

## KS FBLA State Conference Registration Directions—BLUE PANDA

There are two parts to conference registration:

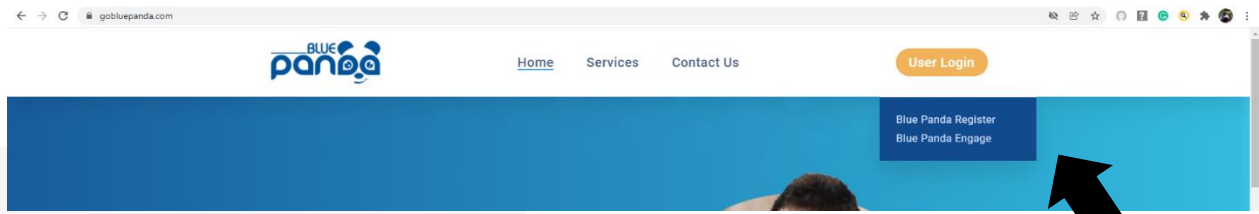
- 1) Registration for the conference through **Blue Panda** for all attendees and competitions.
- 2) Submission of all pre-judged materials/documents/projects.

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

To submit pre-judged materials/documents/projects, etc., email to:

[kansasfblaevents@gmail.com](mailto:kansasfblaevents@gmail.com)

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

A screenshot of the Blue Panda login form. It features the 'BLUE panda' logo, a 'Welcome!' message, and fields for 'Username:' and 'Password:'. There are checkboxes for 'Remember Me' and 'Stay Logged In', a 'Forgot Password/Username?' link, and a 'Login' button. The version number '1.4.96.1' is visible at the bottom left.

The LOGIN/Username is:

**KSFBLA\_***your chapter number*  
(example: KSFBLA\_3190834  
that is an ‘underscore’ after KSFBLA)

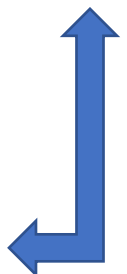
**Password:** sunflower (lowercase ‘s’ on sunflower)

Contact Connie ([conniefbla@gmail.com](mailto:conniefbla@gmail.com)) if you can’t remember or know your Chapter #

- The next screen might ask you to ‘update’ your login and contact information. I suggest **NOT** changing the password.
- After verifying your information, the next screen is the ‘Registration’ for the conference area.

A screenshot of the Blue Panda registration page. The top bar shows the 'BLUE panda' logo and a user profile for 'KSFBLA\_581'. Below the navigation bar, there is a dropdown menu for 'Group: Chanute Senior High School' and a 'Refresh' button. The main content area is titled 'Chanute Senior High School' and contains a form with fields for 'Name', 'Organization', 'Address', 'Phone Number', and 'Fax Number'. Below this is a 'My Events' section with tabs for 'Current Events' and 'Invoices'. A card for the 'Kansas FBLA State Leadership Conference' is displayed, showing dates (3/29/2020 - 3/31/2020), location (TOPEKA, KANSAS), and a 'Register' button.

Click on the blue “Register” button



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

Registration

Kansas FBLA State Leadership Conference - Chanute Senior High School

General

Attendees (0)

Competitions

Final Questions

Status

Status: In Progress

Options

Submit

Cancel

Entries and Registration deadline is February 27, 2020 at 8 p.m.  
Refer to KS FBLA SLC Format Guide as to  
how to correctly submit your event entries.  
We are using DROPBOX this year to upload entries and projects.

Please Mail Invoice to:  
Ella Oentrich, Entries Coordinator  
2678 First Road  
Barnes, KS 66933

4 Issues 0 Adjustments

Close / Finish Later Submit

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 23**. 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.

Registration

Kansas FBLA State Leadership Conference - Santa Fe Trail High School

General

Attendees (1)

Competitions

Final Questions

Add

Sort By Name Classification Order Added

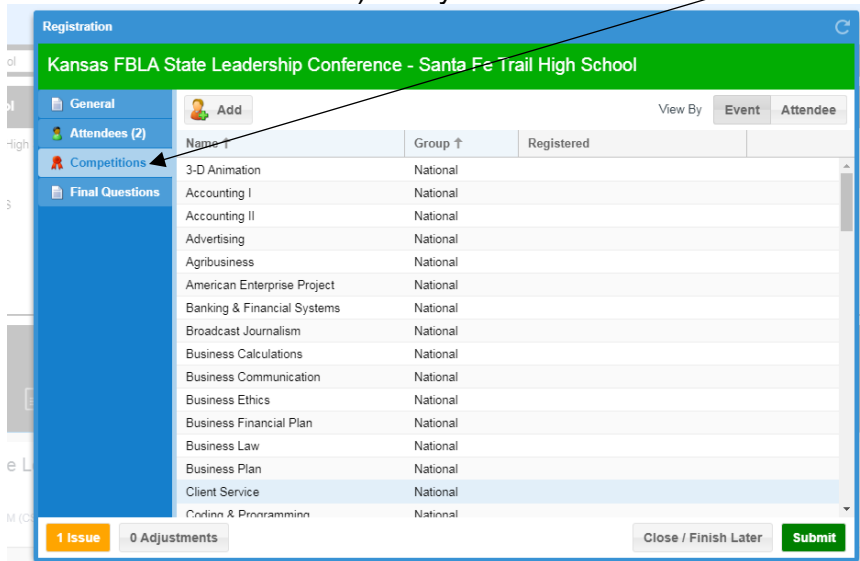
	Salyers, Travisray	Adviser
	Male; Grade: N/A	

1 Issue 0 Adjustments

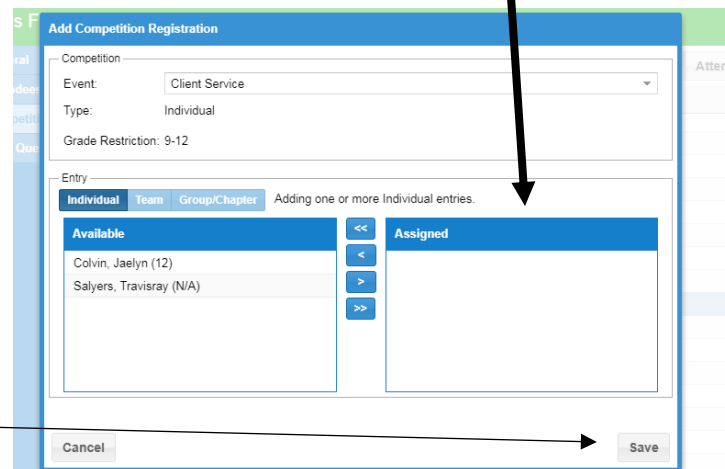
Close / Finish Later Submit

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' attended 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.

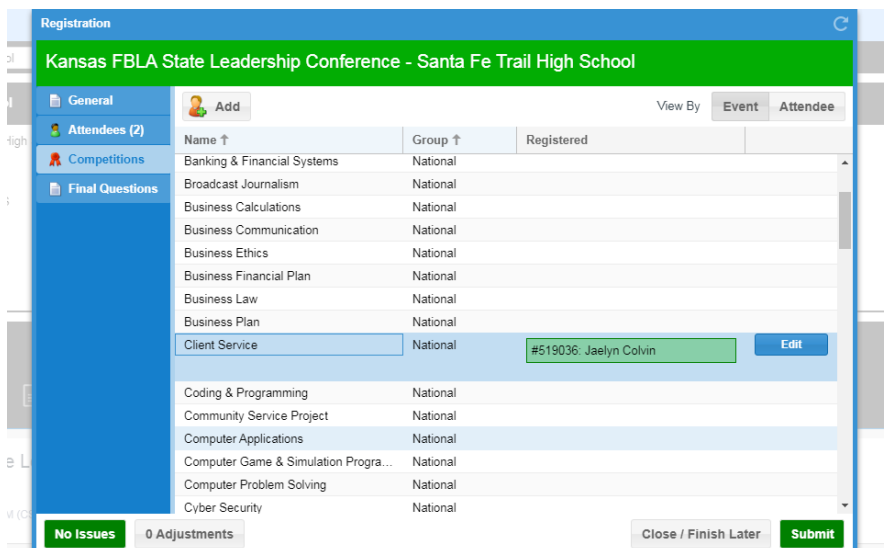
- You can 'ADD' all of your students attending the conference, then go back and select their events to enter them in. **OR** you can 'add' a student, then add their events.
- To Add 'events' to a student—Click on the 'Competitions' button (left-hand side, 3<sup>rd</sup> selection in list) and your screen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

**Add Competition Registration**

Competition

Event: Hospitality Management

Type: Individual / Team (1 - 3)

Grade Restriction: 9-12

Entry

Individual **Team** Group/Chapter Adding a single Team entry.

Available	Assigned
Colvin, Jaelyn (12)	Amborski, Jared (12)
Hinterweger, Addison (11)	Berkley, Emma (11)
Salyers, Travisray (N/A)	Graham, Lilly (10)

Cancel Save

- 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".
- The system will ask for the Adviser Cell Phone number and the # of years being an adviser for both the Primary Adviser and Assistant Adviser.
- 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 23, 2023 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.
- Attach all projects and other materials to an email to: [kansasfblaevents@gmail.com](mailto:kansasfblaevents@gmail.com)
- Reminders: Production tests **must be printed** and mailed or delivered to:  
 Connie Lindell, KS FBLA State Adviser  
 3920 Sophora Street,  
 Lawrence, KS 66049

Connie Lindell, State Adviser  
 Kansas FBLA  
[conniefbla@gmail.com](mailto:conniefbla@gmail.com)  
 785-760-1038 text or call