



## CTSO Advisor Academy Registration Packet

<b>Registration Deadline:</b>	<b>September 1, 2019</b>
<b>Fee:</b>	FREE to CTSO Advisors/Potential Advisors
<b>Registration:</b>	<a href="http://www.registermychapter.com/flc/nm-aa">www.registermychapter.com/flc/nm-aa</a>
<b>Details:</b>	<i>Please review this entire packet for complete conference details</i>
<b>Who:</b>	All advisors with existing CTSOs or interested in starting a CTSO (BPA, DECA, Educators Rising, FCCLA, HOSA, SkillsUSA, and TSA) are welcome to attend.
<b>What:</b>	World Class Leadership Training, Soft Skills Career Resources, CTSO Success Pyramid Exploration, Analysis and Growth Plan Determination, Best Practices Tips & Tricks by CTSO, Keys to Chapter Operations
<b>Where:</b>	Workforce Training Center 5600 Eagle Rock Ave NE Albuquerque, NM 87113 Room #101/103

### Agenda (Tentative)

#### September 13, 2019

Dinner on your own

7:30 pm – 9:00 pm Meet and Greet Social Hour (Marriott Pyramid, Atrium)

#### September 14, 2019

8:00 am – 9:00 am Breakfast/Registration

9:00 am – noon Training

Noon-1:00 pm Lunch (provided) Networking time

1:00 – 4:00pm Training continued; CTSO Breakouts

**MEALS:** Breakfast and lunch will be provided. Please note any dietary restrictions on your online registration form. While we will do our best to meet dietary restrictions, the Career Technical Leadership Project has generously provided this training to you free of charge, and we may not have the funds to meet all special requests.

**TRAVEL:** Advisors must cover all transportation costs or use a school vehicle for transportation.

**STIPEND:** A stipend will be provided upon completion of the Advisor Academy.

**HOUSING:** All housing arrangements will be on your own. There is a group rate at the Albuquerque Marriott Pyramid hotel of \$94.00 plus tax, let them know you will be attending the **CTSO Advisor Academy**. Please make sure your own housing arrangements are made if needed.

## Online Registration

1. Log in to [www.registermychapter.com/flc/nm-aa](http://www.registermychapter.com/flc/nm-aa)
2. Click CONFERENCE REGISTRATION

The screenshot shows the login page for the New Mexico CTSO Advisor Academy 2019. At the top, it says "New Mexico CTSO Advisor Academy 2019" with a "[Home]" link. On the left, there is a sidebar with buttons for "Conference Registration", "Help", and "Log Out", and a link for "Back to Admin". The main content area has a heading "Please enter your username and password" and two input fields for "User Name" and "Password", each with a search icon. Below these fields is a "Submit" button and the text "Administrator Logged In". A red notice states: "If you have never registered this chapter before, please click [here](#) to add your school. Please Note. If you have two schools, you will need to add the schools separately." Below this, there is a note about JavaScript and cookies: "Please note that you must have javascript and [cookies](#) enabled (especially session cookies) in your browser, in order to log in. If these are not enabled, you will be returned to this screen after attempting to login with no messages of any kind." At the bottom, there is a "Can't remember your password?" section with an input field for an e-mail address and a "Submit" button.

3. Under the User Name and Password you will need to click on the here on the screen to register as a new chapter.
4. Please fill in your contact information
  - a. Enter your First and Last Name
  - b. School Name – If registering ALL the CTSO teachers from your school please list school name only (Artesia Schools), if registering by CTSO list school name-CTSO name (Artesia-BPA) Submit.
5. Click ADD NEW NAME. Enter just your name or all the teachers coming from your school. Under Status, please select the CTSO that you associate with.

The screenshot shows the registration page for the New Mexico CTSO Advisor Academy 2014. At the top, it says "New Mexico CTSO Advisor Academy 2014" with a "[Home]" link. On the left, there is a sidebar with buttons for "CONFERENCE REGISTRATION", "HELP", and "LOG OUT". The main content area has a heading "Registration for test" with a sub-heading "(Click the above link to edit your school information)". A red note states: "NOTE: Registration will not be completed until you click the button below labeled SUBMIT below & confirm." Below this, it says "There are currently no entries". At the bottom, there are three buttons: "ADD NEW NAME", "VIEW REGISTRATION", and "SUBMIT". A link "Save and Finish Later" is also present.

6. Please complete the online custom questions.
  - a. Question 1 – Do you have any dietary restrictions? If so please list and we will do our best to accommodate you.
  - b. Question 2 - Will you be attending the Social Event on Friday evening?
  - c. Question 3 – Based on MapQuest, how many miles from your school to Albuquerque?
7. Add any or all CTE teachers in your school on your registration (especially those interested in starting a CTSO)
8. Click SUBMIT.