Registration Instructions

24 Steps

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STEP 1
Go to the NLC Registration Page for your Division

STEP 2
Enter your username and password. Click 'Login'.

![Login to your account](image-url)
STEP 3

Once logged in, select Group Registration for the chapter you are purchasing registration for.

Note: Most advisers will only have one group registration option.

STEP 4

You may now begin to register your attendees. Click 'Register an Attendee'.

![Image of registration process]

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STEP 5

Registering a Member or Adviser? Type the name or membership number of the adviser or member that you wish to register. Click their name when they appear in the drop-down results.

Need to add a chaperone that is not an adviser or member? Click here for further instructions. If you do not need to register additional members or advisers, skip to step 11 once you have completed the linked instructions.
STEP 6

Input attendee e-mail, attendee mailing address, any accessibility requests and dietary restrictions.

Important Notes:
• **E-mail address** – E-mail address must be an e-mail address that can receive e-mail as this is how attendees will login to the conference app and all communication about the conference.
• **Mailing address** – Awards will be mailed after the conference to the mailed address listed here.
STEP 7

Check the Local Voting Delegate box if you/or the attendee that you are registering is a voting delegate. Once you complete all the required fields click 'Add'.

STEP 8

To register another attendee, click 'Register Another Attendee'.

If you do not need to register additional attendees, skip to step 12.
STEP 9
Type the adviser or member's name and select their name in the drop-down results. Repeat steps 5-7.

STEP 10
Continue process with all adviser and member attendees.
Need to add a chaperone that is not an adviser or member? Click here for further instructions.
When you have added all attendees, click 'Next'.
FBLA can provide optional accident insurance for your members for $2.00. Check all attendees that you would like to purchase optional accident insurance for.

Accident Insurance
Accident insurance is available for purchase from Federal Insurance Company. Those who purchase this insurance will be covered while in attendance at the NLC, including travel directly to and from the conference. Coverage begins at the actual start of the trip to the NLC and continues on a 24-hour basis during the trip. It ends when attendees return to their permanent residences. Benefits include up to $25,000 for accidental death or dismemberment and up to $2,500 for accidental excess medical expenses. The maximum limit of insurance is $500,000 per accident. Coverage is subject to the full terms and conditions in the master policy. Insurance is not available for onsite registrants and there are no refunds.

Please note: This is accident insurance; it does not cover illnesses not related to an accident. Sunburn is not classified as an accident. For a claim against this policy, notify the FBLA-PBL National Center in writing for verification of coverage and claim information.
**STEP 13**

When you have finished selecting attendees, click 'Next'.

**STEP 14**

Review your cart and click 'Checkout'.

Use the red trash bin icon to remove anyone you may have missed on the review page.
STEP 15

Next you will see Terms and Conditions that includes the Honor Code. Please read the statement in full and then acknowledge by checking the box, typing your initials and signing your name using your mouse.

STEP 16

Select your preferred payment options. (Credit Card Preferred)

- If paying by credit card, select Credit Card and then input your credit card information.
- If you would like to be invoiced, select Bill Me.
STEP 17

If you need your invoice and/or receipt to be sent to an additional person (e.g. accounts payable department), type their e-mail address into the box labeled 'Send a Copy To'.

NOTE: The invoice you receive by e-mail after submitting your order is your official invoice. You will not be receiving an invoice at a later date. The address for mailing your payment can be found in the e-mail.
STEP 18

Click Submit Your Order.

STEP 19

Looking for a receipt or to review your order details? Click 'View Order Details'.
Click 'Continue' to purchase meal cards for your attendees.

Meal cards are an optional addition that can be purchased. These cards, much like a gift/debit card, can be used at the food venues in our exhibit hall.

- **Cost:** $31 each ($30 Food Value + $1 Convenience Fee)
- **Deadline to Purchase:** Cards must be purchased prior to June 8.
- **Expo Hall:** A food court will be a part of the “Expo Hall” and open during exhibition hall hours. There will also be food available for purchase in the General Sessions. Meal cards can be used at both.
- **Questions?** Questions regarding meal cards should be directed to nlc@fbla.org.

*Please note: McDonald’s Express and Connie’s Pizza are not participating in the meal card offering.*
STEP 21
Select Group Registration for the chapter you are purchasing registration for.
Note: Most advisers will only have one group registration option.

STEP 22
Click 'Review & Checkout' under Conference Meal Card.
STEP 23

Select the quantity of meal cards you would like to purchase for your attendees.

STEP 24

Click 'Checkout' and repeat steps 15-21 above.