

## LOG IN – [HTTPS://WWW.REGISTERMYCHAPTER.COM/FCCLA/NM](https://www.registermychapter.com/fccla/nm)

### 1. SELECT – REGISTRATION

- Enter your Username and Password
  - Username is your chapter ID #
  - Password is the same as your membership password
- Submit
- Please click on the link for your school to verify and update all contact information, including t-shirt size, cell number, etc.

Registration for

Name of School

(Click the above link to edit your chapter information)

- Select T-shirt size
- Submit

### 2. ADD STUDENTS TO REGISTRATION

- Click Add Student
- Click SEARCH to list all of your students (If your student is not listed on your screen, then they are NOT a member of FCCLA, you will need to log out and complete membership for that student with the national office on the national portal. Then, email the state advisor at [fccla@nmctso.com](mailto:fccla@nmctso.com) to update the list on the state registration.)
- Select Participant Type
- Select T-shirt Size, Grade, and Competition Level
- **NOTE:** You may add more than one student at a time, but the system will time out after 20 minutes, so be sure to click on the amount of participants you think you can register in that amount of time.
- Scroll down to the bottom when done and click CONTINUE

### 3. ADD ITEMS

- Click NEXT since you do not add chapter fee under the student

### 4. ADD EVENTS

- Click EVENT next to the student's name. Select the event they will be participating in,
- If you have multiple teams in the same event, you will need to number the team.
- Click on the TEAM CAPTAIN for the student who will be submitting the project requirements.(This must be submitted in order for the registration to be complete.)
- Verify that your student is registered in the correct contest.
- Click NEXT at the bottom of the page.

### 5. REVIEW INFORMATION

- Review participant's information
- Click FINISH PARTICIPANT
- Continue with the rest of your participants
- Clicking the BACK TO REGISTRATION LIST will take you to the list of participants already entered

### 6. EDITING PARTICIPANTS

- Click EDIT button to the right of the participant's name
- Correct what needs to be corrected
- Click FINISH EDITING

## 7. ADD ADVISOR

- Select Participant Type
- Select T-shirt Size and Gender
- Enter Advisor Email
- Enter NOT COMPETING
- Volunteer/Evaluator must be clicked in order to proceed
- Click NEXT at the bottom of the page

## 8. ADD ITEMS

- Type in the number of additional T-Shirts you would like to order for those members not competing
- **NOTE:** T-Shirts are \$10.00 for sizes S - XL. An additional \$3.00 will be charged for larger sizes.
- CHAPTER FEE - Type in the number 1 if you are registering members that want to attend, but are not participating
- Click NEXT at the bottom of the page

## 9. ADD VOLUNTEER

- All Advisors are required to volunteer as a Lead Consultant. Training will be held on Thursday, **February 18 at 6:30 pm MST.**
- Zoom link:  
<https://us02web.zoom.us/j/83641660148?pwd=K1lpMENCDlh5QUk5aWx2bDdxYkRPUT09>  
Meeting ID: 836 4166 0148  
Passcode: 229361
- Complete Name, Phone, Email, and Address
- Prior Evaluation Experience - YES or NO
- If YES, please put in events you have evaluated
- Click LEAD CONSULTANT (ADULT)
- Select the events you would be willing to work
- Click NEXT at the bottom of the page.

## 10. REVIEW INFORMATION

- Review advisor's information
- Click FINISH PARTICIPANT

## 11. COMPLETE REGISTRATION

- Click VIEW REGISTRATION
- View Registration, please check for accuracy
- Click BACK TO REGISTRATION
- Click FINISHED REGISTRATION

## 12. PAYMENT

- Print 2 copies of your Registration Invoice for registration and submit to your business office for payment to NM FCCLA – 1500 S Ave K; ENMU Station 61, Portales, NM 88130

**REGISTRATION WILL NOT BE COMPLETED UNTIL  
YOU CLICK THE  
FINISHED REGISTRATION BUTTON**

**REGISTRATION IS DUE FEBRUARY 12.**