

KS FBLA State Conference Registration Directions—BLUE PANDA

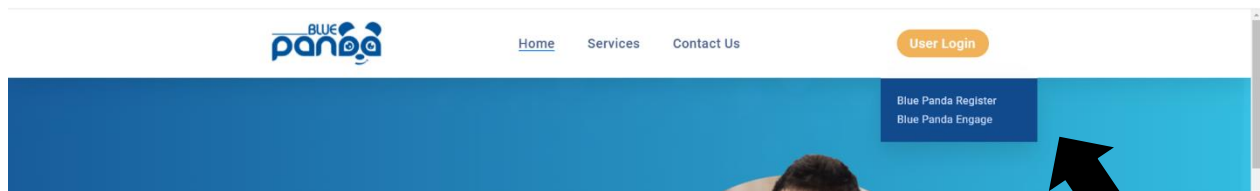
There are two parts to conference registration:

- 1) Registration for the conference through **Blue Panda** for all attendees and competitions.
- 2) Submission of all pre-judged materials/documents/projects. (Refer to the Conference Guidelines)

1) To register for the conference through **Blue Panda** go to:
<https://www.gobluepanda.com>

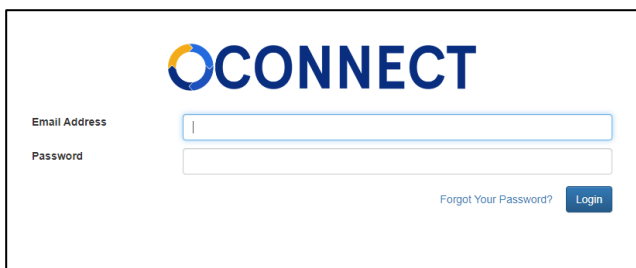
2) To submit pre-judged materials/documents/projects, etc., email to:
kansasfblaevents@gmail.com

BLUE PANDA— Go to <https://www.gobluepanda.com/> click on the “user login” button in upper right-hand corner. Then click on **Blue Panda Register**.

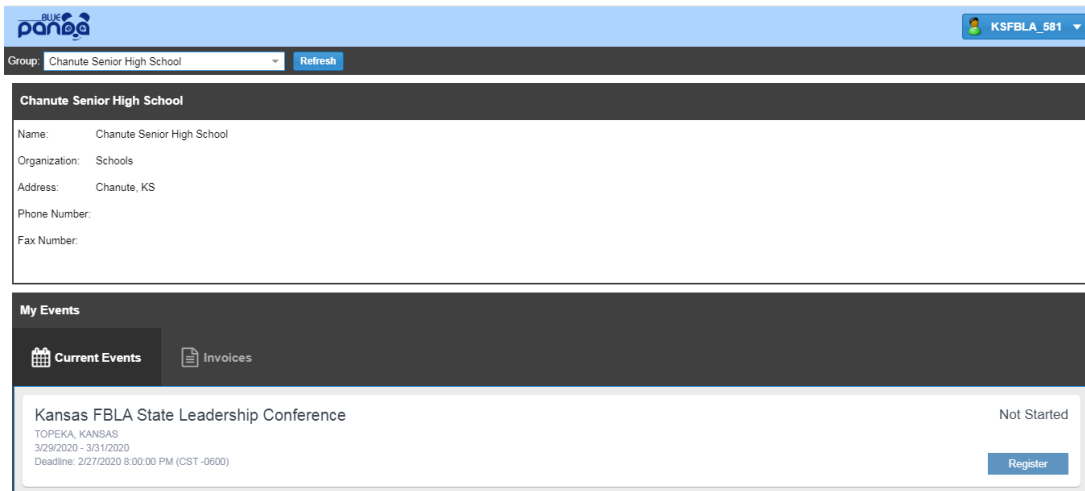


Login Screen

1. Click “Login with FBLA Connect”



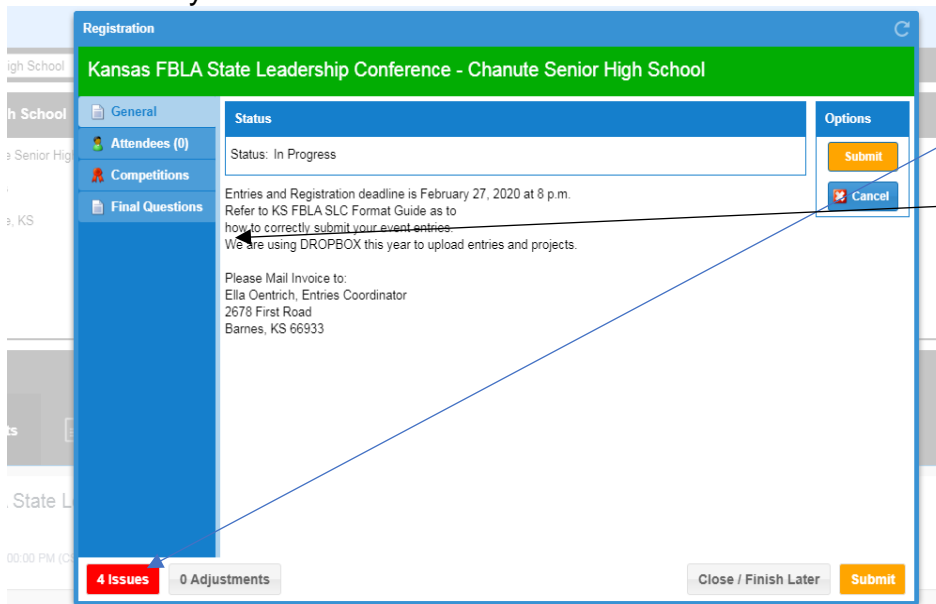
1. Enter your FBLA Connect login on the FBLA Connect login screen – Username/Password
2. Click Login



Click on the blue "Register" button

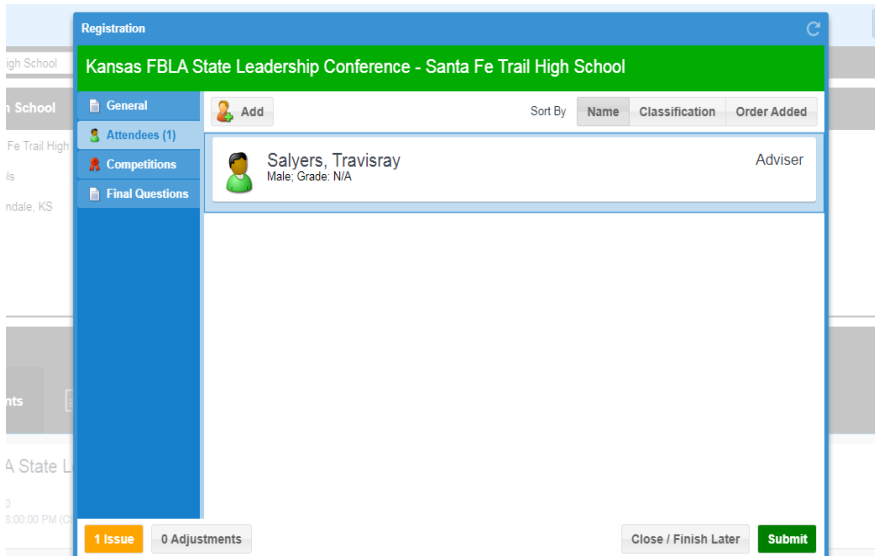


- The next screen will ask you if you want to start a 'new registration'. Hit 'next' or yes.



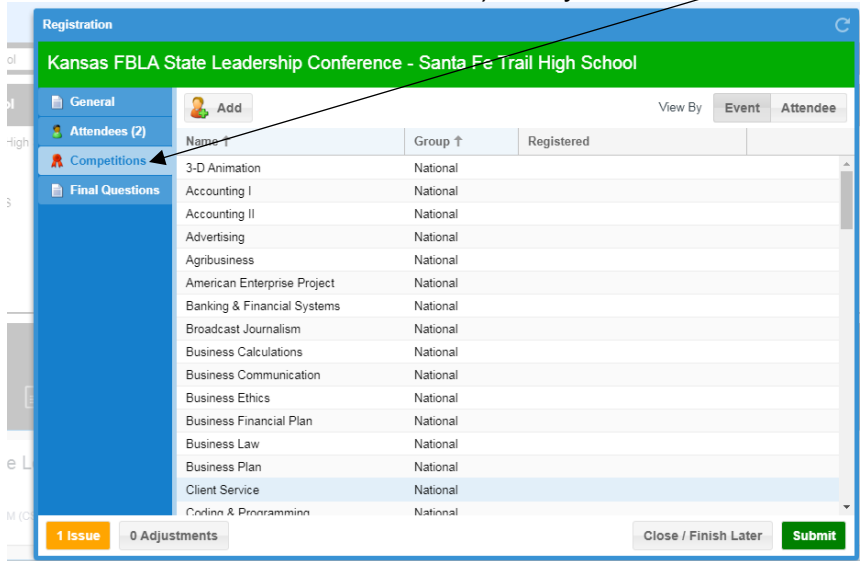
If you notice this red box with the # of issues, click on "Final Questions" and answer the required lines: Primary Adviser cell #; and cell # at conference (probably the same); # of years of service as an adviser.

- The above Window will open. Registration will stay open until 3 p.m. on **Thursday, February 28**. You may enter, save, edit, and submit as many times as you need until that date/time.
- **ADDING Attendees.** Start with 'Attendees'. Click on the Attendees tab. Then Click the "ADD" button.

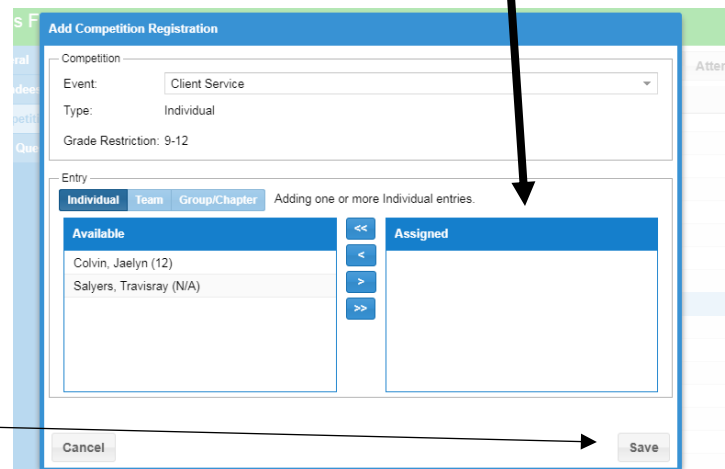


After clicking the "ADD" button, I decided to 'add' the adviser. So, I clicked the down arrow, next to line 'attendee' and selected 'Adviser' & proceeded to type in the adviser first & last name. Selected "n/a" for the 'grade' and "male" for the gender, and hit 'save' at the lower right corner. Screen should look like this. **Notice**—the "yellow" box with '1' issue in left-hand corner? That will go away when at least '1' attendee is added with the events they are in. So, hit the "Add" button again, to begin the process of registering your students attending the conference. Use the drop-down arrow, **VERIFY/Update the GRADE**, and Gender.

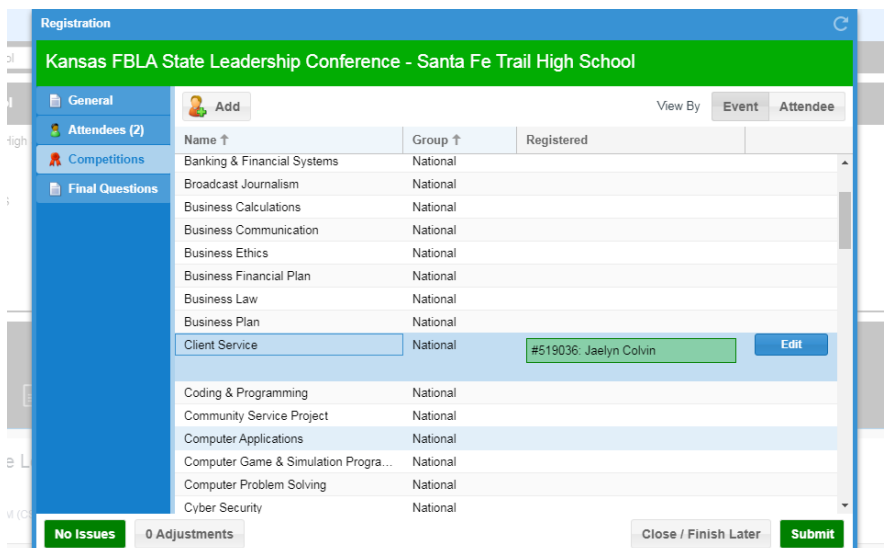
- You can 'ADD' all of your students attending the conference, then go back and select their events to enter them in. **OR** you can 'add' a student, then add their events.
- To Add 'events' to a student—Click on the 'Competitions' button (left-hand side, 3rd selection in list) and your screen should look like this.



Click the "ADD" button in the 'Competitions' window and scroll down to the first event you want to add your student in. Click on that event name. Then click Add from above.



After adding your student (s) in this particular event, click the 'SAVE' button at the lower right-hand corner.



After clicking the 'save' button, your next Window would look similar to this. Notice the 'Yellow' issues button is now showing 'green' with no issues. You can * edit this screen * you can 'add' more students to events * you can 'Close/Finish Later' or 'submit' By 'submitting'-you can still go into the system and "edit/change" later.

- For **Team Events**, select each member that will be on that event's team. Then Save.

The screenshot shows a web form titled "Add Competition Registration". At the top, there's a "Competition" section with a dropdown menu for "Event" set to "Hospitality Management", a "Type" dropdown set to "Individual / Team (1 - 3)", and "Grade Restriction" set to "9-12". Below this is an "Entry" section with three tabs: "Individual", "Team", and "Group/Chapter". The "Team" tab is selected, and the text "Adding a single Team entry." is visible. There are two columns of student names: "Available" and "Assigned". The "Available" column contains: Colvin, Jaelyn (12); Hinterweger, Addison (11); Salyers, Travisray (N/A). The "Assigned" column contains: Amborski, Jared (12); Berkley, Emma (11); Graham, Lilly (10). Between the columns are four arrow buttons: a double left arrow, a single left arrow, a single right arrow, and a double right arrow. At the bottom of the form are "Cancel" and "Save" buttons.

- Enter each member in their events. Remember you can Close/Finish Later as many times as you need.
- Each time you submit 'Registration', you will receive a confirmation email. If you are needing to 'edit' or wanting to print out an 'Invoice', you can log back into Blue Panda and select "invoice", then Print or "open/edit".
- Printing an Invoice gives you a copy of 'Event by Student' and 'Student by Event'. This is a great document to use for reviewing your registration information.
- Be aware, if you have any "Issues" noted—some issues will NOT let you SUBMIT until you have 'fixed' them.
- Technically, you can SUBMIT at any point and as many times as you want prior to the **Thursday, February 28, 2024 3 p.m.** deadline. Submitting gives you an option to **PRINT** an Invoice and also a nice print out of Events by Students and Students by Event list. This is great for double checking your work. If you see an error, just log back in and make the changes you need.
- Reminders: Production tests **must be printed** and postmarked by February 28, 2024 to:
 Connie Lindell, KS FBLA State Adviser
 3920 Sophora Street
 Lawrence, KS 66049
- Attach **all projects and other materials** to an email to: kansasfblaevents@gmail.com

Connie Lindell, State Adviser
 Kansas FBLA
conniefbla@gmail.com
 785-760-1038 text or call