FBLA·ΦBΛ

LOCAL CHAPTER ACTIVITIES
*Must complete 10 activity reports (2 per area) to be eligible for Honor Chapter Status

When planning the chapter's year, remember FBLA's five-point program of activities:
- Business Knowledge and Skills
- School and Community Service
- Leadership and Promotion
- Financial
- Social

Chapter Activity Reports are due uploaded on the Report Management System by the SLC due date, established annually, and should be centered on these five areas.

To complete and upload activity reports:
1. Download the activity report from www.vafbla-pbl.org (FORMS link)
2. Complete the activity report
    a. You may only check one area per activity
    b. Conference attendance may not be submitted for an activity as your chapter already receives points for attendance.
3. Save the document to your hard drive
4. To upload documents and keep track of what you have submitted, please visit the URL address http://vafbla.register110.com/login.asp
5. You will see the following message:

Advisers who have login credentials for the adviser area at www.fbla-pbl.org may use the same credentials to log in here. If you do not have credentials please register using the link below.

6. If you have accessed the Adviser Only area on the national Web site—the username and password are the same. If you have not logged into that site, you will need to create an account by clicking on the link referenced in this message. We have tested the system, and the most common issue was the ability to access the site. If you have any complications accessing this site, please contact your tech services department and get them to allow access to the Web page. Should you need additional login support, please e-mail web@register110.com.
7. Once you are in the system, it is extremely simple to follow the steps to upload your documents (with the exception of the Adviser Form, which is a live document created online). You have the ability to access your chapter's documents at any time through this Web site, so no more guessing as to which reports you have submitted. The site will be taken down temporarily after each due date to assess points for the reports.