STAR Entry Help Document

STEP ONE

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

**INITIAL AGREEMENT**

Chapter Name

Advisor Full Name

Agreement

I have read and understood all documentation and due dates for Chapter Affiliation and Competive Recognition Events (STAR/C-STAR).

Click on the agree button to continue.

- 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**

Email  

Password  

Login
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 STAR 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. Affilate 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.
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?**

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

![Image of a table showing student participation and division levels]
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”
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”
**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.

**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 Image]
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

![Image of TRACY TEST](image-url)
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.
STEP NINE – QUESTIONS
If you have any questions you may email the 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