

FCCLA Adviser starter guide



I'm an FCCLA Adviser starting a LifeSmarts team. What do I do?

For Advisers NEW to LifeSmarts:

1. Register yourself as a LifeSmarts coach.
 - To begin, read this document: [How to Register, Log-in and Compete Online](#).
 - Visit <https://lifesmarts.org/> and click the register button in the upper righthand corner.
 - Read the coach prompts on the right-hand side before entering your information and select “Coach” as your role from the drop-down menu.
 - Complete the registration process and login. The “Home” Dashboard will appear
2. Create a team.
 - Click the “manage users” tab, then teams, then the “new team” button. Select FCCLA as team type. Coaches may create as many teams as they like.
3. Have your students register at <https://competition.lifesmarts.org/register>.
 - Once registered, students will be taken to a competition dashboard.
 - Click the “my teams” tab to join a team. Students should look for their coach and team in the list and click the “join” button to join the team. A student may only be on one FCCLA team.
 - To logout, click on the round icon in the upper righthand corner that bears your initials.
4. Appoint one student on each team as the Team Captain.
 - Quizzes for special competitions like FCCLA will be under the “Quizzes” tab rather than the competitions tab.

For RETURNING Advisers who registered during the last two seasons:

1. Login at <https://lifesmarts.org/>.
 - On the instructor dashboard, click on Manage Users, then Users. This brings up a list of your students who are registered.
 - For each student, click on the pencil icon and update their AGE and GRADE and make any other changes to address, phone or email. Once all changes are made, click UPDATE before exiting.
2. Click on Manage Users, then Teams. Click on the name of each individual team. This displays the name of the students on that team.
 - If a student should be moved to another team, you may click the X to remove them from their current team.
 - If a student has graduated, move them to alumni. If a student is no longer with the team, move them to inactive
 - On the team you want to add a student to, click on the ADD MEMBER button, find the students' name in the list, then click the ADD button following their name. **Note: All of your students should be registered with LifeSmarts before you make this adjustment.**
 - If you need to make additional changes to the team, click on the pencil icon at the end of the team listing, make any adjustments needed, then click the Update button at the bottom.





What's the difference between the team types?

FCCLA stands for the FCCLA/LifeSmarts Knowledge Bowl.

FCCLA teams can compete in the FCCLA /LifeSmarts Knowledge Bowl. In Knowledge Bowl, the national champion is crowned at the FCCLA National Leadership Conference every summer. Teams of five students (one Captain/ 4 members) take the FCCLA Level 1 TeamSmarts quiz online, and the 40 teams with the highest scores move on to the live, in-person competition at the National Leadership Conference.

FCCLA teams from both middle and high school can compete in FCCLA/LifeSmarts Knowledge Bowl. Visit <https://lifesmarts.org/fccla/> to learn more.

Varsity teams compete in the signature LifeSmarts competition.

Teams of at least 5 students take quizzes online and (depending on the team score) can qualify for their state Varsity Championship or Junior Varsity Championship. Any number of students may participate on an online team, making it ideal for classrooms. However, teams advancing to live competitions are comprised of five members. Varsity competitions are open to all high-school students in grades 9-12, and competition may be against teams not affiliated with FCCLA (such as public & private schools, other youth organizations, etc.). Likewise, Junior Varsity is a version of the Varsity competition, but open to students in grades 6-8. Varsity level teams can advance to the National LifeSmarts Championship. JV teams can advance to their online JV National LifeSmarts Championship.

Can the same students compete in both FCCLA/LifeSmarts Knowledge Bowl and LifeSmarts Varsity or Junior Varsity Competitions?

Of course!

You'll have to add Varsity as a team type to your FCCLA team(s), but students can be part of one Varsity and one FCCLA team. The questions are different for FCCLA and Varsity events, but are similar in style and format.

There's no penalty; in fact, it's a great way to practice!

Please click the "Contact Us" link in the upper-right corner of the home page if you have any questions

LifeSmarts FCCLA TeamSmarts Challenge Awards

FCCLA chapters can win monthly TeamSmarts Challenge awards! Register your team at [LifeSmarts.org](http://lifesmarts.org); the top-scoring team FCCLA team will receive a \$100 cash prize! The TeamSmarts quizzes are open each month from September – February. Learn more about TeamSmarts here <http://lifesmarts.org/teamsmarts/>. Teams may win one TeamSmarts award per year.

