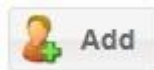




Blue Panda Registration Instructions:

1. Go to app.gobluepanda.com
2. Login with FBLA Connect
3. Click register button
4. Click on Attendees to register Advisers, chaperones, and paid members for the conference.

5. Click Add to add registrations for the conference.



- a. Only paid members will show up in the drop-down list. Make sure you have paid for all members before registering for the conference.
- b. Students must be selected from the member drop down list. Adviser, Guest/Chaperones you must type the names in as you would like them to show up on the nametags.
**Special Needs must be noted on this section for any possible accommodations to be made.

6. Once you have all your attendees entered, you can move to the competitions tab.

Name	Group	Registered
Accounting I	National	
Accounting II	National	
Advertising	National	
Agribusiness	National	
American Enterprise Project	National	
Banking & Financial Systems	National	
Business Calculations	National	
Business Communication	National	
Business Ethics	National	
Business Financial Plan	National	
Business Law	National	
Business Plan	National	
Client Service	National	
Coding & Programming	National	
Community Service Project	National	
Computer Applications	National	

7. Select the event and click the [Add] button to add members to that event.

- a. Register members for events:
- b. Select student from left (Available list) and click the right arrow to move them over to the Assigned list.
- c. To register multiple teams:
 - i. Select the students on Team 1
 - ii. Click Save
 - iii. Go back to that event to add another team if needing to add more than one team.

The screenshot shows the 'Add Competition Registration' window. The 'Event' is set to 'Banking & Financial Systems', 'Type' is 'Individual/Team', 'Team Size' is '1-3', and 'Grade Restriction' is '9-12'. In the 'Entry' section, the 'Available' list contains six students with redacted names and grade levels (10, 9, 9, 11, 10, 12). The 'Assigned' list contains one student with a redacted name and grade level (12). The right arrow button (>) is highlighted in yellow, indicating the action to move a student from the available list to the assigned list.

8. Click on the [Final Questions] tab.

- a. Answer the questions

9. Click the [Submit] button when finished.

- a. If there are any issues (errors), you will get a pop-up window.

10. Print the invoice on the final screen. You will also receive an email with the invoice and further instructions.

Email ncfblareg@gmail.com with any questions regarding SLC registration on Blue Panda.