaded membership fee information may be used for attaining a PO. Exporting the data will not create an invoice for your chapter. You must select the Confirm button in order to produce an invoice for the 2016-2017 affiliation year.

18. After you have confirmed the total is correct, you will have the option to View your Invoice(s), Pay your Invoice(s), or to Pay your Invoice(s) Later.

    - **View Invoice-** this will take you directly to your invoice where you can view all detailed information and print off the invoice.

    - **Pay Invoice** – this will take you directly to where you can pay using a Credit Card or enter in your PO number.

    Note: A PO is not a form of payment, but rather a promise to pay an invoice. Students will not be affiliated FCCLA members until a check or credit card payment is received by National FCCLA.

    - **Pay Invoice(s) Later**- this will exit the screen and just keep you on the Members tab.

Please send all payments to the address that appears on the top of your invoice.