



**Ohio BPA Online
State Conference Registration**

Middle Level Local Advisor Instructions

1. SLC Registration is completed through the National BPA Membership site
<https://www.registermychapter.com/bpamem/>
2. Choose the fifth option – **Leadership Conference Registration Login.**
3. The Conference registration window will open. Click the **Select** button for the **2017 Ohio BPA State Leadership Conference.**
4. Sign in with your membership login and password.
5. From the displayed list of your members, enter your registration as the advisor. Registration for the General Session and the Grand Awards Ceremony is automatic.
6. **NOTE:**
 - a. **Competitions will begin at 10:30am.**
 - b. **Luggage storage for Thursday morning will be available at the Hyatt (Peppercorn room).**
 - c. **Day of Service – easier location this year (near the food court) runs from 11am – 3pm.**
 - d. **Showcase Events – read attached document for contests that are affected.**
 - e. **Awards Event – 5:00 pm in the Hayes Room of the Hyatt Regency.**
7. Select **TWO** advisor duty assignments. You will complete only one assignment (unless we have another blizzard ☺). Dual selections allow more flexibility in covering all assignments.
 - a. **ONE** of your choices must be a **grading assignment in a contest that you are qualified to grade and do NOT have a student competing.**
 - b. Sign in sheets will be present and collected from assignment locations, if your schedule changes and you have issues with your assignment because of travel delays call 419-239-1892 and report it ASAP. Otherwise, all advisors are expected to be at their assigned duty.
8. Enter additional advisors who will attend SLC – each must choose TWO assignments.
9. Select the first student member to register. Select the contest in which s/he qualified at regional.
 - a. **Ohio BPA State T-shirts** are available for \$9 each, add as an item to your registration.
 - b. **Ohio BPA trading pins** are available for \$1 each, add as an item to your registration.
 - c. T-shirt and Pin orders will be picked up at SLC – if you are NOT attending have an advisor pick up your order for you.
10. Register the student for optional sessions, if desired. There will be Men's Wearhouse session that can be chosen.

11. Continue registering students until all attending members are registered.
12. To delete an item from the list, simply click the **Delete** link beside the item you wish to delete.
13. Click on the Special Needs link beside a member's name that requires special accommodations (wheelchair access, handicap hotel room, etc.) Be as specific as possible.
14. There are three blanks at the bottom for adding non-members (guests). You are not limited to three. You can register additional non-members by clicking the **Add Non-Member** link located at the bottom of the invoice.
15. When all SLC participants are entered, and you have selected Contests, Sessions, etc., **review** your invoice to verify that you have selected the **appropriate contest** for each student.
16. Click the **Submit Invoice** to finalize your registration.
17. You **cannot** make changes on an invoice after it is submitted.
 - a. To remove someone from a contest, contact State Advisor Amy Burris.
 - b. To add a student to a contest, log on and add another invoice.
 - c. If the student is already registered, simply select the student, and then add him/her to a contest.
 - d. If you receive notice from your regional advisor that an additional student is eligible to compete at SLC,
 - i. Ask the State Advisor to un-submit your invoice
 - ii. Add the student and his/her contest, etc.
 - iii. Re-submit your invoice.
18. Middle-level students should NOT be registered for hotel rooms. The awards ceremony should be over by 5:30pm please arrange for transportation to take you back to your school.