

**2021 Annual State Virtual Leadership Conference Registration
Step-by-Step Instructions**

Only Register ONE School per registration

Registration Fees: \$500 per school

Deadline Information

Deadline to register Chapter for CA FCCLA Virtual State Leadership Conference, **Friday April 2**. Once your Chapter has been registered for the Virtual SLC, you will receive a registration email from one of the CA FCCLA SLC team members. Included in that email will be your Chapter Member list from the National FCCLA database. Please take the time to review that list and confirm those Chapter Members that will be participating in the Virtual State Leadership Conference. You will need to confirm the **individual email address** for each Chapter Member participating, as that individual email address will grant them access to the Virtual State Leadership Conference (there CANNOT be two of the same email addresses). Deadline to submit the Chapter Member registration list is **Friday, April 9** (anything submitted after this date is subject to non-participation).

Registration Information

Thank you for registering your Chapter for the CA FCCLA Virtual State Leadership Conference, April 23-24, 2021. You will be receiving a registration email from one of the CA FCCLA SLC team members after registration is complete. Included in that email will be your Chapter Member list from the National FCCLA database. Please take the time to review that list and confirm those Chapter Members that will be participating in the Virtual State Leadership Conference. You will need to confirm the **individual email address** for each Chapter Member participating, as that individual email address will grant them access to the Virtual State Leadership Conference (there CANNOT be two of the same email addresses). Deadline to submit the Chapter Member registration list is **Friday, April 9** (anything submitted after this date is subject to non-participation).

Step 1 – Registration Link

<https://www.ca-fccla.org/state/registration>

Step 2 – Select your school from the drop-down list

Click Next

START REGISTRATION

IF YOU ARE USING INTERNET EXPLORER - STOP

Please use Firefox or Chrome

Select School / Chapter

Select...

OR CONTINUE WITHOUT A SCHOOL AFFILIATION

Next >

Step 2a – Non-Affiliated Chapter

Select –Non-Affiliated Chapter from the Drop-down menu and follow the instructions below.

START REGISTRATION

IF YOU ARE USING INTERNET EXPLORER - STOP

Please use Firefox or Chrome

Select School / Chapter

--Non_Affiliated Chapter-- - 0

IMPORTANT - Step 3 – Bypass all students in your list

Scroll to the bottom and click next

STUDENT SELECTIONS - CHAPTER

Select Participating Students

< Previous Next >

Step 4 – enter one advisor name

Enter **one** advisor name in the Registrant First Name and Registrant Last Name

Select Advisor from the drop-down

Select Full-Time (Teacher in training/Teacher Educators (this will generate the on-time \$500 registration fee)).

ADDITIONAL REGISTRANTS - CHAPTER

Registrant Details-Advisors Register Below

Select how many additional registrants would you like to register? Advisors you must register yourself and any additional help below.

1

Registrant First Name:

Registrant Last Name:

Type of Registrant:

Select Appropriate Event Type: Full-Time (Teachers in training/Teacher Educators)

Official Hotel:

ADDITIONAL PURCHASES - CHAPTER

Optional Items for Purchase

Item	Quantity	Price per
T-Shirt - SM	<input type="text" value="Amount to order"/>	\$15.00
T-Shirt - MD	<input type="text" value="Amount to order"/>	\$15.00
T-Shirt - LG	<input type="text" value="Amount to order"/>	\$15.00
T-Shirt - XLG	<input type="text" value="Amount to order"/>	\$15.00
T-Shirt - 2XL	<input type="text" value="Amount to order"/>	\$17.00
T-Shirt - 3XL	<input type="text" value="Amount to order"/>	\$17.00

Step 5 – T-shirt Purchase
Enter quantity for each size

ADDITIONAL PURCHASES - CHAPTER

Optional Items for Purchase

Item	Quantity	Price per
T-Shirt - SM	<input type="text" value="5"/>	\$15.00
T-Shirt - MD	<input type="text" value="Amount to order"/>	\$15.00
T-Shirt - LG	<input type="text" value="Amount to order"/>	\$15.00
T-Shirt - XLG	<input type="text" value="2"/>	\$15.00
T-Shirt - 2XL	<input type="text" value="Amount to order"/>	\$17.00
T-Shirt - 3XL	<input type="text" value="Amount to order"/>	\$17.00

Step 6 – Click the next button at the bottom of the page

Step 7 – Review the receipt page
You should only have ONE \$500 amount for the advisor
Enter in a valid email for receipt.

FINALIZE REGISTRATION - CHAPTER

PLEASE PRINT THIS PAGE FOR YOUR RECORDS PRIOR TO CLICKING FINALIZE
PLEASE REVIEW YOUR REGISTRATION, YOU HAVE THE OPTION TO MODIFY YOUR SELECTIONS BY CLICKING ON THE "MODIFY STUDENTS"

Confirm Selections

ADDITIONAL REGISTRANTS - [MODIFY REGISTRANTS](#)

Name	Registrant Type	Line Item(s)	Price(s)	Registrant Total
Tracy Brown	Advisor	Full-Time (Teachers in training/Teacher Educators)	\$500.00	\$500.00
				SECTION TOTAL: \$500.00

ADDITIONAL PURCHASES - [MODIFY PURCHASES](#)

Name	Quantity	Price Per	Item Total
T-Shirt - SM	5	\$15.00	\$75.00
T-Shirt - XLG	2	\$15.00	\$30.00
			SECTION TOTAL: \$105.00

TOTAL DUE: \$605.00

Process Payment

Please be sure that you have made all the appropriate selections.
IMPORTANT: If you are using PayPal to process your payment please have your PayPal information handy prior to clicking the finalize button. If you are at the PayPal screen and close the window your registration has not been accepted.

SELECT PAYMENT METHOD:

Check

EMAIL RECEIPT TO:

Questions:
Tracy Brown
916.806.4549 cell phone
tracyb@4arc.com or webmaster@ca-fccla.org