

# CRE Entry Help Document

## STEP ONE

- Agree to terms – Read all due dates and expectations.

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### INITIAL AGREEMENT

Chapter Name \*

Adviser Full Name \*

Agreement \*

I have read and understand all documentation and **due dates** for Chapter Affiliation and Competitive Recognition Events (CRE).

Click on the agree button to continue

Yes, I Agree

[Continue to CRE Login](#)

- 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

## 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.**

**The National database and the CRE database do not talk to each other. Once we do an export from national and import into our database those are the students that are in our system. If a student is not listed in your list then you will need to contact the webmaster then we will have to hand enter your students.**

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 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 zavalala	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

- 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
- Notice that each of the events has the Levels that are excepted for this event
- Click the “Save & Continue”

### WHICH EVENTS WILL YOUR STUDENTS BE PARTICIPATING IN?

Event	Select	Chapter Event Attendees
Baking and Pastry - L3**	<input type="checkbox"/>	N/A
Chapter in Review Portfolio L1, 2-3	<input type="checkbox"/>	N/A
Chapter Service Project Display - L1, 2-3	<input type="checkbox"/>	N/A
Culinary Arts - L3**	<input type="checkbox"/>	N/A
Entrepreneurship - L1, 2, 3	<input type="checkbox"/>	N/A
Event Management - L1, 2, 3	<input type="checkbox"/>	N/A
Fashion Design - L3	<input type="checkbox"/>	N/A
Focus on Children - L1, 2, 3	<input type="checkbox"/>	N/A
Food Innovations - L1, 2, 3	<input type="checkbox"/>	N/A
Hospitality, Tourism, and Recreation - L2, 3	<input type="checkbox"/>	N/A
Interior Design - L3	<input type="checkbox"/>	N/A
National Programs in Action - L1, 2-3	<input type="checkbox"/>	N/A
Parliamentary Procedure - L1, 2, 3	<input type="checkbox"/>	How many attending? 
Professional Presentation - L1, 2, 3	<input type="checkbox"/>	N/A
Public Policy Advocate - L1, 2, 3	<input type="checkbox"/>	N/A
Repurpose and Redesign - L1, 2, 3	<input type="checkbox"/>	N/A
Sports Nutrition - L1, 2, 3	<input type="checkbox"/>	N/A
Sustainability Challenge - L1, 2, 3	<input type="checkbox"/>	N/A
Fashion Construction - L3	<input type="checkbox"/>	N/A
Job Interview - L3	<input type="checkbox"/>	N/A
Teach and Train - L3**	<input type="checkbox"/>	N/A

## STEP FOUR - A

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

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

### CRE EVENT SELECTION

Select the most responsible student as the "Primary" Role selection.

Student	Role	Division
Deidre Bryant	Participating	Level 1
Brandie Delaney	Not Participating	Division...
Shannon Rutledge	Not Participating	Division...
Will Valentine	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.
- Select the most responsible student to be the “Primary”

Student	Role	Division	Team
Deidre Bryant	Primary	Level 3	Team 1
Brandie Delaney	Teammate	Level 3	Team 1
Shannon Rutledge	Not Participating	Division...	Team...
Will Valentine	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**

Select the most responsible student as the "Primary" Role selection.

CHILD DEVELOPMENT - L1, 2, 3 - **INDIVIDUAL EVENT**

Student	Role	Division
Deidre Bryant	Participating	Level 1
Brandie Delaney	Not Participating	Division...
Shannon Rutledge	Not Participating	Division...
Will Valentine	Not Participating	Division...

Save & Continue | CANCEL & Modify Events

## STEP SIX

You will be redirected to the “Finalize Your Selections”

- **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.**
- 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.
- 

FINALIZE CRE SELECTIONS - PRINT THIS PAGE FOR YOUR RECORDS

Student	Division	Role
Deidre Bryant	Level 1	Primary

EVENT TOTAL: \$15.00 (\$15.00 PER PARTICIPANT)

TOTAL DUE: \$15.00

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.”

## 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.

- Click on “View Selections” Button

TRACY TEST

Tracy test



**\*\*STOP - PLEASE READ BEFORE PROCEEDING\*\***  
*The member export was downloaded from FCCLA and imported into our system on 11/13/18. If you do not see your students on the list below or need to affiliate more students DO NOT PROCEED. Affiliate the missing students with FCCLA and then Email the webmaster@ca-fccla.org and provide the following information:*

- School Name
- First Name
- Middle Initial (if applicable)
- Last Name
- Grade
- Male or Female

STUDENTS

Student	CRE Standings	State Standings
Deidre Bryant	N/A	N/A
Brandie Delaney	N/A	N/A
Shannon Rutledge	N/A	N/A
Will Valentine	N/A	N/A

CRE SELECTIONS

[View Selections](#)

STATE SELECTIONS

N/A

# 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.

## CRE EVENT SELECTION

Save & Continue

Select the most responsible student as the "Primary" Role selection.

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.

CHILD DEVELOPMENT - L1, 2, 3 - INDIVIDUAL EVENT

Student	Role	Division	Dropped
Deidre Bryant	Participating	Level 1	<input checked="" type="checkbox"/>
Brandie Delaney	Not Participating	Division...	<input type="checkbox"/>
Shannon Rutledge	Not Participating	Division...	<input type="checkbox"/>
Will Valentine	Not Participating	Division...	<input type="checkbox"/>

## CRE EVENT SELECTION

Save & Continue

Select the most responsible student as the "Primary" Role selection.

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.

CHILD DEVELOPMENT - L1, 2, 3 - INDIVIDUAL EVENT

Student	Role	Division	Dropped
Deidre Bryant	Participating	Level 1	<input checked="" type="checkbox"/>
Brandie Delaney	Not Participating	Division...	<input type="checkbox"/>
Shannon Rutledge	Not Participating	Division...	<input type="checkbox"/>
Will Valentine	Not Participating	Division...	<input 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