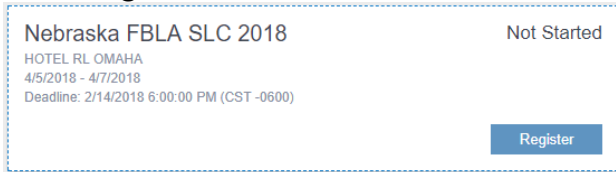


Blue Panda Instructions:

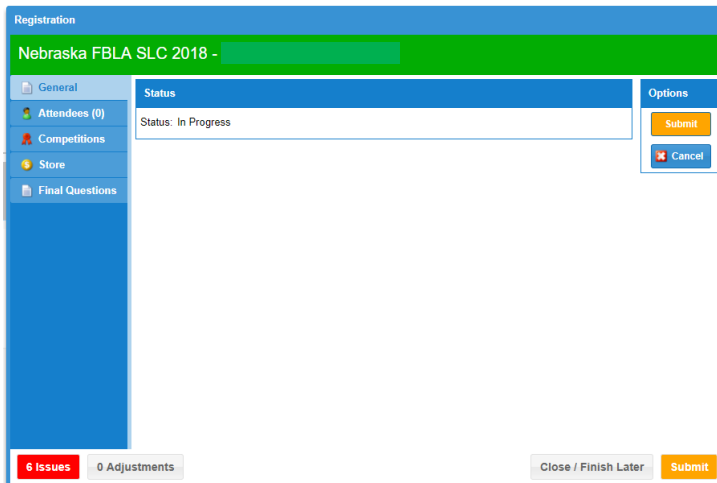
1. Go to app.gobluepanda.com
2. Login with your school email address and password "service"
3. Click register button



Nebraska FBLA SLC 2018 Not Started
HOTEL RL OMAHA
4/5/2018 - 4/7/2018
Deadline: 2/14/2018 6:00:00 PM (CST -0600)

[Register](#)

4. Click on Attendees to register Advisers, chaperones, and paid members for the conference.



Registration
Nebraska FBLA SLC 2018 - [redacted]

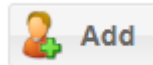
General | Attendees (0) | Competitions | Store | Final Questions

Status: In Progress

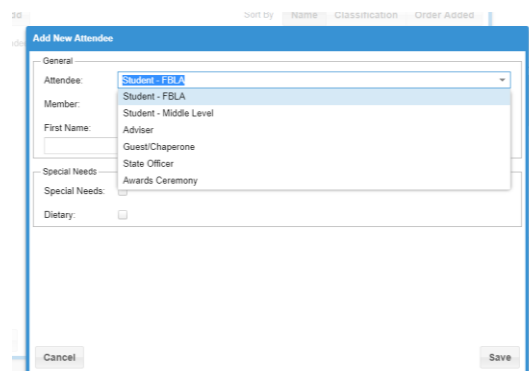
Options: [Submit](#) [Cancel](#)

6 Issues | 0 Adjustments | [Close / Finish Later](#) [Submit](#)

5. Click Add to add registrations for the conference.



- a. Only paid members will show up in the drop down list. Make sure you have paid for all members before registering for the conference.
- b.



Add New Attendee

Sort by: Name | Classification | Order Added

General

Attendee: [Student - FBLA](#)

Member: [Student - FBLA](#)
[Student - Middle Level](#)
[Adviser](#)
[Guest/Chaperone](#)
[State Officer](#)
[Awards Ceremony](#)

Special Needs:

Dietary:

[Cancel](#) [Save](#)

Students must be selected from the member drop down list. Adviser, Guest/Chaperones you must type the names in as you would like them to show up on the nametags.

**Special Needs and Dietary Needs must be noted on this section prior to February 14 for accommodations to be made.

6. Once you have all of your attendees entered, you can move to the competitions tab.
7. Select the Event and Click the Add button to add members to that event.
8. If you would like to order SLC t-shirts, please click on the store tab.
 - a. Click edit next to the shirt size to change the quantity you wish to order of that size.
 - b. This will show up on your invoice for the conference.
9. Click on the final questions tab.
 - a. Answer the questions
10. Click the Submit button when finished.
 - a. If there are any errors, you will get a pop-up window indicating such.
11. Print the invoice on the final screen.
 - a. Staple to the behind the Registration Summary PDF and mail with check to Grafton and Associates.