

# BPA Online State Conference Registration

## Local Advisor Instructions

The screenshot shows a web browser window titled "BPA Registration - Mozilla Firefox" with the address bar displaying "http://localhost/bpamer". The page content includes a "Home" link, a "Conference Registration Invoice" title, and an invoice number "0006040".

School / Chapter	REMIT TO
<b>Bartow Senior High School</b> 1270 South Braodway Bartow, FL 33830 Chapter: Bartow Senior High School (52-0012) Michael Brennan mbbrennan@aol.com Phone: 863-534-7400 x: 2560	<b>Business Professionals of America</b> P.O. Box 632707 Cincinnati, OH 45263-2707 Phone: (614)895-7277

  

Participant Name/Items	Add	Sub Total
<b>Charles Allen</b> (Student) [set] [special needs] Reg.: Conference Registration \$95.00 [del]	CONTEST ITEM WORKSHOP	\$95.00
<b>Sarah Baughman</b> (Student) [set] [special needs] Reg.: Conference Registration \$95.00 [del]	CONTEST ITEM WORKSHOP	\$95.00
<b>Whitney Faulkner</b> (Student) [set] [special needs] Reg.: Conference Registration \$95.00 [del]	CONTEST ITEM WORKSHOP	\$95.00
<b>Registration Sub Total</b>		\$285.00
<b>Grand Total</b>		\$285.00

[ Add Member ] [ Add Non-Member ]

**REMINDER: Don't forget to select contests for your students before submitting!!**

Submit Invoice

[ View Previous Invoices ]

*Figure 1: Conference Registration Screen*

Following are instructions on how to register your students for the State Leadership Conference (SLC).

1. In your web browser, navigate to <http://www.registernychapter.com/bpamer>.
2. Click on the **Leadership Conference Registration Log In** button on the left.

3. If there is more than one conference that you can register for, you will be presented with a list of conferences to choose from. Simply click on the conference you wish to register for. If there is only one conference, you will be taken immediately to that conference.
4. Next, you will be presented with a list of all of your members. Simply check the **Select** check box for each member who you are registering. It is possible that T-Shirts will be given out, and if so, you may be asked for a T-Shirt size for each attendee. If not, that selection box will not be present. In some cases, students may volunteer for Courtesy Corps, and Advisors may volunteer for Administer, Proctor, or Grade tasks. There are also three blanks at the bottom for adding non-members (guests). You are not limited to three. These are only convenience blanks. Once you have finished selecting, click the **Click to continue** button.
5. The next screen is the screen that you will see in Figure 1 above. From this location, you can add **Contest, Items, or Workshops**. Not all conferences will have Items or Workshops. If these are available, there will be a button. If they are not, there will not be a button for these things. To add Contests, Items, or Workshops, simply click the appropriate button beside each person that you want to add a contest, item, or workshop to. Clicking on any of these options will present a list that you may make selections from. Once you make your selections and click the **Save** button, those items will be added to the invoice and sub-totaled below.
6. To delete an item from the list, simply click the **Del** link beside the item you wish to delete.
7. If someone has special needs, you can click on the **Special Needs** link beside the person and fill out a form to indicate what special needs this person may have.
8. You may also add non-members (or additional non-members) to this invoice by clicking the **Add Non-Member** link, which is located at the bottom of the invoice. Using this option, you can add Guests to the invoice.
9. Once you have finished adding everyone to the invoice and selecting Contest, Items, and Workshops, you can click the **Submit Invoice** to finalize your registration. *Before submitting, please review your invoice and make sure that you have selected the appropriate contests for each student.*
10. Please note that once the invoice has been submitted, you cannot make any changes to it. If you wish to remove someone from a contest, you will need to contact your Advisor to do so. If you need to add a student to a contest, you can log back on and add another invoice, and if this student is registered, simply select him/her again (no additional registration fee will be added), then add him/her to the contest you wish to add him/her to. After registration closes, all changes must be made by the State or National Advisor (depending on the conference you are registering for). Students may not be added to contests unless they have been registered first.