

BPA ILLINOIS ASSOCIATION 2023 STATE LEADERSHIP CONFERENCE REGISTRATION INSTRUCTIONS

SLC Conference Registration opens on Friday, January 13, 2023, and closes on Friday, January 27, 2023. Registration Fees are \$65.00 per Advisor, Chaperone, and Member.

SLC Late Registration Fees of \$75 per Advisor, Chaperone, and Member take effect on Saturday, January 28, 2023. Late Registration closes on Tuesday, January 31, 2023.

WHAT YOU NEED TO KNOW BEFORE REGISTERING YOUR CHAPTER/MEMBERS

- ✓ T-Shirt Size for each Advisor, Chaperone, Member
- ✓ Meal Choice for each Advisor, Chaperone, Member attending the Banquet plus any allergies. These meal selections are subjected to change based on food availability.
 - Asiago Chicken
 - Vegetarian or Vegan Meal – Vegetable Linguini
 - Food Allergy Meal – Gluten free pasta or Special Request (Jeff Graham will contact you)
- ✓ NLC Participation – A list of those Members competing at SLC who will **not** be attending NLC. Please ask each member before registering. Only definite Not Attending need to be recorded.
- ✓ Contests – A list of Members and their qualifying Competitive Events. (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 [Registration \(registermychapter/bpa/il/main.asp\)](https://registermychapter/bpa/il/main.asp)
2. Click on **Conference Registration**.
3. Log on using the same username and password utilized to register your chapter membership.

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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 SLC by changing Participant Type. (Must finish and Save selections within 20 minutes or system resets. You may press Save with a partial list before 20 minutes. Finish your member selections and Save again.)
 - a. Advisor options are Advisor or PSC. PSC registrations are complimentary.
 - b. Student options are Member, Voting Delegate, or State Officer. You may have up to 8 voting delegates (including State Officers). State Officers are automatically voting delegates unless you designate 8 other members. State Officer registrations are complimentary.
4. Save the selected Advisor and Member list.
5. Select T-shirt size for each Advisor and Member attending SLC. Select N/A for anyone who does not want a T-Shirt (the Registration Fee will NOT be reduced.) Again, save before 20 minutes elapses, continue, save again when finished.
6. If Chaperones are attending, press Add Non-member. Complete all necessary fields. Save.
7. Select the Contest(s) for each Member. Click Edit & Select Events next to each member and Select their SLC competitive event(s). For teams, designate one team member as captain. Use the default #1 for all team members on that team. If two teams from your school qualified in one contest, designate the team captain for the second team and use #2 for all team members. SAVE before continuing to the next member. Do **NOT** register for Open Contests.
8. Click on Back to Registration List to continue selecting contests for each of your members.
9. NLC Participation. For each Member who will **NOT** attend NLC (even if they qualify in their event), click on Items and select NLC-NO. Remember to click on Save. If the entire chapter will **NOT** be going to NLC, the advisor can simply enter Chapter Not Attending by his/her name.
10. Banquet. For each Advisor, Chaperone, and Member click on Items to select a banquet meal choice. If you have registered anyone that will not be attending the Banquet, please enter Member Not Attending. Remember to click on Save.
11. For entire Chapters that will not be attending the banquet – the primary advisor should click on Chapter Not Attending. Save.
12. After all Advisors and Members have been completed entered and saved. You may continue with hotel registration.

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STEP TWO: HOTEL REGISTRATION

If your chapter is **NOT** staying overnight, please email Jeff Graham, jeffgraham432@gmail.com or Rosie McManamon, ilbpaexecdirector@gmail.com. We can manually adjust the registration settings that will allow you to skip the hotel registration.

If your chapter **IS** staying overnight, hotel reservations must be made through this registermychapter site. Hotel Registration opens on Friday, January 13, 2023, and closes on Friday, January 27, 2023. Hotel Room Rates are \$150.00 per night (\$136.00 room + \$12.24 tax + \$1.76 other tax) for single, double, triple, or quad occupancy. BPA-IL will work with the hotel and try to accommodate those chapters who register during the late registration period; however, we may not be able to obtain additional rooms at our conference rate.

1. Click **Housing**.
2. The hotel reservations are for 2/23 through 2/25.
 - a. NOTE: **Advisors of state officers** should register for a room for 2/23 and 2/24. BPA-IL will register and pay for your hotel room for Wednesday, 2/22.
 - b. NOTE: **Advisors of state officers** should include the state officer on the chapter hotel registration by selecting the option No Hotel Room. BPA-IL will make their hotel reservations for all 3 nights.
3. Select Room Type (Single (1 person), Double (2 people), Triple (3 people), Quad (4 people)). (**Room type determines the number of people in a room –not 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 a room and then Click **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. If you are sharing a room with another school, see the notes on the next page.
9. When everyone on your conference registration list is assigned to a room or is marked No Hotel Room, you will see a screen like the example below at the bottom of your room list.
 - a. Click the Submit Hotel Reservation button, you will see a rough draft hotel invoice.
 - b. Print a copy of the Hotel Invoice.

**This step only produces a rough draft invoice.
IT DOES NOT OFFICIALLY SUBMIT YOUR HOTEL RESERVATION.**

- c. Click Back to Registration.

Room	Name
#1	Chris Skrzypchak (\$296.48) (2/23 - 2/25 [2 Nights]) [Remove] [Override Dates]
#2	Zahra Kazmi (\$296.48) (2/23 - 2/25 [2 Nights]) [Remove] [Override Dates]

HOTEL CHARGES	
Room Charge	\$592.96
Housing Total	\$592.96

[Back to Registration List \(without submitting\)](#)

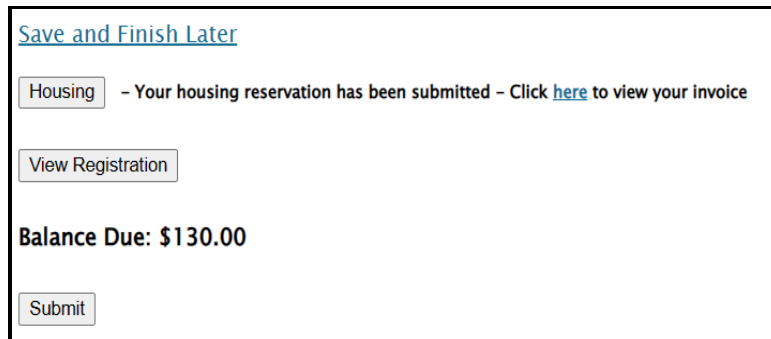
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SHARING A ROOM WITH ANOTHER SCHOOL

1. Both schools must Register Members on their own 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 hotel reservation by selecting the “add from another chapter” button found on the Hotel Reservation page.

FINALIZE CONFERENCE AND HOTEL REGISTRATION

1. Click Housing and/or View Registration as many times as you like before hitting final Submit.
2. If you have more Advisors, Chaperones, or Members to add later. Click Save and Finish Later. Remember if you do Add anyone later, you will also have to give them a hotel assignment.
3. When you are completely finished, you will see a screen like the example below. Click **Submit** below the Balance Due. Notice the Balance Due amount is only for registration not for the Hotel.
4. This will generate an e-mail to you; Jeff Graham, Conference Director; Jeff Laschinski, Comptroller; and Rosie McManamon, Executive Director/State Advisor.



[Save and Finish Later](#)

- Your housing reservation has been submitted - Click [here](#) to view your invoice

Balance Due: \$130.00

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 10, 2023**.

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 (checks) must be postmarked no later than **Friday, February 10, 2023**. Remember checks are made out to Business Professionals of America – Illinois Association **NOT** to the hotel.

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ADDING ON AFTER SUBMITTING AN INVOICE

Adding Additional Members before Friday, January 27 deadline

1. Go to [Registration \(registermychapter/bpa/il/main.asp\)](http://registermychapter/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).
4. Click on **Add New Invoice**.
5. Select the new Member(s).
6. Repeat all previous steps.

Changing Hotel Reservations

After you have submitted your initial SLC Conference and Hotel Reservation, please contact Jeff Graham at jeffgraham432@gmail.com for any changes to your hotel reservations.