



VIRGINIA FBLA STATE LEADERSHIP CONFERENCE REGISTRATION PROCEDURES

OPENS AROUND MARCH 8; DEADLINE March 14, 2019

Please read all of these instructions before registering your chapter.

Online Registration Instructions:

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

- Do not enter advisers, guests, or students into the conference registration system unless you are **100 percent sure** they are attending the conference. Once you have selected the number of guests and advisers—those are in stone; there is no way to cancel them. There is no way to unselect a student. Please do not call Sandy Mills asking her to do so; she cannot.
- Log in using your adviser credentials.
- On approximately March 8, a hyperlink to access the 2019 FBLA State Leadership Conference Information will be available. (We must wait until all paid memberships are posted, so the registration window is smaller this year because of the earlier conference.)
- 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 (i.e., 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. If you are entering students after February 20, 2019, you should pay by credit card or overnight the check to the national office. The dues deadline is a RECEIVED date.
- 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

- 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 14, 2019, for *on-time status*. Checks for initial payments postmarked after March 21, **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 21. Checks received postmarked after March 21 that do not include the \$25 late fee will be assessed the late fee after the conference via invoice.
- You may *add additional students* or *make substitutions* through March 27. Registration will be closed for final download after March 27 because the electronic rating sheet firm needs final competitors for their system download on March 28.
- **Refund Policy.** A partial refund of \$20 will be made if you notify the FBLA State Office in writing, postmarked by March 21, 2019, that you are cancelling a registration. Refund requests not in writing and postmarked after March 21, 2019, cannot be honored. Requests may be sent via U. S. Postal Service or e-mailed to smills@vafbla-pbl.org.