

# **BPA ILLINOIS ASSOCIATION 2022 STATE LEADERSHIP CONFERENCE REGISTRATION INSTRUCTIONS**

SLC Conference Registration opens on Tuesday, January 11, 2022, and closes on Friday, January 28, 2022. Registration Fees are \$65.00 per Advisor, Chaperone, and Member.

SLC Late Registration Fees take effect on Saturday, January 29, 2022. Late Registration closes on Monday, January 31, 2022. Late Registration Fees are \$75.00 per Advisor, Chaperone, and Member.

## **WHAT YOU NEED TO KNOW BEFORE REGISTERING YOUR CHAPTER/MEMBERS**

- ✓ T-Shirt Size for each Advisor, Chaperone, Member
- ✓ NLC Participation – A list of those Members competing at SLC who will **not** be attending NLC
- ✓ Meal Choice for each Advisor, Chaperone, Member who will be attending the Banquet
  - Banquet Meal – Chicken Parmesan/Asiago Chicken
  - Vegetarian Meal – Fettuccine Alfredo
  - Vegan Meal – Vegetable Linguini
  - Food Allergy Meal – Special Request (Janelle Hoeksema will contact you regarding the allergy)
- ✓ Contests – A list of Members and the Competitive Events they will compete in at SLC (You will **not** pre-register your members for Open Contests.)
- ✓ Roommates – A list of rooms and who will be in each room. (If sharing rooms with another Chapter, determine which Advisor will submit those hotel reservations.)

## **USING THE ONLINE CONFERENCE REGISTRATION SYSTEM**

1. Go to <https://www.registtermychapter.com/bpa/IL/Main.asp>
2. Click on **Conference Registration**.
3. Log on by entering your username and password (the same username and password utilized to register your chapter membership).

## **STEP ONE: CONFERENCE REGISTRATION**

1. Click Conference Registration, verify your chapter information and update accordingly. (Save)
2. Add Member.
3. Select each Advisor and Member attending the State Leadership Conference. (As you select each Member, please double-check that their name is spelled correctly.)
4. Advisors select **Participant Type**. (If you are a PSC with State Leadership Conference Responsibilities, select PSC, your Conference Registration is complimentary.)
5. Select each Advisor's, Chaperone's, and Member's T-Shirt size. If you, your chaperone, and/or your members do not want a T-Shirt – select N/A. (If you do not want a T-Shirt, the Registration Fee will **NOT** be reduced.)
6. **For each member, choose if they will be a member or a voting delegate. You may have up to 8 voting delegates. You may also choose "State Officer" if you are registering a State Officer.**
7. **Click to Save** after you have selected each Advisor/Chaperone/Member that is attending SLC.

8. For each Member – **Click on Edit and Select Events** to select the event(s) that each member qualified to participate in. Remember to **Click on Save** before continuing to the next member.
9. You will NOT need to pre-register your members for Open Contests.
10. Click on **Back to Registration List** to continue selecting contests for each of your members.  
**STEPS 8, 9, AND 10 CAN BE COMPLETED AT THE SAME TIME FOR EACH INDIVIDUAL.**
11. For each Member who will not attend NLC (even if they qualify in their event), **Click on Item** and select NLC-NO – enter the Number 1 in the “Order Quantity” box. Remember to **click on Save**.
12. For each Advisor, Chaperone, and Member **Click on Item** to select a dinner choice for the Banquet. In the “Order Quantity” box, enter Number 1 for the meal you are requesting. (Each Advisor, Chaperone, and Member may only request **one** meal choice.) (If you have **registered anyone that will not be attending the Banquet** – please enter Number 1 for **Item # Banquet-NO** – Not Attending Banquet.) Remember to **click on Save**.
13. **For entire Chapters that will not be attending the banquet – the primary advisor should Click on Item # Banquet-CNO – Entire Chapter will not be attending the banquet. Remember to click on Save.**
14. Click on **Back to Conference Invoice** to continue selecting Items (NLC-NO and Banquet Meal) for each of your Advisors, Chaperones, and Members.

## STEP TWO: HOTEL REGISTRATION

- **Hotel Reservations must be made through BPA IL using the online SLC 2022 site.**
- **Please note – Advisors and Chaperones may not share a room with Student Members.**
- **If an Advisor is staying, but members are not - do not complete this section, please email [jhoeksem@hinsdale86.org](mailto:jhoeksem@hinsdale86.org) directly.**

Hotel Registration opens on Tuesday, January 11, 2022, and closes on Friday, January 28, 2022. Hotel Room Rates are \$140.61 (\$129.00 + \$11.61 tax) per night for single, double, triple, or quad occupancy. Mrs. Hoeksema will work with the hotel and try to accommodate those chapters who register during the late registration period; however, she may not be able to obtain additional rooms at our conference rate.

1. Click **Housing**.
2. The hotel reservations are for 2/24 through 2/26. (PSCs and State Officers and their Advisors will arrive on 2/23 – Mrs. Hoeksema will make the reservations for Wednesday Evening 2/23).
3. Select Room Type (Single (1 person), Double (2 people), Triple (3 people), Quad (4 people). **(FYI – Room type determines the number of people in a room – it does not determine the number of beds in the room.)**
4. Select Room Number (1 for your first room, 2 for your second room, etc.)
5. Chapter Advisors should select their rooms first before continuing to select rooms for your members.
6. Select the members that will be rooming together in this room and then **Click on Add to Room**.
7. If a member is NOT staying at the hotel, please choose No Hotel Room. You must still designate a room for that person - but you will not be charged.
8. **Hotel Reservations must be submitted with your SLC Conference Registration.**
9. Continue to **Finalize Conference and Hotel Registration** instructions below, if you and your members are not sharing rooms with another Chapter.

## SHARING ROOMS

1. Register Members as normal for Conference Registration.
2. Determine which school will make the hotel reservation.
3. The school making the hotel reservation will be responsible for the room and payment in full.
4. The Advisor making the hotel reservation will contact the “sharing” Chapter Advisor regarding payment for their portion of the room rate.
5. The Advisor making the reservation will proceed to make the reservation by selecting the “add additional individual” button found on the Hotel Reservation Page

## FINALIZE CONFERENCE AND HOTEL REGISTRATION

1. Print a copy of the Hotel Invoice.
2. Click on **Submit Reservation**. This will generate an e-mail to you; Janelle Hoeksema, Conference Director and Rosie McManamon, Executive Director/State Advisor.
3. Print a copy of your Conference Registration.
4. Click on **Submit Invoice** on the Conference Registration Page.
5. This will generate an e-mail to you; Janelle Hoeksema, Conference Director; Jeff Laschinski, Comptroller; and Rosie McManamon, Executive Director/State Advisor.

## SLC Conference Payment (Applies to all Chapters attending SLC)

Please submit your SLC Conference Invoice to your business office on the next business day after submission. Payments (checks) must be postmarked no later than **Friday, February 7, 2022**. The BPA Illinois Association does not accept credit cards or purchase orders.

## SLC Hotel Payment (Applies to all Chapters attending SLC & Staying in the Hotel)

Please submit your SLC Hotel Invoice to your business office on the next business day after submission. Payments (check or credit card) must be made at the time of check-in. The Doubletree will not accept a purchase order. Hotel Rooms will not be released without payment at the time of check-in.

## ADDING ON AFTER SUBMITTING AN INVOICE

### Adding Additional Members

1. Go to [www.registermychapter.com/bpamem](http://www.registermychapter.com/bpamem)
2. Click on **Conference Registration**.
3. Log on by entering your username and password (the same username and password utilized to register your chapter membership).
4. Click on **Add New Invoice**.
5. Select the new Member.
6. Follow the steps listed above for adding items.

## **Adding Additional Items**

1. Go to [www.registermychapter.com/bpamem](http://www.registermychapter.com/bpamem)
2. Click on **Conference Registration**.
3. Log on by entering your username and password (the same username and password utilized to register your chapter membership).
4. Click on **Add New Invoice**.
5. Select the Registered Member.
6. Follow the steps listed above for adding items.

## **Changing Hotel Reservations**

After you have submitted your initial SLC Conference and Hotel Reservation, please contact Janelle Hoeksema at [jhoeksem@hinsdale86.org](mailto:jhoeksem@hinsdale86.org) for any changes to your hotel reservations.