



VIRGINIA FBLA STATE LEADERSHIP CONFERENCE REGISTRATION PROCEDURES

OPENS AROUND MARCH 8; DEADLINE March 22, 2018

Please read all of these instructions before registering your chapter.

Online Registration Instructions:

Go to the URL address: <http://vafbla.register110.com>

- Log in using your adviser credentials.
- On approximately March 8, a hyperlink to access the 2018 FBLA State Leadership Conference Information will be available. (We must wait until all paid memberships are posted)
- Follow the steps to register for the conference.
- If you have questions concerning the conference, please contact Sandy Mills (smills@vafbla-pbl.org). If you have problems with the system; contact the HELP link located on the registration homepage.
- If the system administrator has to do a back-end correction of membership reporting (i.e., membership fees were not received by March 1, and therefore, students do not show up on the chapter database), there will be a \$10 fee to pay for the service of manually adding your student into the system. Errors made by the national office will not be charged. If you are entering students after February 20, 2018, you should pay by credit card or overnight the check to the national office. The dues deadline is a RECEIVED date.
- A confirmation will be made available; please print two copies--one for your records and **one to submit with your payment**. Checks should be made payable to ***Virginia FBLA*** and submitted, along with a copy of the confirmation form, to the state office:

Sandy Mills
Virginia FBLA-PBL State Specialist
115 Marshall Lane
Winchester, VA 22602

- Do not enter students into the conference registration system unless you are **100 percent sure** they are attending the conference. Once you have selected a student for attendance, there is no way to cancel them. Please do not call Sandy Mills asking her to do so; she cannot.

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- Chapters will be responsible for payment of their initial registration and any additions that are made. You may not cancel students from your registration without going through the proper procedures. You may replace a student or request a partial refund (see below)
- Registration is due March 22, 2018, for on-time status. Checks for initial payments postmarked after March 29, **must** include a \$25 late fee. Competitors added to registration due to a change of eligibility and subsequent payment for those registrants may waive the \$25 late fee as long as the initial payment was postmarked by March 29. Checks received postmarked after March 29 that do not include the \$25 late fee will be assessed the late fee after the conference via invoice.
- **Refund Policy.** A partial refund of \$20 will be made if you notify the FBLA State Office in writing, postmarked by March 29, 2018, that you are cancelling a registration. Refund requests not in writing and postmarked after March 29, 2018, cannot be honored. Requests may be sent via U. S. Postal Service or e-mailed to smills@vafbla-pbl.org.