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.

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

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ONLINE STA	AR EVENT REGIST		MISSION								
A Affiliation System	m Administration				© 2001-2023, DL	.G Enterprises, Inc.					

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."**

Online STAR Events - Preliminary Round Registration	Converence Information Registered Attendees 0 Pending Attendees 0 Unsubmitted Attendees 0 Cancelled Attendees 0
Thank you for your interest in Online STAR Events. To enter, you must complete the following registration form by February 1, 2024. The project must also be posted and avail	lable for evaluation by February 1, 2024.
registration fee of \$25 per participant is required for participation.	
CCLA Chapter Website - an individual or team event, recognizes participants who use a chapter website to educate, inform, and involve members and the general public abo	ut the importance of the family and consumer sciences program and the FCCLA chapter.
21gital Stories for Change - an individual or team event, recognizes participants who demonstrate their knowledge, skills, and ability to actively identify an issue concerning far or positive change. The topic for 2023-2024 is the National FCCLA Stand Up program. Participants may choose to focus on any of the units within the program.	nilies, careers, or communities, research the topic, and develop a digital story to advocate
nstructional Video Design - an individual or team event, recognizes participants who demonstrate their knowledge, skills, and abilities to research, plan, and create an instructi	onal video to deliver content as part of a lesson or unit of instruction.
tED Talks on Education - an individual event recognizing participant(s) who prepare and deliver a TED Talk-style presentation on an education related-topic based on the annu	ual scenario.
fer clicking "Submit" to complete your registration(s) an invoice will automatically be generated for your records and an email confirmation will be immediately sent. Multiple sub	missions will appear as separate invoices in the Invoice(s) tab.
Dnline registration closes February 1, 2024, at 5:00 PM EST.	
you have any questions during the registration process, please call (703) 476-4900 or email competitiveevents@fcclainc.org	
Register Advisers Register Students Edit Additional Event Information	

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."**

ONLINE STAR EVENT REG	SISTRATION & SUBMISSION		
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Back			
Thank you for your interact in	n Online STAP Suents. To enter you must complete the following regi	tration from by Sabryary 1, 2024. The project must also be posted and available	e for evaluation by February 1, 2024
A registration fee of \$25 per	participant is required for participation.		e tor evaluation by residual y 1, 2024.
FCCLA Chapter Website -	an individual or team event, recognizes participants who use a chap	er website to educate, inform, and involve members and the general public about th	e importance of the family and consumer sciences program and the FCCLA chapter.
Digital Stories for Change for positive change. The topic	 an individual or team event, recognizes participants who demonst c for 2023-2024 is the National FCCLA Stand Up program. Participan 	ate their knowledge, skills, and ability to actively identify an issue concerning families is may choose to focus on any of the units within the program.	, careers, or communities, research the topic, and develop a digital story to advocate
Instructional Video Design	${f n}$ - an individual or team event, recognizes participants who demons	rate their knowledge, skills, and abilities to research, plan, and create an instructiona	video to deliver content as part of a lesson or unit of instruction.
RED Talks on Education - a	an individual event recognizing participant(s) who prepare and delive	r a TED Talk-style presentation on an education related-topic based on the annual se	cenario.
After clicking "Submit" to con	nplete your registration(s) an invoice will automatically be generated	for your records and an email confirmation will be immediately sent. Multiple submis	sions will appear as separate invoices in the Invoice(s) tab.
Online registration closes Feb	oruary 1, 2024, at 5:00 PM EST.		
If you have any questions dur	ring the registration process, please call (703) 476-4900 or email com	petitiveevents@fcclainc.org	
Select Students			
Select All			
Select	First Name	Last Name	Grade
• 📩	Joey	Vanek	10
	Diana	Criste	11
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 X
	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 ' \mathbf{OK} ' if the name is correct and continue with registration.
e	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.
1	Click 'Download Name Change Instructions' to download the instructions to save for later.
r	If you have any questions on this process, call 703-476-4900 or email membership@fcclainc.org.
ir	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.

EGISTER STUDENT: DIANA CRIISTE		
PROFILE Name: Diana Criste		
Home Phone	Cell Phone	
Home Phone	(123) 456-7890	
Email	Estudions Excell Variation 2	
dcriste@fccla.com	Student Email Verified 🖬	
Badge Title		
State Officer	~	
Registration Rates	\star	
Registration (\$0.00) Online STAR Events - Level 1		_
	Register Later	Next

7- Next, you will select which Online STAR Event they would like to participate in. On this screen, it 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. 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 15 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.

OMPETITIV he deadline f	/E EVENTS for submission and project cor ded for chapter website entrie	mpletion of Prel s.	iminary entrie	es is 5:00 P	PM EST on Febru	uary 1, 202	4. No preliminary entries may be c	hanged between February 1 and March 15, 2024. Updates to calendars and other time-sensitive information ma
Select	Event Name	Category	Event Type	Level	Team Number Team # This Individual Is On	Price	Date/Time	Additional Information
	Digital Stories for Change (8:00 am-5:00 am)	Online STAR Event	Team	3	Selec 🗸	\$25.00	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 am	Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook o YouTube page. List the project URL below.
	FCCLA Chapter Website (8:00 am-5:00 pm)	Online STAR Event	Team	3	Selec 🗸	\$25.00	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 pm	Only ONE entry per chapter. Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook or YouTube page. List the project URL b
• 🛧	Instructional Video Design (8:00 am-5:00 pm)	Online STAR Event	Team	3	Selec V Select A B	*	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 pm	Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook o YouTube page. List the project URL below.
	RED Talks on Education (8:00 am- 5:00 am)	Online STAR Event	Individual	3	C D E F	\$25.00	Monday, February 12th, 2024 8:00 am - Friday, February 16th, 2024 5:00 am	Project site must be PUBLIC and the URL provided links DIRECTLY to project page. Do not use a general school web address, e.g., www.myschool.edu. DO NOT link project to a chapter Facebook of You Tube page.

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."

CONFIRMATION					
Plana animu all attandas ancistatio	u information for anomaly before slishing the "Finish" bu				
Flease review an attendee registratio	of mormation for accuracy before clicking the pinish bu	itton.			
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ricese de advised tridt your registration i	rever complete unaryou click oddmit, to complete the registrat	1011.			
PROFILE Name: Diana Criiste					
Home Phone:		Cell Phone: (12	(3) 456-7890		
Home Phone: Email: dcriste@fccla.com		Cell Phone: (12	(3) 456+7890		
Home Phone: Email: dcriste@fccla.com Badge Title: State Officer		Cell Phone: (12	(3) 456-7890		
Home Phone: Email: dcriste@fccla.com Badge Title: State Officer Item	Description	Cell Phone: (12 Date/Time	(2) 456-7890 Quantity	Amount	Total
Home Phone: Email: dcriste@fccla.com Badge Title: State Officer Item Registration	Description Registration	Cell Phone: (12 Date/Time	(3) 456-7890 Quantity 1	Amount \$0.00	Total \$0.00
Home Phone: Email: dcriste@fccla.com Badge Title: State Officer Item Registration Competitive Event	Description Registration Online STAR Event	Cell Phone: (12 Date/Time	Quantity 1 1	Amount 50.00 525.00	Total \$0.00 \$25.00
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Home Phone: Email: dorite@fcda.com Sadge Title: State Officer Item Registration Competitive Event Special Code:	Description Registration Online STAR Event	Cell Phone: (12 Date/Time	Quantity 1 1	Amount \$0.00 \$25.00	Total \$0.00 \$25.00 \$25.00 TOTAL \$25.00

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.

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Chudrant Manshara	Joev		Vanek	۲	1			×	
	Badge Title State Officer Student Member	Badge Title First Name State Officer Diana Student Member Joey	Badge Title First Name Middle Initial State Officer Diana Student Member Joey	Badge Office First Name Middle Initial Last Name State Officer Diana Criste Student Member Joey Vanek	Badge Title First Name Middle Initial Last Name View State Officer Diana Criste Image: Criste	Badge Title First Name Middle Initial Last Name View Edit State Officer Diana Criste Image: Criste <td< td=""><td>Badge Title First Name Middle Initial Last Name View Edit Add Items State Officer Diana Criste Image: Criste Image:</td><td>Badge Title First Name Middle Initial Last Name View Edit Add Items Volunteering State Officer Diana Criste Image: C</td><td>Badge Title First Name Middle Initial Last Name View Edit Add Items Volunteering Leadership Academy Schedules Delete Resend C State Officer Diana Criste Image: Cristee Image: Cristee</td></td<>	Badge Title First Name Middle Initial Last Name View Edit Add Items State Officer Diana Criste Image:	Badge Title First Name Middle Initial Last Name View Edit Add Items Volunteering State Officer Diana Criste Image: C	Badge Title First Name Middle Initial Last Name View Edit Add Items Volunteering Leadership Academy Schedules Delete Resend C State Officer Diana Criste Image: Cristee Image: Cristee

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.

Dis	CLAIMERS)
lea	ase Scroll To Bottom	
	By submitting an Online STAR Event entry, you grant FCCLA the right to share this project, for the purpose of evaluation, with volunteer evaluators. All digital project settings must be made "public" in order for volunteers to access the projects for evaluation purposes.	•
	EMAIL CONSENT	
	I agree to receive electronic correspondence (emails) from FCCLA for myself and anyone I register regarding the digital project. Emails may be sent to request project information, and to share event results and scoring materials.	
	REFUNDS	
	 As with other national STAR Events, refunds are not available for Competitive Events registration. Refunds for projects not completed by February 1, 2024 are not available. In cases where payment has not been made the cancellation policy remains the same. Your chapter will still be responsible for the balance. 	
	Email Rules And Regulations to Adviser, and an additional (optional) email:	
1	I have read and agree to the Rules & Regulations, FCCLA Acceptance Policy and the FCCLA Cancellation Policy	
	Conf	īrm

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.

ONLINE	STAR EVENT RE	EGISTRATION & SUI	BMISSION							
										Conference Information
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FCCLA C	hapter Website	- an individual or tear	n event, recognizes	participants who use	a chapter website	o educate, i	nform, and i	volve members	and the general publi	lic about the importance of the family and consumer sciences program and the FCCLA chapter.
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After click	king "Submit" to co	omplete your registrat	on(s) an invoice will	automatically be gene	erated for your rec	ords and an	email confin	nation will be im	mediately sent. Multip	ple submissions will appear as separate invoices in the Invoice(s) tab.
Online re	gistration closes F	ebruary 1, 2024, at 5:0	0 PM EST.							
If you hav	ve any questions d	luring the registration	process, please call (703) 476-4900 or em	ail competitiveever	nts@fc <mark>r</mark> lainc	.org			
Registe	er Advisers Re	gister Students Ed	lit Additional Event	Information Sub	mit Registration		•			
Unsele	ct All									
PLEASE	READ AND ACC	EPT THE DISCLAIM	ERS THEN SELECT	THE ATTENDEES Y	OU WISH TO AP	PEAR ON 1	THE SAME I	NVOICE, THEN	CLICK SUBMIT REG	GISTRATION
Status	User Type	Badge Title	First Name	Middle Initial	Last Name	View	Edit	Add Items	Volunteering	Leadership Academy Schedules Delete Resend Confirmation
	Student	State Officer	Diana		Criste	۲	1			×
	Student	Chapter Officer	Joey		Vanek	۲	1			×

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."

item	Misc Product Notes	Unit Price	Quantity	Amount
Registration		\$0.00	1	\$0.00
Instructional Video Design	Monday, February 12th, 2024 8:00 am - 5:00 pm	\$25.00	1	\$25.00
Instructional Video Design	Monday, February 12th, 2024 8:00 am - 5:00 pm	\$0.00	1	\$0.00
- 10 10 - 10 - 10 - 10 - 10 - 10 - 10 -	tion button, you are advanian to register and pay the total chara	es noted above for sele	ected members	. Once a
By clicking the Submit Registrat members have been been subr registration fees, please Close t want to submit the selected me	mitted for registration, the member cannot be deleted. If the ab this window and contact your state adviser for more information embers.	oove balance is not in lii on FCCLA registration	ne with your ar rates. Click Co	nticipated nfirm if you

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.**

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