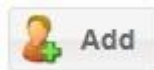# Blue Panda
Registration Instructions:

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.

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.

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.