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Click [here](#) to access a list of important dates and deadlines related to the 2021 Virtual State Leadership Conference.
REGISTRATION SYSTEM DIRECTIONS
1. To register for the State Leadership Conference, begin by visiting https://www.registermychapter.com/fccla/az/Main.asp on a laptop or desktop computer. Do not use a tablet device.

Registration will open January 23, 2021 and will close February 21, 2021 at 11:59 PM
Welcome to the Arizona FCCLA State Leadership Conference Registration System.
Click on the REGISTRATION button to begin a new registration or to edit your existing registration. Be sure to click SUBMIT when your registration is complete. Registration is NOT complete until you have clicked SUBMIT.
Remember to register all advisers, chaperones, guests, students, etc. that are attending the conference. No one will be admitted into any session without an official conference name badge. Your entries, spellings and capitalizations for name badges, awards, schedules and certificates will be taken directly from the affiliation system and will appear exactly how the adviser has entered that information.
Please refer to, www.azfccla.org/slc, for all other relevant information to State Leadership Conference.

If you have questions about registration, email director@azfccla.org.

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2. Next, click on the REGISTRATION button on the left-hand side of the screen.
3. You will then be taken to a login page. Your user name will be your Chapter ID number. Your password is one that you have chosen in the past. After entering your user name password, click Login.

If you do not know your password, enter the email address of the primary adviser in the box on the bottom and click Send. You will be sent a link to reset your password. After resetting your password, enter your user name and new password and click Login.
4. After logging in, you will be taken to a chapter information page. All of the information will be prepopulated from the national affiliation system; please confirm it is accurate and then click on Save. Please note, this page may be automatically bypassed by the system. If this happens proceed to the next available step.
5. After confirming your chapter information, you will be taken to the registration page. On this page, click on ADD ADVISER.
6. You will be taken to a page with a list of the paid advisers in your chapter. Be sure to click on the dropdown for each adviser that will be participating in the 2021 Virtual State Leadership Conference and choose Attending. Then, click Submit.

If you have questions about registration, email director@azfccla.org.
7. You will then be asked to confirm the registration information for the advisers you selected as Attending. A valid email address is required. After inputting this information, click on Next >>.
8. You will then be taken to a volunteer page. Advisers do not serve as evaluators, but do serve as room and lead consultants to assist evaluators in questions and ensuring that participants are in appropriate conference dress code. Please input all request information and click Next >>.
9. You will then be taken to the Review page to ensure the accuracy of information for the adviser(s) that will be attending. If all information is correct, please click on Finish Participant.

If you have questions about registration, email director@azfccla.org.
10. After confirming the information for the adviser(s), you will be taken back to the registration page with all attending advisers listed. Next, you will click on ADD STUDENT.
11. You will be taken to a page to add members. Without typing anything in the First or Last Name fields, click on Search.

If you have questions about registration, email director@azccla.org.

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12. A list of all members that are affiliated (submitted and paid) in the national affiliation system will be listed. Be sure to click on the dropdown for each member that will be participating in the 2021 Virtual State Leadership Conference and choose Member Registration. Then, click Submit.
13. Next, you will be taken one-by-one to register each of the members that you selected as Attending. The first page is simply to identify any special needs of the member. After inputting any notes, click Next >>. If there are no special needs, leave the box blank and click Next >>.
14. Next, you will identify the event(s) for which this member will compete. Listed first are all Proficiency Events followed by STAR Events. Refer to the Max # of Entries Per Chapter for event limits. If registering for a Proficiency Event, click the checkbox next to the event name. If registering for a STAR Event, click the checkbox, enter the team number 1 – 3, and select whether or not they will be a team captain. One participant on each team must be designated as a team captain. If the team consists of one participant, please mark them as the team captain.
15. Finally, you will review the information for this member. If all is correct, select Finish Participant. Repeat steps 13 through 15 for each member that will be participating in the 2021 Virtual State Leadership Conference.
16. After registering all members, you will be taken back to the registration page which will list all members and advisers that are participating in the 2021 Virtual State Leadership Conference. Verify that you have registered all the individuals you intended to. If everyone is listed, read and acknowledge the statement on the bottom of the screen.
17. After reading and acknowledging the statement, you will then click on Continue Processing Registration.

If you have questions about registration, email director@azfccla.org.
18. You will then be taken to a page confirming that all participants have been processed through the wizard. Click on Go Back to Registration.
19. You will again be taken back to the registration summary page. Click on Finished Registration.
20. After clicking on Finished Registration, you will be taken to a page to view an event invoice, registration invoice or combined registration / events invoice. You must click on the Combined Registration/Events Invoice in order to successfully submit registration. Please note, this is not an actual invoice and is a quote that can be used for PO purposes. An official invoice will be sent after the close of registration.

21. A confirmation email will be sent to the primary adviser. If you do not receive this within a few minutes, please email director@azfccla.org so we can get that to you.
STUDENT EVENTS PORTAL DIRECTIONS
1. Begin by having members for individual events and team captains for team events visit http://judgespro.registermychapter.com/org/jpaz-state/conf/jpaz-state/student on a laptop or desktop computer. Do not use a tablet device.
2. Have members login using their Participant ID as their user name, which can be found on the SLC Registration Page. The password is FCCLAslc2021. Please note, the password is case sensitive.

If you have questions about registration, email director@azfccla.org.
3. After logging in, student will see the event(s) they are registered for listed. They will need to click on the Upload Files button.

### Projects for Vanessa

<table>
<thead>
<tr>
<th>Event</th>
<th>Team #</th>
<th>Students</th>
<th>Title</th>
<th>Projects</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Investigation (Level 3) (CIR3)</td>
<td></td>
<td>Vanessa</td>
<td>(</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[![STUDENT COMPETITION SUBMISSION SITE](image)](image)
4. After clicking on Upload Files, students will see the following page where they will upload a PDF with their pictures using the Click Here To Upload a New File button. In addition, students will paste a link to their recorded video on YouTube or Google Drive in the Add New URL textbox. Once the link is pasted, click on Add.
5. Once the PDF with pictures and the URL are uploaded, click on Finished. Students will see the following pop-up making sure they want to submit. Click on Confirm.
6. After clicking on Confirm, students will be taken back to the main page and will see the URL that they submitted. This is how they know their projects have been submitted.

![Student Competition Submission Site](image)

**Projects for Vanessa**

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<tr>
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<td></td>
<td>Vanessa</td>
<td></td>
<td><a href="http://www.azfcia.org">http://www.azfcia.org</a></td>
<td></td>
</tr>
</tbody>
</table>

Judge Pro Online
ADVISER EVENTS PORTAL DIRECTIONS
2. Advisers should login using the same credentials as the SLC Registration system. User name is your Chapter ID and password is what you determined when registering for the 2021 Virtual State Leadership Conference. After entering your credentials, click on Login.
3. You will then be taken to the following page after logging in. Click on Projects in the top left-hand corner.
4. You should now see a list of every entry for your chapter. As the adviser, please click on any documents and links and ensure that you are able to access them. We ask that you please do this not connected to your school or district Wi-Fi to ensure that external visitors are able to access these items. Once you have checked that all items are visible, click on Sign Projects in the top left-hand corner. Please note, if you cannot view these items, neither will evaluators, so have students resubmit their materials using the previously mentioned directions. If an evaluator cannot access materials, participants will receive a score of 0.

<table>
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Judge Prof Online
5. After click on Sign Projects, you will see a message that you must read. After reading, click I Agree and then Confirm.
6. Once projects have been signed, they will be highlighted green. Please note, evaluators will not have access to any student submissions until advisers complete the aforementioned steps.
RECORDING & UPLOADING DIRECTIONS

Recording on a Mobile Device
1. Begin by going to the camera on your mobile device and selecting video.
2. You will need to record in landscape mode. This is done by turning your device sideways.
3. Prepare your space with adequate lighting and make sure to have your camera a good distance away from participants to ensure that all participants can be seen in the video.
4. Begin recording. It is recommended that the adviser be present in the background – not in frame – to provide time warning to participants (e.g. five-minute warning, one-minute warning, and time is up).
5. When participants have completed their presentation and answered any designated questions, stop the recording.
6. Now, open or download and then open the Google Drive app – found in the Apple App Store or Google Play Store.
7. If this is your first-time using the app, sign-in using a Google account. After signing-up or signing-in, click on the “+” button in the bottom-right hand corner.
8. Next, click on “Upload”.
9. Select “Photos and Videos”. You will be guided to select the video that you recorded. Once selected, be sure to allow the video to finish uploading before closing out the app.
10. Once the upload is complete, navigate to your Google Drive using a laptop or desktop computer.
11. Once logged-in on your laptop or desktop computer, you should see your newly uploaded video. Right-click on this video and click on “Share”.
12. A pop-up will appear. On the bottom-half of the window, click on “Change Link to…” under Get Link.
13. In the dropdown, select “Anyone with the link”.
14. Now click on “Copy link” and select “Done”.
15. Paste this link in the Student Events Portal.

Guidance for Taking and Uploading Pictures
1. When taking pictures, it is recommended – although not required – that you take them in landscape mode. Do this by turning your phone sideways.
2. Take all pictures as provided in the directions within the various competitive events guides. Be sure that pictures are clear and items can be clearly identified. If an evaluator is not able to identify required elements, a score of zero (0) will be entered.
3. Proceed to email pictures to yourself so that you can access them on a laptop or desktop computer. Once emailed, proceed to login to your email on a laptop or desktop computer.
4. Open the email containing the pictures that you just sent to yourself and download all images.
5. Now proceed to open Microsoft Word or navigate to Google Drive.

Microsoft Word*
1. After opening Microsoft Word, create a new, blank document.

Google Drive*
1. In the left-hand corner of the screen, click on “New +”.
Microsoft Word (continued)
2. Click on “Insert” on the top left-hand corner of the screen.
3. Click on “Picture”.
4. Click on “Picture from File”.
5. You will be prompted to select the picture you wish to place in the document; it will likely be found in your downloads folder.
6. Click on the image you wish to insert and click on “Insert” in the pop-up window.
7. The picture has now been inserted in the document. Click to the right of the picture and press enter on your keyboard.
8. Type a caption of the picture identifying what required element is in the picture (e.g. Close up picture of left side of display board).
9. After typing the caption, press enter on your keyboard. Repeat steps 2 – 9 until all required pictures have been uploaded in the file.
10. Now click on “File” in the top right-hand corner of the screen.
11. Click on “Save As”.
12. Name the document accordingly: Competitive Event – Team Captain Name (or participant name if individual event) – Chapter ID Number. (e.g. Cake Decorating – Andrew Kuntz – 00000).
13. Now, click on the dropdown next to File Format and select “PDF”.
14. Click on “Save”.
15. This document is ready to be uploaded into the Student Events Portal.

Google Drive (continued)
2. Select “Google Docs”.
3. In the new document, click on “Insert” at the top of the screen.
4. Select “Image” and then “Upload from Computer”.
5. You will be prompted to select the picture you wish to place in the document; it will likely be found in your downloads folder.
6. Click on the image you wish to insert and click on “Open” in the pop-up window.
7. The picture has now been inserted in the document. Click to the right of the picture and press enter on your keyboard.
8. Type a caption of the picture identifying what required element is in the picture (e.g. Close up picture of the left side of display board).
9. After typing the caption, press enter on your keyboard. Repeat steps 3 – 9 until all required pictures have been uploaded in the file.
10. Now click on “Untitled Document” at the top of the screen.
11. Name the document accordingly: Competitive Event – Team Captain Name (or participant name if individual event) – Chapter ID Number. (e.g. Cake Decorating – Andrew Kuntz – 00000).
12. Now, click on “File” in the top-left hand corner of the screen. Click on “Download”.
13. Next, click on “PDF Document (.pdf)”.
14. This document has been saved to your downloads folder and is ready to uploaded into the Student Events Portal.

Please note, students and advisers may use alternative video sharing platforms at their own discretion (e.g. YouTube, Vimeo, etc). That being said, they do so at their own risk. If an evaluator is not able to view a video because they do not have access granted to them by the owner then the participants will receive a score of zero (0). Therefore, it is important for all advisers to confirm that links are working when they log in and confirm in the Adviser Events Portal.
Arizona FCCLA does not have a partnership with Google or Microsoft. These platforms are what our organization is most familiar with. Arizona FCCLA is not responsible for any fees that are associated with creating an account to share your competitive event. We encourage you to use what you have access to. If you have questions, please let us know.