

STEPS TO REGISTER YOUR CHAPTER FOR THE 2025 FBLA STATE LEADERSHIP CONFERENCE (SLC)

REGISTRATION OPENS: Thursday, January 30, 2025 at 8:00 p.m.
REGISTRATION CLOSES: Monday, March 6, 2025 at 5 p.m.

STEPS FOR REGISTERING FOR SLC:

1. Go to: <https://www.registeryourchapter.com/fbla/az>
2. Click on "Registration" Tab



3. If this is the first time registering for STATE, you must click "Add My Chapter". Yes, even if you registered for Regionals, you need another log in and password for State Registration. The red arrow denotes the link for registering your chapter for the first time.
4. If you have already started your registration for State. You can simply type in your User Name and Password (yellow arrow) and then it will take you to your registration.



5. To add your chapter, put in all the required information (*). This screen is where you will create a username and password (red arrow). It can be anything you want that you will remember. **Make sure you put your chapter name exactly how it is listed with national FBLA "School Name" area**, especially if there

are more than two chapters at your school (yellow arrow). For example: XYZ Union High School & XYZ Union - Media Chapter denotes 2 different chapters.

Please provide the following information

Adviser - First Name: _____ Last Name: _____

City: _____ State: _____ Zip: _____

School Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Country: _____

Phone: _____ Fax: _____

Software Type: _____

State: _____

Password: _____

Confirm Password: _____

Special Needs: _____

Submit

(Yellow arrow points to the 'City' field, red arrow points to the 'Software Type' dropdown menu)

- Your registration will come up for the adviser. You will go in and add any optional meals and this is where you will order t-shirts (yellow arrow). Then click **“Add New Name”** to add in all your students (red arrow). Make sure you register yourself, any chaperones, and all students attending.

Registration for **Sample School**
(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the SUBMIT button below.
NOTE: To add names to this list, click ADD NEW NAME below.

ID	Name	Status	Events	Item Selection	
0020000	Adviser, Sample	A	0	Prepaid Meals \$0.00	Edit & Select Events Delete

[Add New Name](#)

[Select Chapter Events](#)

[Save and Finish Later](#)

[View Registration](#) **Balance Due: \$35.00**

[Submit](#)

(Red arrow points to 'Back to Admin' link, yellow arrow points to 'Prepaid Meals' item selection)

- Put in all the information for each student.** Spell names correctly, as this is how we create name tags. Choose what type of participant (red arrow) they are by using the down arrow- High School Member, Current State Officer, or Chaperone. How you register the participant will be directly related to the fee. Make sure you put the correct grade for each competitor, but you don't need their email (only advisers). List any special needs per competitor in this section.

Add New Name

First Name* MI Last*

Participant Type*

Grade

Email (Required for Advisors)

Special Needs

Team # should remain 1 unless you are sending more than one team to compete in the same event ([Click here for help with Teams](#))

For Performance Events, please follow the entry guidelines below:

8. For each competitor, scroll down and **select** (red arrow) which events they will do. Please remember each competitor can do up to 5 events. Two of the events can either be Team or Individual performance events. Repeat the process until you have registered each person. Please check the team number if you have multiple teams.

9. After you enter the students, you can go in and add prepaid meals and/or order Conference Shirts individually under each student. **These items must be registered for in advance**, as you won't be able to purchase them the day of.

Select Free T-Shirt & Optional Meals for Stud

Description	Price	Quantity
Meals		
All Meals (Inclusive Rate)	\$0.00	<input type="text" value="0"/>
Day 1 Dinner (4/1)	\$25.00	<input type="text" value="0"/>
Day 2 Breakfast (4/2)	\$20.00	<input type="text" value="0"/>
Day 2 Dinner (4/2)	\$25.00	<input type="text" value="0"/>
Day 2 Lunch (4/2)	\$22.00	<input type="text" value="0"/>
Day 3 Breakfast (4/3)	\$20.00	<input type="text" value="0"/>
Shirts		
Conference T-Shirt (2 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (3 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (4 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (LARGE)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (MEDIUM)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (SMALL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (XL)	\$0.00	<input type="text" value="0"/>
<input type="button" value="Save"/>		

10. After each student has been added, you will have the option to select housing. We have several hotels available with limited availability at each. To begin, click on housing on your main registration page. It will then prompt you with the options shown below, and the current availability of those options.

Please Select a Hotel

Hotel Name	Rooms Available	
AC Hotel Tucson Downtown	Double/Double Room: 25	Select
Aloft Tucson University	1 King Bed: 20 2 Queen Beds: 30	Select
Graduate Tucson	1 King Bed: 50 2 Queen Beds: 50	Select
Hampton Inn by Hilton Tucson Downtown	1 King Bed: 20 2 Queen Beds: 10	Select
Hilton Tucson East	2 Queen Beds: 80	Select
Home2 Suites by Hilton Tucson Downtown	1 King Bed: 20 2 Queen Beds: 10	Select
La Quinta Inn and Suites Tucson Reid Park	2 Queen Beds: 30	Select
Marriott Tucson University Park	1 King Bed: 95 2 Queen Beds: 75	Select
Ramada by Wyndham Tucson	1 King Bed: 25 2 Queen Beds: 65	Select
Sheraton Tucson Hotel and Suites	2 Queen Beds: 50 ROH Double: 50	Select
The Leo Kent Hotel	1 King Bed: 40 2 Queen Beds: 20	Select
Wyndham Westward Look Grand Resort and Spa	1 King Bed: 85 2 Queen Beds: 65	Select

11. After you select which hotel you would prefer to stay at, it will prompt you to select the number of rooms you need and which type. There are two types of rooms available, rooms with a single king bed (sleeps 1-2) and rooms with 2 queen beds (sleeps 2-4). Once you have selected the room, give it a unique room number and assign kids to each room you are looking to reserve.

CHAPTER INFORMATION	REMIT TO
Fake School Seth Filo	FBLA Arizona–Financial Services P.O. Box 1440 Owasso, OK 74055 fblaarizona@ctsofinance.org www.azfbla.org

Hotel Name: Aloft Tucson University

Chapter Arriving 4/1/2025 11:00 AM **Departing** 4/3/2025 2:00 PM

Room	Name
#1 (1 King Bed)	Seth Filo (\$183.00) (4/1 - 4/3 [2 Nights]) Student One (\$183.00) (4/1 - 4/3 [2 Nights])

12. If you are in a hotel that charges for parking, you must access the pre-paid item menu and select the applicable parking for your hotel

as shown below. These rates are all **per night**, so make sure you click the number of days you will need parking for. These hotels charge for parking (AC Hotel Tucson Downtown, Hampton Inn by Hilton Downtown, Hampton Inn by Hilton Tucson Downtown, Graduate Tucson, Home2 Suites by Hilton Downtown, The Leo Kent Hotel, Marriott Tucson University Park Downtown)

If you are at a hotel with no parking fee (Aloft Tucson University, Hilton Tucson East, La Quinta Inn and Suites, Ramada by Wyndham Tucson, Sheraton

Select Free T-Shirt & Optional Meals for Se

Description	Price	Quantity
Meals		
All Meals (Inclusive Rate)	\$0.00	<input type="text" value="0"/>
Day 1 Dinner (4/1)	\$25.00	<input type="text" value="0"/>
Day 2 Breakfast (4/2)	\$20.00	<input type="text" value="0"/>
Day 2 Dinner (4/2)	\$25.00	<input type="text" value="0"/>
Day 2 Lunch (4/2)	\$22.00	<input type="text" value="0"/>
Day 3 Breakfast (4/3)	\$20.00	<input type="text" value="0"/>
Parking		
AC Hotel Tucson Self Park	\$24.00	<input type="text" value="0"/>
Graduate Tucson Parking	\$20.00	<input type="text" value="0"/>
Hampton Inn Bus Parking	\$50.00	<input type="text" value="0"/>
Hampton Inn Car Parking	\$20.00	<input type="text" value="0"/>
Home2 Suites Bus Parking	\$50.00	<input type="text" value="0"/>
Home2 Suites Car Parking	\$20.00	<input type="text" value="0"/>
Leo Kent Self Parking	\$16.00	<input type="text" value="0"/>
Marriott Tucson Parking	\$19.00	<input type="text" value="0"/>
Shirts		
Conference T-Shirt (2 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (3 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (4 XL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (LARGE)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (MEDIUM)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (SMALL)	\$0.00	<input type="text" value="0"/>
Conference T-Shirt (XL)	\$0.00	<input type="text" value="0"/>
<input type="button" value="Save"/>		

Tucson Hotel and Suites, Wyndham Westward Look Grand Hotel and Spa) you do not have to worry about this section.

- MOST IMPORTANT POINT WITH REGISTRATION** As you put in the registration, **you must follow the guidelines for how many students and teams you can put in individual and team events.** This number is based on how many students you register for the conference NOT how many students you have registered as FBLA members. Basically, the more students you register, the more you can put in events. Remember the numbers in the columns represent the number PER EVENT.

For example, if you register 20 students you are allowed 2 students in each individual event that is not in your program area, and 3 for each individual event that is, etc. For the same 20, you can have 1 team per event that is not in your program area and 2 teams for events that are in your program area. The full list of which events may be in your program area can be found on the [linked document on the last page](#).

Please keep in mind if you go over your allotted event numbers for each event after Registration closes, the Competitive Event Coordinator will remove your extra students and they will not be allowed to register for another competition; so please make sure you follow the guidelines outlined below:

TABLE 1: CHAPTER LIMITS FOR EVENTS IF THIS IS YOUR CTE PROGRAM AREA

CONFERENCE STUDENT ATTENDEES	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
INDIVIDUAL EVENTS (PER Event If This IS the Program You Teach)	3	4	5	6	7	8	9	10
TEAM EVENTS (PER Event If This IS the Program You Teach)	2	3	4	5	6	7	8	9

TABLE 2: CHAPTER LIMITS FOR EVENTS IF THIS IS NOT YOUR CTE PROGRAM AREA & EVENTS THAT ARE CONSIDERED TO BE ALL CTE PROGRAMS

CONFERENCE STUDENT ATTENDEES	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
INDIVIDUAL EVENTS (PER Event If This IS NOT the Program You Teach)	2	3	4	5	6	7	8	9
TEAM EVENTS (PER Event If This IS NOT the Program You Teach)	1	2	3	4	5	6	7	8

- After you check the accuracy of all your students and make sure you are in compliance with the Chapter Limits per event, then you can submit your registration.

REGISTRATION MUST BE SUBMITTED BY MARCH 6, 2025 @ 5:00 PM.



- Note, **you can make changes to registration even after you have submitted up until the Registration closes @ 5:00 pm on 3/6**. If you have students who you know did not submit pre- submission items or did not go in and take a test, please go in and edit their registration to reflect what they are actually going to do at State or did for pre submission.

By each adviser cleaning up their registration, it helps with getting the results done faster in headquarters because then we know we are not missing a student's event. It also helps get the schedules out faster before SLC. The adviser's help with making sure students are registered correctly is appreciated.

15. Make sure you have done the following on your registration:

- Log in and set up your account.
- Register under your official FBLA chapter name as it appears in the national database system.
- Make sure you register yourself, any chaperones, and all students who are attending.
- Put all students including yourself into rooms.
- Choose a hotel and assign all students into rooms.
- Choose parking and number of days if staying over.
- Select t-shirts sizes for all paying members.
- Remember you can make changes to student events and registration until March 6th.
- All payments for state and other past due invoices **MUST** be paid the day of state. Bring a check to registration with you no later.
- Hotel payments, meals, and registration are all paid to FBLA Arizona.

If you have any questions regarding registration, contact Competitive Event Coordinator, Seth Filo @ seth.filo@azfbla.org or 480-685-0798.