

Business Achievement Awards Guide

Setting Up an Account (Advisers)

- 1) Go to <http://www.fbla-pbl.org>
- 2) Click FBLA Tab (Upper left corner)
- 3) Click Business Achievement Awards
- 4) Click BAA Online
- 5) Click Adviser Login
 - a) Chapter Number
 - b) Username
 - c) Password
- 6) Click Login
- 7) Under each level, you can click one of the five options depending on your individual needs
Select New Individual Registration or you can register multiple students using BAA Batch Registration
- 8) Enter the needed adviser information and select the student's name(s)
- 9) Click Submit Registration
- 10) The student's name and login number will appear
- 11) Check E-mail for confirmation
- 12) Give student(s) Chapter Number and Password

Students

- 1) Go to <http://www.fbla-pbl.org>
- 2) Mouse over FBLA tab
- 3) Click Business Achievement Awards
- 4) Click BAA Online
- 5) Click Student Login
- 6) Type in Chapter Number and Password
- 7) Choose your activities
 - a) Select Service Activities
 - b) Select Education Activities
 - c) Select Progress Activities
- 8) Once you have selected the required number of activities click Submit Selections
- 9) Work on your projects by clicking the Activity you want to work on
- 10) Tell your adviser when you have completed every activity
- 11) Good luck and have fun!

Finalize (Advisers)

Once the student has informed you they have completed their level, follow these steps:

- 1) Logon
- 2) Click on “View Active Award” under the Manage Award for the appropriate level.
- 3) Click on Student Registration number.
- 4) If a student has completed all activities, the Submit button will appear and will allow the adviser to submit the application.
- 5) The Future, Business and Leader Applications must be submitted by March 1. The America Award deadline is April 25.

Please Note

- The BAA3 has been completely revised and offers many enhancements over the previous version.
- Future and Business Award Level Pins will be sent directly to the adviser
- Leader Award Level Pins will be sent to the State Office and will be presented at the Awards Ceremony at the State Leadership Conference
- America Award Level Pins will be presented at the National Leadership Conference Mountain Plains Regional Awards Ceremony
- Periodically, the recipient’s list will be updated on the national website