

2012 State Leadership Conference

Registration Instructions

The SLC registration site is the same as last year and is essentially the same as the NLC registration site. Let me know if you have difficulty following any of the instructions below.

To Begin the Registration Process:

1. On the National BPA website, from the Membership tab, click *Membership Reg/Online System* or open this hyperlink. (<http://www.registermychapter.com/bpamem/>).
2. Select *Leadership Conference Login* (fourth option).
3. Use your membership ID and password to log in.
4. Select *Ohio BPA State Leadership Conference*. A list of your chapter's members will be displayed.
5. There are some mandatory responses. For example, you must indicate whether you need transportation on Friday morning from the Hyatt Regency to Grove City for the awards assembly. Simply enter yes or no in the text box in order to continue with your registration.
6. Enter a registration for each advisor who will attend SLC.
7. Select an APG assignment for each advisor. **Every advisor who attends SLC must have an APG assignment.** Assignments are on a first-come, first-served basis. If an event does not appear in the drop-down list, the required number of proctors, graders, etc., has been reached.
8. From your membership list, select the students you are registering for SLC.
9. Select the appropriate contest for each student. The only students who can register for more than one event are finalists for the Ohio Association and Sara Mazak Scholarships and Software Engineering Team. Register your students for the contest they qualified for at Regional and then register them for the special events.
10. If a team (i.e., Parliamentary Procedure) has members from more than one chapter in your school, the team must be registered as a Hybrid team. Let me know that you will register such a team, and the programmer will set up a hybrid team for your school. If you registered a hybrid team last year, that team designation is still active.
11. If a contestant has an IEP, click the special needs option located to the right of his/her membership number [[Edit](#)][[Del](#)] [[Special Needs](#)]. A window will open where you can identify the student's required accommodation. Remember that for judged events, the IEP accommodation applies only to prep time for the team member with the IEP—not for the entire team. It is vital that you enter the IEP accommodation so that the contest

administrator is appropriately prepared for your student when he/she arrives for the event.

12. The Opening Session and Grand Awards Ceremony will be added automatically to each registration.
13. For attendees who expect to receive the **Statesman Award** at SLC, use the *Events* link to register them for the Statesman Award Reception at which they will receive their Statesman certificate and pin.
14. When all contestants have been entered, click *Hotel Reservations* below the membership list. Unless your school is within the Columbus metropolitan area, you must stay at one of the two conference hotels. Our conference costs are calculated on the number of hotel rooms used. If local schools will not be at either the Hyatt or Crowne, I must have the documentation before you will be able to submit your registration.
15. Select the hotel at which you plan to stay. The contract with the hotels simply specifies a number of rooms—it does not distinguish between single and double rooms. Therefore, all rooms will display as two bed rooms. If you register only one person in that room, you will be charged the single room rate; two people will be the double room rate, etc.
16. Click *Add a Room*. A window will open for you to select the occupants of Room #1. The students you have registered will be available for you to simply choose the students who will occupy a given room.
17. Continue to add rooms until all students, advisors, and guests are registered in a room.
18. If you plan to share rooms with another school or another chapter within your school, determine which school or chapter will register and pay for the shared room(s) before you start the registration process. **Do not include the shared room on both registrations. Both schools will be charged for the total room cost.**
19. When all students are registered for the conference and for a hotel, choose your payment option at the bottom of the screen. The only options are by purchase order or check. Enter ***in process*** in the PO field if you do not yet have a PO number. Send the PO number to sheri.ketaneh@ode.state.oh.us when you receive the PO from your treasurer.
20. There is an option to save and submit your registration later. Use that option until you are sure that you have everyone registered who plans to attend SLC.
21. If, after you submit your registration, you receive notification that an additional student can compete because someone from your region is unable to attend, you can add that student later.