

**FALL LEADERSHIP CONFERENCE**

**REGISTRATION INSTRUCTIONS**

**IMPORTANT ANNOUNCEMENT – Everyone attending the Fall Leadership Conference must be registered through the online system. Individuals who are not registered for the conference will not be allowed to attend conference activities. The Fall Leadership Conference is for BPA IL Association Advisors and Members (who have submitted Membership for 2020 – 2021) and Chaperones (who are acting at the official direction of the school district).**

FLC Conference Registration opened on Thursday, September 24, 2020 and closes on Friday, October 16, 2020. Registration Fees are $10.00 per Advisor, Chaperone, and Member. BPA Illinois Association is able to provide one complimentary FLC Advisor Registration per chapter. Current State Officers will also receive a complimentary registration.

FLC Late Registration Fees take effect on Saturday, October 17, 2020. Late Registration closes on Friday, October 21, 2020 at 5:00 PM. Late Registration Fees are $20.00 per Advisor, Chaperone, and Member. BPA Illinois Association will extend the offer of one complimentary FLC Advisor Registration per chapter; however, the late fee of $10.00 will apply to Advisor registrations received after October 16, 2020.

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

* Your Chapter’s State and National Membership must be submitted prior to registering for the FLC.
* The FLC Registraton System automatically times out in 20 minutes.
* Please make sure to save prior to this time.
* You will be able to go back and finish your registration.

**USING THE ONLINE CONFERENCE REGISTRATION SYSTEM**

Go to <https://www.registermychapter.com/bpa/IL-FLC>

1. Click on the **Registration** button to begin.
2. Login by entering your **Chapter ID** and password.
3. Verify and update requested information.

**CONFERENCE REGISTRATION**

1. Click on the Add Member button.
2. For each Advisor and Member attending the Fall Leadership Conference select the correct Participant Type. (Please double check names for correct spelling.)
3. Participant Type for Advisors – Advisor-Comp or Advisor. (If you are a PSC with Fall Leadership Conference Responsibilities, select PSC-FLC, your Conference Registration is complimentary.)
4. Participant Type for Student/Members – Member-Voting Delegate or Member. Your Chapter can register a maximum of 8 Voting Delegates. You may register as many Chapter Members who would like to participate in FLC. (If your Chapter has a current State Officer, select State Officer (Current), their Conference Registration is complimentary.)
5. To add a Chaperone, use the Add Non-Student button. Enter the chaperone’s first name and last name and select Chaperone as the Participant Type. Click on Save.
6. **Click on Save** after you have selected each Advisor/Chaperone/Member that is attending FLC.

**FINALIZE CONFERENCE REGISTRATION**

1. Click on View Registration.
2. Select Pay By Check.
3. Click on **Submit.**
4. This will generate an e-mail to you; Jeff Graham, Acting Conference Director; Jeff Laschinski, Comptroller; and Glenna J. Pyzik, Executive Director.

**FLC Conference Payment (Applies to all Chapters attending FLC)**

Please submit your FLC Conference Invoice to your business office on the next business day after submission. Payments (checks) must be postmarked no later than **Friday, October 30**. The BPA Illinois Association does not accept credit cards or purchase orders.

**ADDING ON AFTER SUBMITTING AN INVOICE**

**Adding Additional Members**

Go to <https://www.registermychapter.com/bpa/IL-FLC>

1. Click on the **Registration** button to begin.
2. Login by entering your **Chapter ID** and password.
3. Follow steps listed under Conference Registration.