



District Leadership Conference Instruction Guide
2022-23

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Overview of the DLC Process

1. Register members for the conference and their specific competitive events through [Blue Panda](#)
 - a. Registration opens December 1, 2022 and will close December 9, 2022 at (December 9 is the **absolute last day** to make changes)
2. Complete necessary items for competitive events
 - a. Test members for objective and production events January 17, 2023 – January 19, 2023 at 5 PM
 - b. Upload any prejudged materials to Blue Panda by February 3
3. Submit payment for DLC by January 13, 2023

Registration

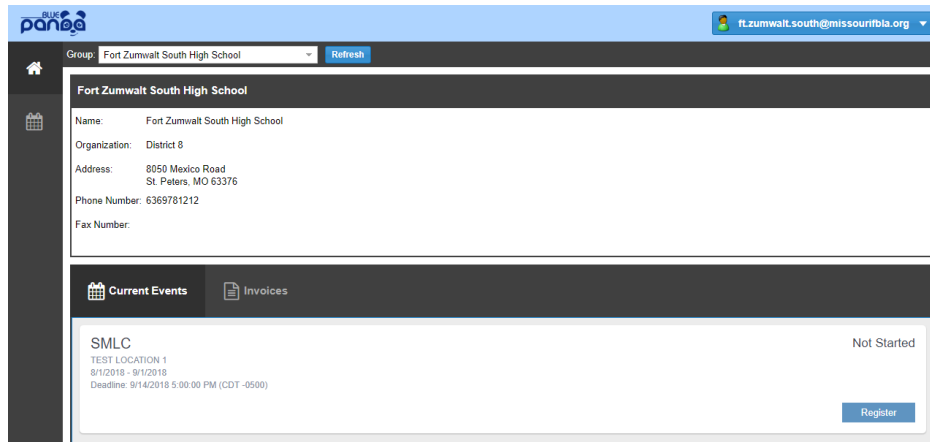
In order to attend DLC, advisers must register members through [Blue Panda](#) for the conference. This is also the same system to register members for their competitive events. Registration is \$10 per registered competitor – View this document for further instructions on how to register.

How to Login

New! Login credentials have been changed to the advisers' email and self-created password. All advisers should have received an email from Blue Panda with login details.

User Dashboard

Once logged in, the dashboard will show school information, current events to register for, and invoices from current and past conferences. Click “Register” by the conference you are looking to register for.



The screenshot shows the Blue Panda user dashboard. At the top, there is a navigation bar with the Blue Panda logo on the left and a user profile dropdown on the right showing the email address `ft.zumwalt.south@missourifbla.org`. Below the navigation bar, a dark sidebar on the left contains icons for home, calendar, and a list of items. The main content area is titled "Fort Zumwalt South High School" and includes a "Refresh" button. The school information section displays the following details:

- Name: Fort Zumwalt South High School
- Organization: District 8
- Address: 8050 Mexico Road, St. Peters, MO 63376
- Phone Number: 6369781212
- Fax Number:

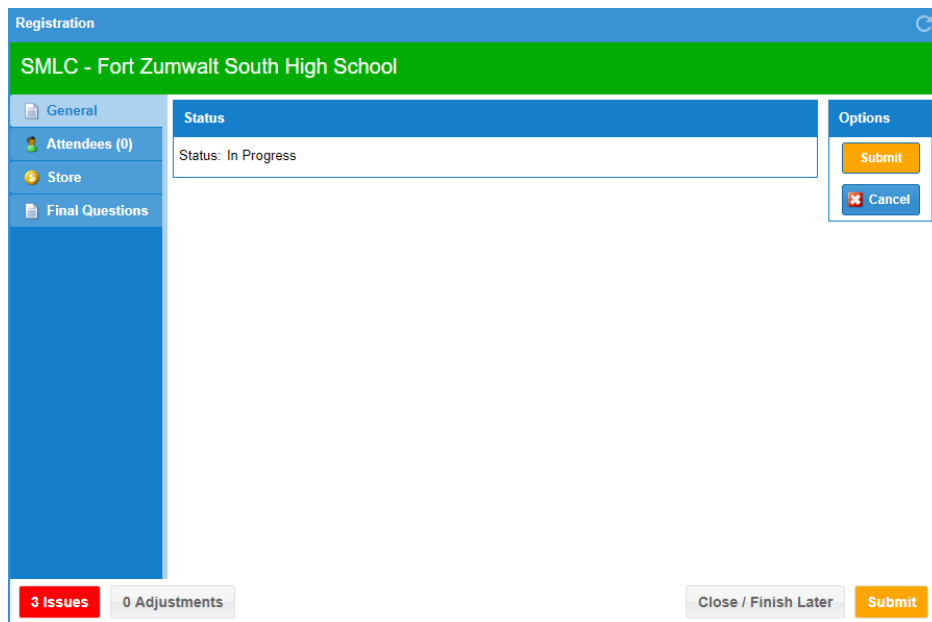
Below the school information, there are two tabs: "Current Events" (selected) and "Invoices". Under the "Current Events" tab, an event titled "SMLC" is listed with the following details:

- TEST LOCATION 1
- 8/1/2018 - 9/1/2018
- Deadline: 9/14/2018 5:00:00 PM (CDT -0500)

The event status is "Not Started" and there is a "Register" button at the bottom right of the event listing.

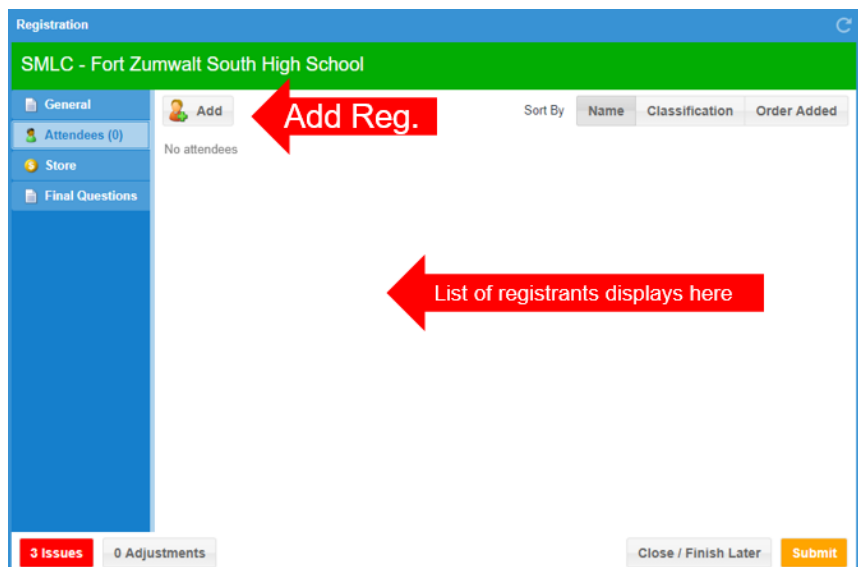
Conference Registration – Master Page

- Each conference has a dashboard for management
- Left side tabs take you through all the options available for the conference
- Status updates are available for registration that is
 - *In Progress* – registration has been started but not submitted/confirmed
 - *Submitted* – registration is successfully submitted
- You may save your registration and go back later to complete
- You may submit your registration, but still edit if needed as long as the date for registration has not passed



Conference Registration – Attendee Tab

- The attendee tab manages student member, adviser, and guest registration
- Click "Add" to add an individual to the conference registration
- Once individuals are registered, this tab allows you to view all those you have already entered



Registration for Student Members

- Select “Member – [Division]” from the Attendee dropdown
- Only members in the my.FBLA National Database will show in the member dropdown
 - my.FBLA and Blue Panda only sync every 24 hours – there is a delay, so don’t wait until the final day to register!
 - Grade and gender will pull automatically if entered in National Database

The screenshot shows the 'Add New Attendee' form in the SMLC registration system. The 'Attendee' dropdown is set to 'Member - FBLA', highlighted by a red arrow labeled 'Select Reg Type'. The 'Member' dropdown is empty. The 'First Name' and 'Last Name' fields are empty. The 'Grade' dropdown is set to 'N/A' and the 'Sex' dropdown is set to 'Male'. The 'More Info' section includes 'Shirt Size', 'Select A Theme Park', and 'Season Pass Holder?' dropdowns. The 'Special Needs' section has checkboxes for 'Special Needs' and 'Dietary'. The form has 'Cancel' and 'Save' buttons at the bottom.

Registration for Advisers & Guests

- Select “Adviser” or “Guest” from the Attendee dropdown
- Name information does not auto-populate
 - Key in attendee Name, Grade, and Sex
- Answer all additional questions for the conference

The screenshot shows the 'Add New Attendee' form in the SMLC registration system. The 'Attendee' dropdown is set to 'Adviser', highlighted by a red arrow labeled 'Select Reg Type'. The 'First Name' field is empty, and the 'Last Name' field is empty. The 'Grade' dropdown is set to 'N/A' and the 'Sex' dropdown is set to 'Male', both highlighted by a red arrow labeled 'Key In Details'. The 'More Info' section includes 'Shirt Size', 'Select A Theme Park', and 'Season Pass Holder?' dropdowns. The 'Special Needs' section has checkboxes for 'Special Needs' and 'Dietary'. The form has 'Cancel' and 'Save' buttons at the bottom. A red arrow labeled 'Answer Addtl. Q's' points to the 'More Info' and 'Special Needs' sections.

Competitive Events

At the high school level, there are 76 competitive events broken down into four categories for members to choose from. Note, not all competitive events are offered at DLC. Events not offered are called “Straight to State” events and there is no registration necessary during DLC. The four categories are listed below with additional information.

Please refer to the “events by conference” tab on [Regional Leadership Conferences - Tennessee FBLA \(fblatn.org\)](http://Regional Leadership Conferences - Tennessee FBLA (fblatn.org))

All topics will be the same at DLC, SLC, and NLC. Case studies and tests will change at each level. Tennessee FBLA strives to keep alignment with the National Center. However, there are some unique Tennessee FBLA rules. Review the National FBLA Competitive Events Guidelines [here](#).

Registering Members – Competition View

- Click on the “Competitions tab” to begin adding competitive events
- You can view two different ways
 - By competitive event
 - By attendee
- To register students for competitions, click the “Add” button

Adding Students

- Use the Event dropdown box to select the competitive event
- Select a student from the Available column
- Use the arrows to move a student to the Assigned column
- For team events, the system will automatically assign the members to a team together
- For individual events, you should move one member at a time
- Click “Save” to confirm the event
- The system will automatically cap the number of performances that a student may compete in at two
- You can continue to modify your registration during the registration period, assigning new

Registration

2019 Missouri FBLA DLC - Osborn H

Modify View

View By: Event, Attendee

General

Attendees (3)

Competitions

Final Questions

Add

Name ↑	Group ↑	Registered
Accounting I	National	
Accounting II	National	
Advertising	National	
Agribusiness	National	
Banking & Financial Systems	National	
Broadcast Journalism	National	
Business Calculations	National	
Business Communication	National	
Business Ethics	National	
Business Financial Plan	National	
Business Law	National	
Business Plan	National	
Client Service	National	
Computer Applications	National	
Computer Problem Solving	National	
Cyber Security	National	

4 Issues 0 Adjustments

Close / Finish Later Submit

Add Competition Registration

Competition

Event: Accounting I

Type: Individual

Team Size: 1

Grade Restriction: 9-12

Entry

Available

Davis, Emma (9)

Davis, Haily (12)

Hughes, Quintin (9)

Assigned

<< < > >>

Cancel Save

Select an Event

Select a Student

Move to Assign

competitive events to new members

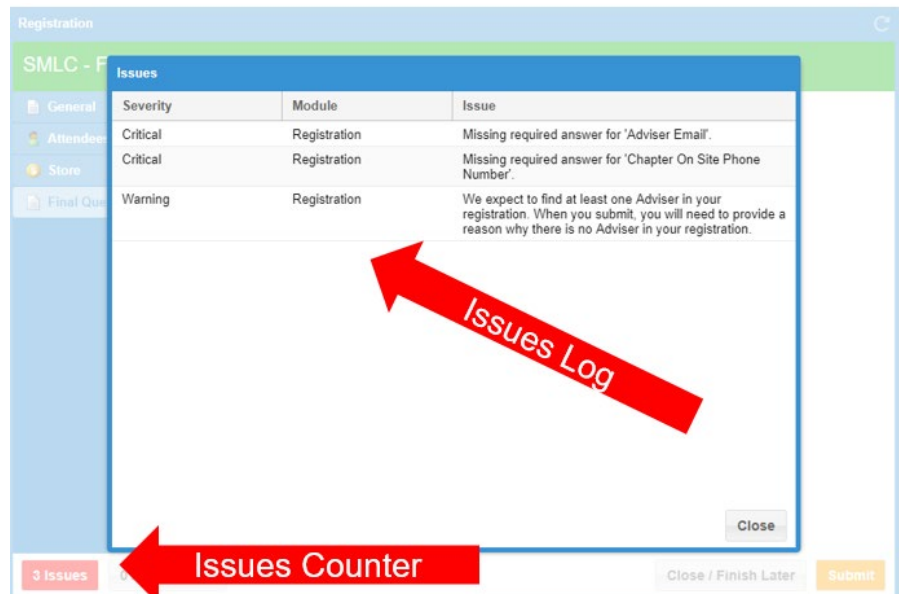
Final Questions

- After registering all attendees, the “Final Questions” tab will display any questions specific to the conference
- Certain questions may be required
- Click “Edit” to enter responses to these questions

The screenshot shows a web application window titled "Registration" for "SMLC - Fort Zumwalt South High School". The interface includes a sidebar with tabs for "General", "Attendees (0)", "Store", and "Final Questions". The "Final Questions" tab is active. In the main content area, there is an "Edit" button with a pencil icon. A red arrow points from the text "Edit Final Questions" to this button. Below the button, there are two required fields: "Adviser Email:" and "Chapter On Site Phone Number:", both marked as "[No Answer] (Required)". At the bottom of the window, there is a status bar showing "3 Issues" and "0 Adjustments", along with "Close / Finish Later" and "Submit" buttons.

Isolating and Fixing Registration Issues

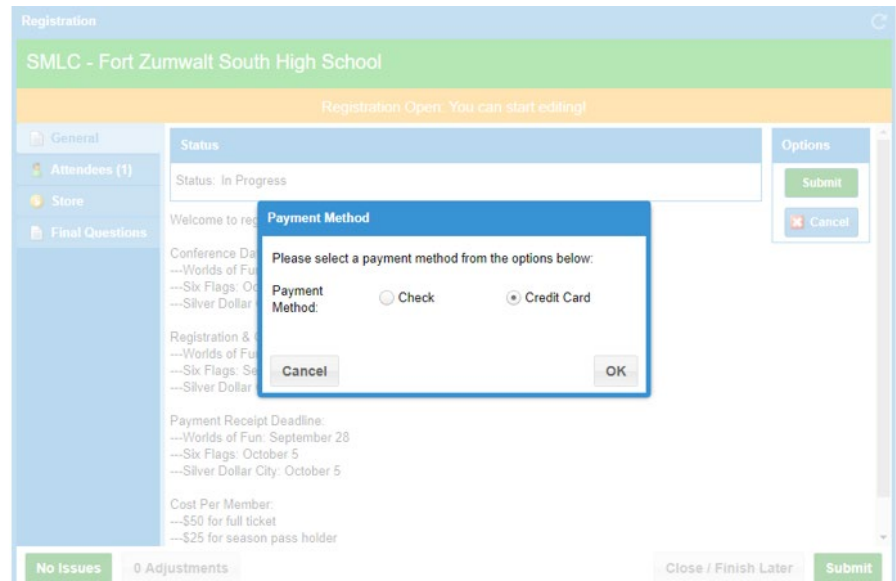
- In the bottom left corner of is an “Issues” button
 - This counter logs errors that may prevent registration
- There are two types of issues
 - *Critical* – prevents registration from being completed
 - *Warning* – something may be wrong with your registration that requires additional information



- Clicking the button will explain the issues and how to fix them
- Attempting to submit registration without fixing the issues will result in a message preventing your submission
- You will need to correct the issue to successfully submit registration

Saving & Submitting Registration

- Once you have completed all steps, you can choose one of two options
 - *Close/Finish Later* – allows you to save your registration but not submit
 - *Submit* – submits your registration to Tennessee FBLA, you can still correct registration through the deadline



- You will be prompted to select the payment method for the conference
 - Paying by credit card has a service charge
- Once submitted, a confirmation page will appear with details and any specific instructions to complete

- Blue Panda will generate an invoice for you as a confirmation of your registration, which will be emailed to the adviser on file for the chapter
- For check payment, please mail the invoice with the check. Credit cards can be processed for a small fee upon request.
 - All Tennessee FBLA conference payments are to be mailed to
Tennessee FBLA (Attn Zach Buchanan)
Andrew Johnson Tower, 9th floor
710 James Robertson Parkway
Nashville, TN 37243

Adjusting Registration

- If you notice an error after submitting your registration, you can make adjustments through the deadline
- Login to Blue Panda and click “Review” on the conference you wish to edit
- Click “Open/Edit” to change your registration
- No adjustments can be made once the registration deadline closes

Registration Support

- For general registration support, contact Tennessee.FBLA@tn.org