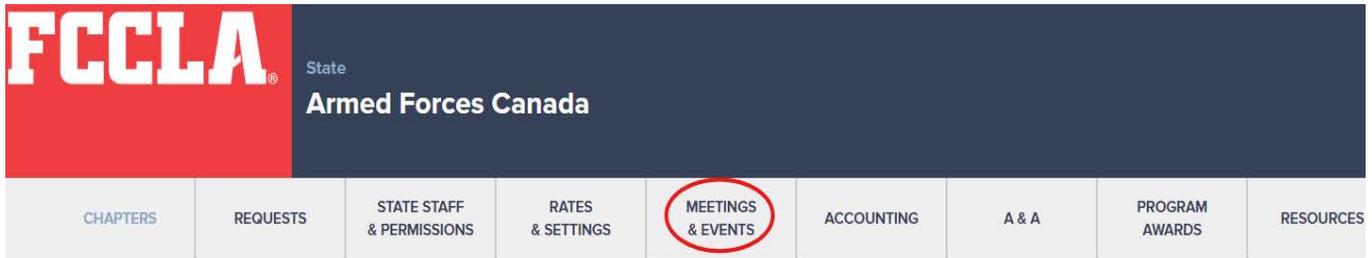# REGISTERING FOR ONLINE STAR EVENTS

Step by Step – How to register a member for an Online STAR Event
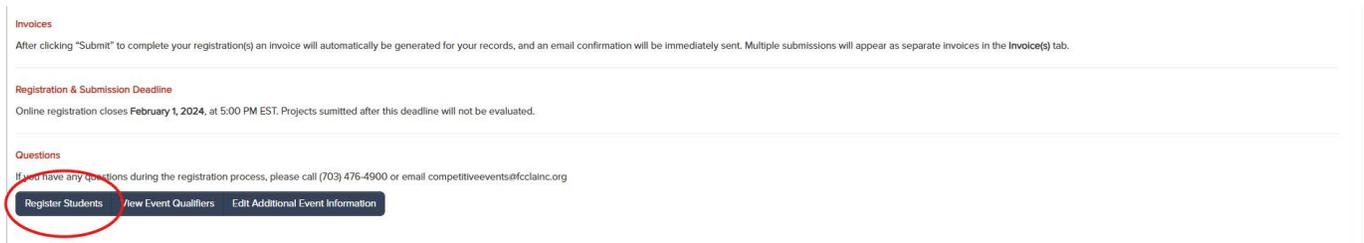
1- Login to the FCCLA portal and select the blue "Meetings & Events" tab; this will take you to the available registrations.

2- You will then select **"Online STAR Event Registration & Submission."**

3- Next, you will be taken to the screen shown below, this is where you will be able to register members for their Online STAR Event. Click **"Register Students."**

4- Next, you will be taken to the registration screen, which allows you to select which student you would like to register. Please note that only affiliated students will populate on this list. Select the student and click "continue."

5- The name verification screen will pop-up. Make sure the spelling is correct for the specific member you've selected. **If everything is correct, select OK.** If not, you can submit a name change to correct the students' information.

Name Verification

Before you continue to register, be sure to double-check the spelling of your student's name. The spelling of the name that appears here will be how the name will be listed on the in-person name badge.

Click '**OK**' if the name is correct and continue with registration.

Click '**Submit Name Change**' to change the spelling of the student's name. You will be directed back to the **Members** tab. Next click on the **Edit Pencil** icon next to the student's name you are trying to change. Then select the black **Request Name Change** button located at the top. Fill out the correct spelling of the name and select **Save**. The request will go to your state adviser. After the state adviser approves the request, the name will be updated for affiliation and all meetings.

Click '**Download Name Change Instructions**' to download the instructions to save for later.

If you have any questions on this process, call 703-476-4900 or email membership@fcclainc.org.

[Download Name Change Instructions] [Submit Name Change] [Ok]

6- Once you select OK above, you will be taken to the student profile screen, where you will need to enter and verify the specific member's information. You will need their cell phone number, email, and badge title. In order to move to the next screen, you will need to select the "Student Email Verified" box and then click next.

7- Next, you will select which Online STAR Event they would like to participate in. On this screen, i**t gives you the option to select the specific event as well as which team they will be a part of (if applicable).** For this portion, you need to make sure that you select the correct team # for each student. For example, if students Jack and Jill were competing on a team together and Taylor and Travis were competing individually, you would select team A for both Jack and Jill and select team B for Travis and team C for Taylor. Even if students are in different levels, they must have different team # if competing separately. After selecting the team #, **you will include the project URL and select "next."** If it is an individual event, a team number will not be required.

** Please Note- You can submit the project's URL even if the project is incomplete. The URL address for their project should not change. Participants have from now until the registration deadline to make any changes; no changes can be made to the project after the registration deadline until the Top 20 are announced. **Please test your URL to make sure it is accessible to an outside source- to test this, you can open up an incognito browser and paste your URL. If your link works, you are all good to go.**

8- Once you choose the event and input the URL, select next, and you will be brought to the confirmation screen. Please ensure that all the information is correct and that you are registering your member for the correct event. Once you have checked everything is correct, you will select "finish."

9- You will then be brought back to the screen below. Repeat the process if you have additional competitors. Once you have all students registered, **select all and click the red "Accept Disclaimers" button.**

10- When you get to this screen, you will need to read the information, scroll all the way to the bottom and then select **"I have read and agree to the Rules & Regulations, FCCLA Acceptance Policy and the FCCLA Cancelation Policy"** as well as clicking **"confirm."** Also, if you would like, you can put your email into the optional space if you would like to receive a copy of the rules and regulations.

11- Next, you will need to select all and click the red "Submit Registration" button; this will be one of the final steps to registering your students.

12- Once you select "Submit Registration," the confirmation screen will pop-up. This screen is where you are able to view how much your balance will be for this event and select **"Create Invoice."**

13- You will then get this message where you are able to select if you want to **"view your invoice" or "pay invoice,"** which will then bring you to the portal to pay your balance. You can access this in your portal at any time to make this payment. **All payments are due by March 1. Members who are on an unpaid invoice will not receive their scores or rubrics and will be ineligible to advance to the National Leadership Conference.**

Pay Or View Invoice(s) Now?   ×

View Invoice(s)

Pay Invoice(s)

Pay Invoice(s) Later

Close