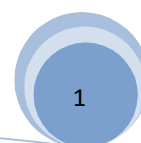


BPA Conference Registration System Chapter Advisor Manual

The items listed in the table of contents provided below are actually listed in sequence in which you will complete the initial registration process. Some items may only apply for the state leadership conference (SLC).

Contents

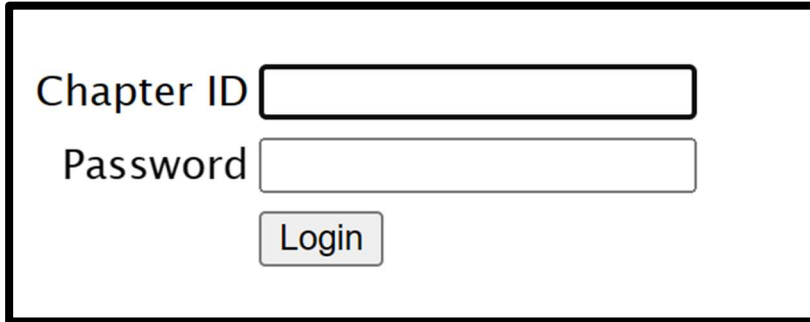
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HOW TO LOG IN AS A CHAPTER ADVISOR:

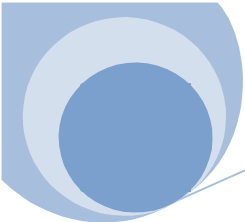


Chapter ID

Password

Login

1. Type the Chapter # in the “**Chapter ID**” field in format 56-####.
2. Type the primary advisor’s password from the Membership Registration System (register.bpa.org) in the “**Password**” field.
3. Click on the “**Login**” button.
4. **Can't remember your password?** Please return to the Membership Registration System (register.bpa.org) and click the “*Forgot Password*” to reset your password.



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HOW TO VERIFY AND UPDATE CHAPTER INFORMATION:

When you are logging on for the first time each membership year, you will see the following verification screen to complete:

Note: Any Text box with an asterisk * are Required fields

Please Verify and update the following information

Advisor * First Name
 Last Name

Cell Phone*

School Name*

Level* **S**

Address 1
 Address 2

City State Zip

Email *

Phone Ext
 Fax

Password * Show Password

Chapter ID **56-9999**

Area (region or district)

Payment Type Check
 Check #

Special Needs

I have a student(or students) who will require special accommodations and I will submit a Special Accommodations Form to the regional advisors and state director.

1. Complete the appropriate fields in the **Verification** form
2. If a field has an **"Asterisk (*)"**, you must complete those fields before you can **"Save"** your information
3. If there are Custom Questions listed at the bottom they must be answered before you can **"Save"** your information
4. Click on the **"Save"** button

Note: If any chapter information is pre-filled and is incorrect, the changes would need to be made in the Membership Registration System (register.bpa.org).

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HOW TO ADD STUDENTS:

Note: The Adding Members Session will time out in 20 minutes. You do not have to add all the students at one time. You may enter them in multiple sessions. If it will take more than 20 minutes, you will need to start this step over from step 1 and you will be able to add additional participants from the members registered in the Membership Registration System (register.bpa.org).

Select All – Selects all members (NOTE: Any previous selections will be overwritten)

* NOTE: All fields are required.

Name	Participant Type
Tinker Bell (S)	Not Attending
Daisy Duck (S)	Not Attending
Donald Duck (S)	Not Attending
Captain Hook (S)	Not Attending
Mickey Mouse (S)	Not Attending
Minnie Mouse (S)	Not Attending
Peter Pan (S)	Not Attending
Mary Poppins (S)	Not Attending

Save

1. Click on the "**Add Member**" button and the names of the students you submitted in the national membership registration system will appear. If names were not **submitted**, they will not appear on this list.
2. Select the appropriate "**Participant Type**" from the "**Participant Type**" field Drop-Down list
3. Click on the "**Save**" button. After Clicking "**Save**" all the Participants will appear on the Chapter list.

Note: If you do not change the Participant Type from "Not Attending" to some other setting that member will not be saved (transferred to your registration list).

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HOW TO ADD EVENTS FOR STUDENTS:

Note: There are two methods for adding students to events. Method 1 is adding all events for a student individually and can be accessed any time before submitting registration. Method 2 is for adding all students to each event individually and can only be accessed once and all events would need to be completed at this time.

METHOD 1:

Member ID	Name	Status	Person Type	Events	Item Selection				
90000162	Henderson, Maurice	A	A	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000161	Duck, Daisy	VD	S	3	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000160	Duck, Donald	VD	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000155	Mouse, Mickey	S	S	2	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000156	Mouse, Minnie	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000157	Pan, Peter	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000158	Pooh, Winnie	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000159	Poppins, Mary	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete

1. Click on the "Edit & Select Events" link

Name **Minnie Mouse**

Participant Type*

Gender *

Email (Required for Advisors)

Phone (Required for Voting Delegate State Conference Registration)

Special Needs

2. Select the appropriate gender from the "Gender" field Drop-Down list
3. Type the email in the "Email" field **this field is required for advisors**
4. Type the phone number in the "Phone" field
this field is required for advisors and voting delegates at the State Leadership Conference
5. Type the appropriate "Special Needs" in the "Special Needs" field

Note: There are also two additional steps if there are special needs.

1. There is also a custom question that will also need to be marked as YES if special accommodations are needed.
2. Please make sure to also fill out the Special Accommodations Form.

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Select	Team #	Team Captain	Event Name	Min Entries	Max Entries	Max # of Teams
Business Administration						
<input checked="" type="checkbox"/>			Administrative Support Research Project (260-S)	1	6	
<input type="checkbox"/>	1	<input type="checkbox"/>	Administrative Support Team (255-S)	2	4	99
<input type="checkbox"/>			Advanced Office Systems & Procedures (225-S)	1	7	
<input type="checkbox"/>			Advanced Spreadsheet Applications (235-S)	1	7	

Note: Team # should remain 1 as there is only one team per chapter allowed.

6. Select the "Select" checkbox next to the Event
7. Select the "Team Captain" checkbox to be the Team Captain for this event (there may only be ONE team captain for each team, and there MUST be a team captain for all team events).
8. Click on the "Save" button

METHOD 2:

Member ID	Name	Status	Type	Events	Item Selection	Sessions	Edit & Select Events	Delete	
90000162	Henderson, Maurice	A	A	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000161	Duck, Daisy	VD	S	3	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000160	Duck, Donald	VD	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000155	Mouse, Mickey	S	S	2	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000156	Mouse, Minnie	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000157	Pan, Peter	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000158	Pooh, Winnie	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete
90000159	Poppins, Mary	S	S	0	Items	\$0.00	Sessions	Edit & Select Events	Delete

1. Click on the "Add Students to Events" button

Event Name	Category	Team?	Assign Attendees
Administrative Support Research Project (260-S)	Business Administration	No	<input checked="" type="button" value="Assign Attendees"/>
Administrative Support Team (255-S)	Business Administration	Yes	<input type="button" value="Assign Attendees"/>
Advanced Accounting (110-S)	Finance	No	<input type="button" value="Assign Attendees"/>
Advanced Desktop Publishing (405-S)	Digital Communication & Design	No	<input type="button" value="Assign Attendees"/>

2. Click on the "Assign Attendees" button

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Member ID	First Name	Last Name	Min Entries	Max Entries	Allowed to Enter Events	
90000161	Daisy	Duck	1	6	Allowed, but do not require	<input type="button" value="Add"/>
90000160	Donald	Duck	1	6	Allowed, but do not require	<input type="button" value="Add"/>
90000162	Maurice	Henderson	1	6	Do Not Allow	
90000155	Mickey	Mouse	1	6	Required, but not necessarily this one	<input type="button" value="Add"/>
90000156	Minnie	Mouse	1	6	Required, but not necessarily this one	<input type="button" value="Add"/>
90000157	Peter	Pan	1	6	Required, but not necessarily this one	<input type="button" value="Add"/>
90000158	Winnie	Pooh	1	6	Required, but not necessarily this one	<input type="button" value="Add"/>
90000159	Mary	Poppins	1	6	Required, but not necessarily this one	<input type="button" value="Add"/>

3. Click on the **"Add"** button to add a student to the event (repeat this for all students in the event)
4. Once all students are added to the event, click on the **"Back to Events"** button
5. Repeat Steps 2-4 for all necessary events.

Member ID	Name	Status	Person Type	Events	Item Selection	Sessions	Edit & Select Events	Delete
90000162	Henderson, Maurice	A	A	0	Items \$0.00	Sessions	Edit & Select Events	Delete
90000161	Duck, Daisy	VD	S	3	Items \$0.00	Sessions	Edit & Select Events	Delete
90000160	Duck, Donald	VD	S	0	Items \$0.00	Sessions	Edit & Select Events	Delete
90000155	Mouse, Mickey	S	S	2	Items \$0.00	Sessions	Edit & Select Events	Delete
90000156	Mouse, Minnie	S	S	0	Items \$0.00	Sessions	Edit & Select Events	Delete
90000157	Pan, Peter	S	S	0	Items \$0.00	Sessions	Edit & Select Events	Delete
90000158	Pooh, Winnie	S	S	0	Items \$0.00	Sessions	Edit & Select Events	Delete
90000159	Poppins, Mary	S	S	0	Items \$0.00	Sessions	Edit & Select Events	Delete

6. Although you have added students to their respective events using this Method 2 option, you will still need to provide additional information for each attendee. Click on the **"Edit & Select Events"** link for each student.

Name **Minnie Mouse**

Participant Type*

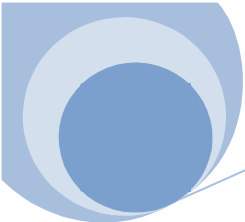
Gender *

Email (Required for Advisors)

Phone (Required for Voting Delegate State Conference Registration)

Special Needs

7. Select the appropriate gender from the **"Gender"** field Drop-Down list
8. Type the email in the **"Email"** field **this field is required for advisors**
9. Type the phone number in the **"Phone"** field
this field is required for advisors and voting delegates at the State Leadership Conference
10. Type the appropriate **"Special Needs"** in the **"Special Needs"** field.
Note: There are also two additional steps if there are special needs.
 1. There is also a custom question that will also need to be marked as YES if special accommodations are needed.
 2. Please make sure to also fill out the Special Accommodations Form.
11. Click on the **"Save"** button.



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HOW TO VIEW COMPETITIVE EVENT REGISTRATION LIST:

Note: Only after adding all the participants and selecting events for them.

Quantity	Description	Each	Total
2	Student Regional Conference Registration	\$20.00	\$40.00
		SUB TOTAL	\$40.00
	2 Participants	TOTAL	\$40.00

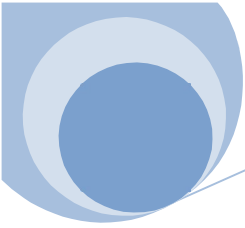
[View By Event](#)

INDIVIDUALS	
Name	Event(s) / Items / APG / Jobs
00125710 Bell, Tinker (Student Regional Conference Registration) (Inv #)	240-S : Database Applications 260-S : Administrative Support Research Project
00125716 Pan, Peter (Student Regional Conference Registration) (Inv #)	145-S : Banking & Finance 260-S : Administrative Support Research Project

[\[Back to Registration\]](#)

1. Click on the **“View Registration”** link to see a Preview of your Registration Invoice that lists the students and their competitions.
2. Click on the **“Back to Registration”** button.

Note: You can also view the list by event by clicking the View By Event link.



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**Chaperones and
Items may only
apply to the State
Leadership**

HOW TO ADD CHAPERONES:

1. Click on the "Add Non-Student" button

Add Non-Student

First Name* MI Last*

Participant Type*

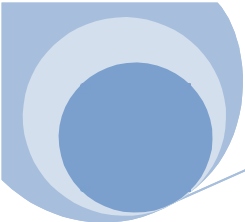
Gender*

Email* (required for advisors)

Phone

Special Needs

2. Enter the appropriate name into the "First Name" and "Last Name" text boxes
3. Select the appropriate participant type from the "Participant Type" field Drop-Down list
4. Select the appropriate gender from the "Gender" field Drop-Down list
5. Enter the appropriate email address into the "Email" text box (required for advisors)
6. Enter the appropriate phone number into the "Phone" text box (required for advisors)
7. Enter any special needs into the "Special Needs" text box
Note: There are also two additional steps if there are special needs.
 1. There is also a custom question that will also need to be marked as YES if special accommodations are needed.
 2. Please make sure to also fill out the Special Accommodations Form.
8. Click on the "Save" button



BPA Conference Registration System Chapter Advisor Manual

**Chaperones and
Items may only
apply to the State
Leadership**

HOW TO ADD ITEMS TO PARTICIPANTS:

NOTE: Items include special meal requests at the SLC, Special Participant types, and T-Shirts. Some regions may collect information about lunch options in this menu.

Member ID	Name	Status	Person Type	Events	Item Selection		
90000161	Duck, Daisy	VD	S	4	Items	\$0.00	Sessions Edit & Select Events Delete

1. Click on the "Items" link to add Items to a Participant

Description	Price	Quantity
Meal Requests		
Gluten-Free Meal Request	\$0.00	<input type="checkbox"/>
Vegan Meal Request	\$0.00	<input type="checkbox"/>
Special Participant Types		
Campaign Manager	\$0.00	<input type="checkbox"/>
State Officer Candidate	\$0.00	<input type="checkbox"/>
Statesman Award Recipient	\$0.00	<input type="checkbox"/>
<input type="button" value="Save"/>		

2. Check the checkboxes in the "Quantity" field for each applicable item you wish to select for the Participant.
3. Click on the "Save" button.

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HOW TO ADD PARTICIPANTS TO HOUSING (SLC only):

Housing – You MUST complete housing before you can submit

1. Click on the "Housing" button

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type

Select Room #

Select	Name	Gender	Participant Type
<input type="checkbox"/>	Daisy Duck	F	S
<input checked="" type="checkbox"/>	Donald Duck	M	S
<input checked="" type="checkbox"/>	Mickey Mouse	M	S
<input type="checkbox"/>	Minnie Mouse	F	S
<input checked="" type="checkbox"/>	Peter Pan	M	S
<input checked="" type="checkbox"/>	Winnie Pooh	M	S
<input type="checkbox"/>	Mary Poppins	F	S

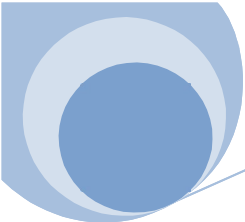
2. Select the appropriate room type from the "Select Room Type" field Drop-Down list
3. Select the appropriate room number from the "Select Room #" field Drop-Down list
4. Select the "Participant" checkbox for the Student(s) that you want to put in the selected room
5. Click on the "Add To Room" button and the selected individuals will be added to the room

Room	Name
#1	Maurice Henderson (\$421.83) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
#2	Donald Duck (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
	Mickey Mouse (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
	Peter Pan (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
	Winnie Pooh (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]

6. If you wish to remove someone from a room, click on the "Remove" link to remove the participant that room.

HOTEL CHARGES	
Room Charge	\$1,396.29
Housing Total	\$1,396.29

7. As you continue to assign individuals to rooms, the **Housing total** will automatically update



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HOW TO EDIT CHAPTER ARRIVING AND DEPARTING DATE/TIMES (SLC only):

Hotel Name: Amway Grand Plaza Hotel

Chapter Arriving 3/7/2024 12:00 PM **Departing** 3/10/2024 11:59 PM [\[Edit\]](#)

Chapter Comments to Hotel [\[Edit\]](#)

1. Click on the "Edit" link
2. Enter your "Arrival Date" in the "Arrival Date" field (mm/dd/yyyy)
3. Enter your "Arrival Time" in the "Arrival Time" field (hh:mm am/pm)
4. Enter your "Departure Date" in the "Departure Date" field (mm/dd/yyyy)
5. Enter your "Departure Time" in the "Departure Time" field (hh:mm am/pm)
6. Click on the "Submit" button

NOTE: You may also add special instructions for the hotel under the "Chapter Comments to Hotel" section by clicking on the "Edit" link

HOW TO OVERRIDE DATES FOR A HOTEL ROOM (SLC only):

NOTE: This is only if you need to make the arrival or departure date for any given room different from the rest of the chapter.

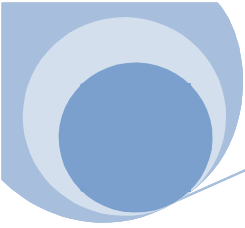
Room	Name
#1	Maurice Henderson (\$421.83) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
#2	Donald Duck (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
	Mickey Mouse (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
	Peter Pan (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]
	Winnie Pooh (\$121.81) (3/7 - 3/10 [3 Nights]) [Remove] [Override Dates]

1. Click on the "Override Dates" link

Arrival Date **Time**

Depart Date **Time**

2. Enter your "Arrival Date" in the "Arrival Date" field (mm/dd/yyyy)
3. Enter your "Arrival Time" in the "Arrival Time" field (hh:mm am/pm)
4. Enter your "Departure Date" in the "Departure Date" field (mm/dd/yyyy)
5. Enter your "Departure Time" in the "Departure Time" field (hh:mm am/pm)
6. Click on the "Save" button



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HOW TO SUBMIT YOUR REGISTRATION:

1. FOR SLC ONLY: In order to submit your registration, you must first ensure that your housing Registration is completed and submitted first. In the Housing menu, you MUST click on the "**Submit Hotel Reservation**" button to complete your reservation.
NOTE: When your reservation is submitted the following message will be located to the right of the "Housing" button: "Your housing reservation has been submitted."

2. Select the radio button located next to the Payment option.

Pay By Check

Pay By Credit Card (A 3% fee will be added to the invoice)

3. If you are paying by check, type the check number in the "**Pay By Check**" field. If you do not know the check number, insert "Unknown".
4. If you are paying by credit card, select the radio button located next to the "**Pay By Credit Card**" field.
Note: Paying by credit card may only be applicable for the State Leadership Conference.
Note: If paying by credit card, an invoice adjustment will be added for a credit card processing fee.
5. Click on the "**Submit**" button
Note: If you make any changes after submitting your invoice, you must contact the regional advisor (for regional conferences) or the state office (for state conference) to make allowable changes/corrections to your registration.

HOW TO VIEW PAYMENT INVOICE AND VIEW SCHEDULE:

1. Click on the "**View Payment Invoice**" link to view invoices.
2. Click on the "**View Schedule**" link to view the students' schedules.
Note: The regional advisor (for regional conferences) and the state office (for state conference) will let you know when student schedules are available to view.

HOW TO LOG OUT:

1. Click on the "Log Out" button on the left hand side of the page