Texas FCCLA  
Competitive Event Registration Instructions

Competitive event registration and conference registration are both in the DLG system. Only STAR/Proficiency event registration must be submitted with payment postmarked by December 2. All online credit card payments must be submitted and received in the system by 11:59 p.m. on December 2. Conference registration can be completed until the deadlines for each conference, which are posted on the deadline calendar.

Registration Link: https://webportal.registermychapter.com/pickconf/FCCLA/TX/428

Logging In: Select the appropriate region link. Use your national FCCLA chapter ID and password to log-in.

Region STAR and Proficiency Events
$25 per participant except Parliamentary Procedure ($100 per Parliamentary Procedure team)
Chapters MUST be affiliated with payment posted by November 15 before advisors can register students for competitive events. The number of members submitted on November 1 and paid on November 15 determines the number of competitive event entries a chapter may have.

How to Register a Student:
1. Click on the “Add Student” button

2. Click the “Search” button to view all students.
3. Under the “Select Participant Type” column, select “Member” to add the student’s conference registration fee
4. Click the “Continue” button

5. On the screen that appears next, verify student information. Then click the “Next” button.
6. Select any items that you would like to add for the participant and click the “Next” button.
7. On the next screen, find the event that the student wishes to enter and click the check box under the “Select” column next to that event. If there will be multiple entries from your chapter in the same event level, be sure to add a “Team #” (Team 1, Team 2, etc.) For students wanting to be on the same team, be sure to add the same “Team #” next to their name/event.

*Note*: if an event/level does not appear on the list for the selected student, the student may not be eligible to enter that level.

8. Click the “Next” button

10. Repeat steps 1 – 9 for each student that will be competing.

11. Once all competitive event entries are added, click the “Finished Registering” button to submit registration.

12. You will be able to view and print 3 different invoices. The “Events Invoice” will show the competitive event entries only. The “Registration Invoice” will show the conference registration fees only. The “Combined Invoice” will show all items (competitive events, meeting registration, other items for the meeting).

13. The system will only e-mail the Combined Invoice to you. If your chapter needs to pay for competitive events separate from meeting registration, please print the “Events Invoice” and mail with payment.

14. Advisors can choose to pay with a check or credit card.

**Credit Card Payments:** Click the “Pay Now” button on the invoice to submit payment with a credit card. If paying by credit card, all online credit card payments must be submitted and received in the system by 11:59 p.m. on December 2. Advisors do not need to send any paperwork to Texas FCCLA if a credit card is used to pay for competitive event entry fees.

**Check Payments:** If paying by check, the chapter advisor must submit the following items in one packet to the Texas FCCLA office. The packet must be postmarked (a legibly dated U. S. Postal Service postmark will be acceptable – meter postmarks are not acceptable) no later than December 2. Entries postmarked after
December 2 are ineligible (without penalty). Hold checks will not be accepted since credit card payment is offered. FCCLA encourages advisors to send payment using a delivery confirmation instead of certified mail. The items to be submitted are:

a) Competitive Events Invoice OR Combined Registration Invoice (print invoice after entry(s) has been submitted online)

b) A check for the entry fee(s). Make check payable to FCCLA and mail with invoice to: Family, Career and Community Leaders of America, 1107 W. 45th Street, Austin, TX 78756

Points to remember:

- Registration for competitive events must be submitted with payment postmarked by December 2.
- Competitors must register for the region conference at the time of registering for competitive events, however, only the competitive event entry fees must be postmarked by December 2.
- If only competitive event fees are paid for competitors prior to December 2, the chapter will need to submit a second payment for meeting registration prior to the meeting registration deadline.
- If and when additional members need to be added to the meeting registration, the same procedure will be done as shown in steps 1 – 6 and step 9 to finish registering. An invoice for those additional members can be printed in the system.
- Be sure to click “Finished Registering” to submit any time you make a change.

Volunteers (Evaluators and Room Consultants)

How to Recommend Evaluators:
1. Instruct your potential evaluator(s) to complete this Google form:
   https://docs.google.com/forms/d/e/1FAIpQLSc_d55iotdfqQHzoOltrjLjysK2BPetscbHUrn2OfH7iUclp2w/viewform

How to Sign up a Chapter Advisor as a Lead Consultant:
1. Follow this link: https://signup.com/go/PxvVhpr
2. Select the region you would like to volunteer at
3. Select your preferred event
4. The region advisor will contact you to confirm details

How to Sign up Chapter Members as Room Consultants:
1. A sign up will be sent out at a later date.