



## VIRGINIA FBLA STATE LEADERSHIP CONFERENCE REGISTRATION PROCEDURES

***OPENS MARCH 8; DEADLINE March 16, 2017***

**Please read all of these instructions before registering your chapter.**

Online Registration Instructions:

Go to the URL address: <http://vafbla.register110.com>

- Log in using your adviser credentials.
- On approximately March 8, a hyperlink to access the 2017 FBLA State Leadership Conference Information will be available. (We must wait until all paid memberships are posted)
- Follow the steps to register for the conference.
- If you have questions concerning the conference, please contact Sandy Mills (smills@vafbla-pbl.org). If you have problems with the system; contact the HELP link located on the registration homepage.
- If the system administrator has to do a back-end correction of membership reporting (ie., membership fees were not received by March 1, and therefore, students do not show up on the chapter database), there will be a \$10 fee to pay for the service of manually adding your student into the system. Errors made by the national office will not be charged.
- A confirmation will be made available; please print two copies--one for your records and **one to submit with your payment**. Checks should be made payable to **Virginia FBLA** and submitted, along with a copy of the confirmation form, to the state office:

Sandy Mills  
Virginia FBLA-PBL State Specialist  
115 Marshall Lane  
Winchester, VA 22602

- Do not enter students into the system unless you are **100 percent sure** they are attending the conference. Once you have selected a student for attendance, there is no way to cancel them. Please do not call Sandy Mills asking her to do so; she cannot.
- Chapters will be responsible for payment of their initial registration and any additions that are made. You may not cancel students from your registration without going through the proper procedures. You may replace a student or request a partial refund (see below).

- Registration is due March 16, 2017, for on-time status. Checks for initial payments postmarked after March 24, **must** include a \$25 late fee. Competitors added to registration due to a change of eligibility and subsequent payment for those registrants may waive the \$25 late fee as long as the initial payment was postmarked by March 24. Checks received postmarked after March 24 that do not include the \$25 late fee will be assessed the late fee after the conference via invoice.
- **Refund Policy.** A partial refund of \$20 will be made if you notify the FBLA State Office in writing, postmarked by March 24, 2017, that you are cancelling a registration. Refund requests not in writing and postmarked after March 24, 2017, cannot be honored. Requests may be sent via U. S. Postal Service or e-mailed to [smills@vafbla-pbl.org](mailto:smills@vafbla-pbl.org).