

**2021 STATE LEADERSHIP CONFERENCE**

**REGISTRATION INSTRUCTIONS**

SLC Conference Registration opens on Friday, January 8, 2021 and closes on Friday, January 22, 2021. Registration Fees are $35.00 per Advisor and Member.

SLC Late Registration Fees take effect on Saturday, January 23, 2021. Late Registration closes on Monday, January 25, 2021 at 5:59 PM. Late Registration Fees are $45.00 per Advisor and Member.

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

* The SLC Registration 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.
* T-Shirt Size for each Advisor and Member
* NLC Participation – A list of those Members competing during SLC who will **not** be attending NLC
* Contests – A list of Members and the Competitive Events they will compete in during SLC **(You will need to pre-register your members for Open Contests.)**

**USING THE ONLINE CONFERENCE REGISTRATION SYSTEM**

1. Go to <https://www.registermychapter.com/bpa/IL>
2. Click on the **Conference Registration** button to begin.
3. Login by entering your **Chapter I.D.** and **Password** (Please check your **Membership Invoice** for your **new** Chapter I. D.
4. If requested by DLG, **Verify** and **Update Information.**

**CONFERENCE REGISTRATION**

1. Click on the Add Member button.
2. For each Advisor and Member participating in the State Leadership Conference select the correct Participant Type. (Please double check names for correct spelling.)
3. Participant Type for Advisors – Advisor. (If you are a PSC with State Leadership Conference Responsibilities, select PSC-SLC, your Conference Registration is complimentary.)
4. Participant Type for Student/Members – Member.
5. Select each Advisor’s and Member’s T-Shirt size. If you and/or your members do not want a T-Shirt – select N/A. (If you do not want a T-Shirt, the Registration Fee will not be reduced.)
6. **Click on Save** after you have selected each Advisor/Member that is participating in SLC.
7. For each Member who will **not** attend NLC, **Click on Items**, enter the number one (1) under quantity and **Click on Save.**
8. For each Member – **Click on Edit & Select Events** to select the Competitive Event(s) that each member qualified to participate in. Remember to **Click on Save** before continuing to the next member.
9. You **will need to pre-register** your members for **Open Contests**.
10. Click on **Back to Registration List** (if the system does not automatically return you to your SLCRegistration List after you Click on Save)to continue selecting Competitive Events for each member.

STEPS 8, 9, AND 10 CAN BE COMPLETED AT THE SAME TIME FOR EACH INDIVIDUAL.

**FINALIZE CONFERENCE REGISTRATION**

1. **Click on View Registration**
2. If registration is correct, **Click on Back to Registration**.
3. **Select Pay By Check**.
4. **Click on Submit.**
5. This will generate an e-mail to you; Tim Davis, Acting SLC Conference Director; Jeff Laschinski, Comptroller; and Glenna J. Pyzik, Executive Director/State Advisor.

**SLC Conference Payment (Applies to all Chapters participating in SLC)**

Please submit your SLC Conference Invoice to your business office on the next business day after submission. Payments (checks) must be postmarked no later than **Friday, February 5, 2021**. The BPA Illinois Association does not accept credit cards or purchase orders.

**ADDING ON AFTER SUBMITTING AN INVOICE**

**Adding Additional Members**

1. Go to <https://www.registermychapter.com/bpa/IL>
2. Click on the **Conference Registration** button to begin.
3. Login by entering your **Chapter I.D.** and **Password** (Please check your **Membership Invoice** for your **new** Chapter I. D.
4. Follow steps listed under Conference Registration on this document.
5. **FYI** – Adding additional Members after you **submit** your **first SLC Registration Invoice** will **update** that initial invoice and assign a new invoice number.