

## **CRE Entry Help Document**

**IMPORTANT- BEFORE YOU START:** The system is now **requiring** you to upload a permission slip and photo id for each student competitor. Please make sure that you have these items scanned, labeled correctly, and saved on your computer before you begin the registration process.

**You will not be able to register the student if you do not have these items uploaded.**

**SUGGESTION:** Copy machines today have the ability to scan a document and email these documents to you.

Save each students documents with the students name (e.g. janesmith\_permission.pdf and jansmith\_id.pdf ).

**You will have two documents per student. DO NOT compile them all into one document.**

Thank you in advance we are streamlining registration and verification of the student competitors.

## STEP ONE

- Login in with your “Email Address” and your “Chapter ID” Your Chapter ID needs to be gained from FCCLA. Your ”Chapter ID” is your “Password” for this site.

PLEASE LOG IN

<input type="text" value="Email"/>	<input type="text" value="Password"/>	<input type="button" value="Login"/>
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## STEP TWO

**Note: Disregard the n/a. This will be used later to identify placed students after events have been scored and who have placed will show a placement in the n/a column.**

After clicking the login in button in step 1 you will be redirected to the list of your students (below).

**If you do not see your students on this list or need to affiliate more students DO NOT PROCEED. Affiliate the missing students with FCCLA and then Email the [webmaster@ca-fccla.org](mailto:webmaster@ca-fccla.org) and provide the following information:**

- **School**
- **First Name**
- **Middle Initial (if applicable)**
- **Last Name**
- **Age**
- **Male or Female.**

- Click on the “Start Selection” button to begin the process.

## BUCHSER MIDDLE SCHOOL

Nancy Schlink  
1111 Bellomy Street Santa Clara, CA 95050



### STUDENTS

Student	CRE	State
Mickenzie Martin	n/a	n/a
Jason Bright	n/a	n/a
Luke Gonzalez	n/a	n/a
David Maldonado	n/a	n/a
Spencer Lepore	n/a	n/a
Ava Hartig	n/a	n/a
Sofia Kritikopoulos	n/a	n/a
Jose Gonzalez sosa	n/a	n/a
Solomon Holmes	n/a	n/a
Violeta Zavala zavala	n/a	n/a
Ethan Malonzo	n/a	n/a
Kimberly joy Hernandez	n/a	n/a

### CRE SELECTIONS

**Start Selection**

### STATE SELECTIONS

N/A

## STEP THREE

**Note: For the chapter events we will be having you fill out a separate form for those students who will be participating. Please select how many will be participating so we can invoice your school.**

- It is important that you make all the necessary selections prior to beginning this selection process.
- Select the categories in which you will be registering your students
- Click the “Save & Continue”

### CRE EVENT SELECTION

Save & Continue

WHICH EVENTS WILL YOUR STUDENTS BE PARTICIPATING IN?

Event	Select	Chapter Event Attendees
Chapter in Review Portfolio	<input checked="" type="checkbox"/>	2
Chapter Service Project Display	<input type="checkbox"/>	How many attending?
National Programs in Action	<input type="checkbox"/>	How many attending?
Parliamentary Procedure	<input checked="" type="checkbox"/>	8
Promote and Publicize FCCLA	<input type="checkbox"/>	How many attending?
Applied Math for Culinary Management	<input type="checkbox"/>	N/A
Culinary Arts	<input type="checkbox"/>	N/A
Entrepreneurship	<input type="checkbox"/>	N/A
Environmental Ambassador	<input type="checkbox"/>	N/A
Food Innovations	<input checked="" type="checkbox"/>	N/A
Hospitality Tourism and Recreation	<input checked="" type="checkbox"/>	N/A
Fashion Design	<input type="checkbox"/>	N/A
Illustrated Talk	<input type="checkbox"/>	N/A
Job Interview	<input type="checkbox"/>	N/A
Life Event Planning	<input type="checkbox"/>	N/A
Nutrition and Wellness	<input type="checkbox"/>	N/A
Recycle and Redesign	<input type="checkbox"/>	N/A

## STEP FOUR - A

Find your students listed and do the following for individual events.

- Select “Participating”
- Then select “Division”
- Once finished with an event move to the next event by scrolling up or down on the page

CRE EVENT SELECTION Save & Continue | CANCEL & Modify Events

APPAREL CONSTRUCTION - INDIVIDUAL EVENT

Student	Role	Division
Mickenzie Martin	Not Participating	Division...
Jason Bright	Not Participating	Division...
Luke Gonzalez	Not Participating	Division...
David Maldonado	Not Participating	Division...
Spencer Lepore	Not Participating	Division...
Ava Hartig	Not Participating	Division...
Sofia Kritikopoulos	Not Participating	Division...
Jose Gonzalez sosa	Not Participating	Division...
Solomon Holmes	Participating	Senior
Violeta Zavala zavala	Participating	Senior
Ethan Malonzo	Not Participating	Division...
Kimberly joy Hernandez	Not Participating	Division...

## STEP FOUR - B

Find your students listed and do the following for team events.

- Select the role “Primary”, Teammate, or Alternate
- Select the “Division”
- Select the “Team” – Meaning this is a group of students that are in Team 1, Team 2, and so on.

Student	Role	Division	Team
Mickenzie Martin	Primary	Senior	Team 1
Jason Bright	Teammate	Senior	Team 1
Luke Gonzalez	Teammate	Senior	Team 1
David Maldonado	Alternate	Senior	Team 1
Spencer Lepore	Primary	Senior	Team 2
Ava Hartig	Teammate	Senior	Team 2
Sofia Kritikopoulos	Not Participating	Division...	Team...
Jose Gonzalez sosa	Not Participating	Division...	Team...
Solomon Holmes	Not Participating	Division...	Team...
Violeta Zavala zavala	Not Participating	Division...	Team...

# STEP FIVE

**Note: if you click the “CANCEL & Modify Events” all events will be removed and you will have to start over.**

- Scroll back to the top once you are finished reviewing your selections.
- Click the “Save & Continue”

## CRE EVENT SELECTION

Save & Continue

CANCEL & Modify Events

Student	Role	Division
Mickenzie Martin	Not Participating	Division...
Jason Bright	Not Participating	Division...
Luke Gonzalez	Not Participating	Division...
David Maldonado	Not Participating	Division...
Spencer Lepore	Not Participating	Division...
Ava Hartig	Not Participating	Division...
Sofia Kritikopoulos	Not Participating	Division...
Jose Gonzalez sosa	Not Participating	Division...
Solomon Holmes	Participating	Senior
Violeta Zavala zavalala	Participating	Senior
Ethan Malonzo	Not Participating	Division...
Kimberly joy Hernandez	Not Participating	Division...

## STEP SIX

You will be redirected to the “Finalize Your Selections”



- This page will display the events that you have chosen and the total for this section.
- At this point you can go back and modify your selections if you have made a mistake in your selections.

### PERMISSION SLIP/PHOTO ID

- For each student click on the icon for the permission slip and upload the necessary document.
- For each student click on the icon for the photo id and upload the necessary document.

### FINALIZE CRE SELECTIONS

**FASHION DESIGN - INDIVIDUAL EVENT**

Student	Division	Role	Permission Slip	Photo ID
Leah Ellefson	Junior	Primary		

EVENT TOTAL: \$10.00 (\$10.00 PER PARTICIPANT)

TOTAL DUE: \$10.00

Once you finalize your CRE Selections, the only changes you will be allowed to make are flagging students as dropped from the event. Please ensure everything looks proper before finalizing.

PAYMENT METHOD:  
PayPal

**Finalize & Process Payment** | **Modify**

### PAYMENT

- Select from the drop down menu whether you will be paying with Paypal or with a check.
- **Once you select the finalize button you are done. You may not go back and edit. You will only be able to drop students. Please ensure that you have made the correct selections.**
- **If you chose Paypal you will be redirected to Paypal for payment. You do not have to have a Paypal account to pay with a credit card. Please look carefully at the Paypal options listed.**
- You will receive an email confirmation for your purchase.

“Thank you for your payment and registration. Please check your adviser email for your confirmation.”

- **Important: Print this page for your records prior to finalizing. You may log back in and**



# print your page. But this page gives a better snapshot of your selections.

## FINALIZE CRE SELECTIONS

<b>APPAREL CONSTRUCTION - INDIVIDUAL EVENT</b>			EVENT TOTAL: \$20.00 (\$10.00 PER PARTICIPANT)
<b>Student</b>	<b>Division</b>	<b>Role</b>	
Violeta Zavala zavala	Senior	Primary	
Solomon Holmes	Senior	Primary	
<b>FOOD INNOVATIONS - TEAM EVENT</b>			EVENT TOTAL: \$60.00 (\$10.00 PER PARTICIPANT)
<b>Student</b>	<b>Division</b>	<b>Role</b>	<b>Team</b>
Ava Hartig	Senior	Teammate	Team 2
Spencer Lepore	Senior	Primary	Team 2
David Maldonado	Senior	Alternate	Team 1
Luke Gonzalez	Senior	Teammate	Team 1
Jason Bright	Senior	Teammate	Team 1
Mickenzie Martin	Senior	Primary	Team 1
<b>PARLIAMENTARY PROCEDURE - CHAPTER EVENT</b> You selected 8 attendees.			EVENT TOTAL: \$80.00 (\$10.00 PER PARTICIPANT)
<b>CHAPTER IN REVIEW PORTFOLIO - CHAPTER EVENT</b> You selected 2 attendees.			EVENT TOTAL: \$20.00 (\$10.00 PER PARTICIPANT)

TOTAL DUE: \$180.00

Once you finalize your CRE Selections, the only changes you will be allowed to make are flagging students as dropped from the event. Please ensure everything looks proper before finalizing.

PAYMENT METHOD:

PayPal

Finalize & Process Payment

Modify

## School Receipt

School Receipt via email will look like this.

- The receipt will come from the following email address. no-reply@ca-fccla.org
- Note the receipt has the following information
- Chapter ID
- Where to send the check (if paying by check)
- How much is due and payable

# Invoice #13611-3

Thank you for registering for CA FHA-HERO CRE.

This email is to confirm your event selection.

You have selected to submit payment via a check. Be sure to send the payment as soon as you can to the following address:

P. O. Box 6, Galt, CA 95632-0006

The total amount due is \$70.00

You can review your selections at any time by visiting our website and logging in with your adviser information.

Thanks!

# STEP SEVEN

When you log back into the system you see that you can only make adjustments for dropping students. You will not be able to make any other adjustments.

### CRE EVENT SELECTION

**Save & Continue**

**You have finalized your CRE Selections. The only modifications you can make at this point is marking a student as dropped. Once dropped, the student can no longer participate.**

#### APPAREL CONSTRUCTION - INDIVIDUAL EVENT

Student	Role	Division	Dropped
Mickenzie Martin	Not Participating	Division...	<input type="checkbox"/>
Jason Bright	Not Participating	Division...	<input type="checkbox"/>
Luke Gonzalez	Not Participating	Division...	<input type="checkbox"/>
David Maldonado	Not Participating	Division...	<input type="checkbox"/>
Spencer Lepore	Not Participating	Division...	<input type="checkbox"/>
Ava Hartig	Not Participating	Division...	<input type="checkbox"/>
Sofia Kritikopoulos	Not Participating	Division...	<input type="checkbox"/>
Jose Gonzalez sosa	Not Participating	Division...	<input type="checkbox"/>
Solomon Holmes	Participating	Senior	<input checked="" type="checkbox"/>
Violeta Zavala zavala	Participating	Senior	<input checked="" type="checkbox"/>
Ethan Malonzo	Not Participating	Division...	<input type="checkbox"/>
Kimberly joy Hernandez	Not Participating	Division...	<input type="checkbox"/>

**You have finalized your CRE Selections. The only modifications you can make at this point is marking a student as dropped. Once dropped, the student can no longer participate.**

#### FOOD INNOVATIONS - TEAM EVENT

## STEP EIGHT – DROPPING STUDENTS

If you want to drop a student just click on the check box next to the students name.

- Click “Save & Continue” to complete the drop process. A pop-up message will appear on the screen. Click “cancel” or “OK”
- If you have more students that drop you can go back in and drop those students by following the steps above.
- Once you clicked the “OK” button you are finished and can close the browser.

APPAREL CONSTRUCTION - INDIVIDUAL EVENT			
Student	Role	Division	Dropped
Mickenzie Martin	Not Participating	Division...	<input type="checkbox"/>
Jason Bright	Not Participating	Division...	<input type="checkbox"/>
Luke Gonzalez	Not Participating	Division...	<input type="checkbox"/>
David Maldonado	Not Participating	Division...	<input type="checkbox"/>
Spencer Lepore	Not Participating	Division...	<input type="checkbox"/>
Ava Hartig	Not Participating	Division...	<input type="checkbox"/>
Sofia Kritikopoulos	Not Participating	Division...	<input type="checkbox"/>
Jose Gonzalez sosa	Not Participating	Division...	<input type="checkbox"/>
Solomon Holmes	Participating	Senior	<input checked="" type="checkbox"/>
Violeta Zavala zaval	Participating	Senior	<input type="checkbox"/>
Ethan Malonzo	Not Participating	Division...	<input type="checkbox"/>
Kimberly joy Hernandez	Not Participating	Division...	<input type="checkbox"/>

You have finalized your CRE Selections. The only modifications you can make at this point is marking a student as dropped. Once dropped, the student can no longer participate.

FOOD INNOVATIONS - TEAM EVENT				
Student	Role	Division	Team	Dropped
Mickenzie Martin	Primary	Senior	Team 1	<input type="checkbox"/>
Jason Bright	Teammate	Senior	Team 1	<input type="checkbox"/>
Luke Gonzalez	Teammate	Senior	Team 1	<input type="checkbox"/>
David Maldonado	Alternate	Senior	Team 1	<input checked="" type="checkbox"/>

You have selected one or more students to be dropped. Are you sure you wish to proceed? This cannot be undone.

Cancel OK

## **STEP NINE – QUESTIONS**

If you have any questions you may email the [webmaster@ca-fccla.org](mailto:webmaster@ca-fccla.org) or call (916) 932-2207 (direct line) I will be happy to help.

Please let me know if you have any issues.

Thank you

Tracy

CA-FCCLA Webmaster