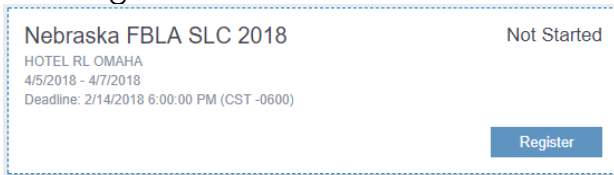


# Blue Panda Instructions:

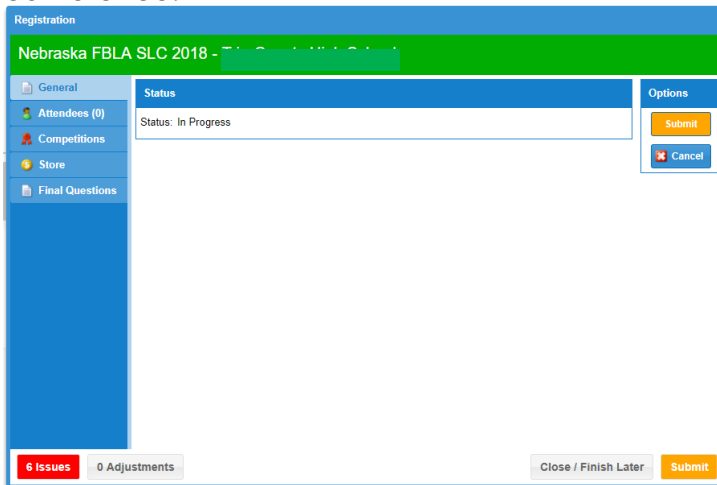
1. Go to [app.gobluepanda.com](http://app.gobluepanda.com)
2. Login with your school email address and password "service"
3. Click register button



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

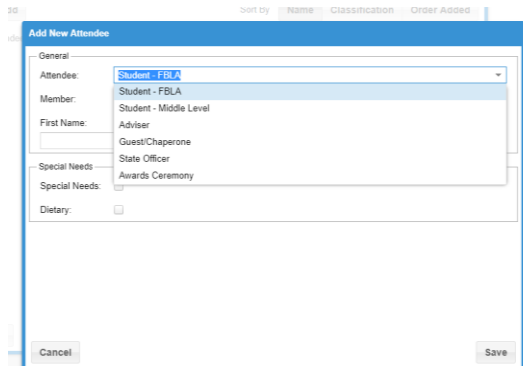
Options: [Submit](#) [Cancel](#)

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.



Sort by Name Classification Order Added

**Add New Attendee**

General

Attendee: Student - FBLA

Member: Student - FBLA  
Student - Middle Level  
Adviser  
Guest/Chaperone  
State Officer

Special Needs: Awards Ceremony

Special Needs:

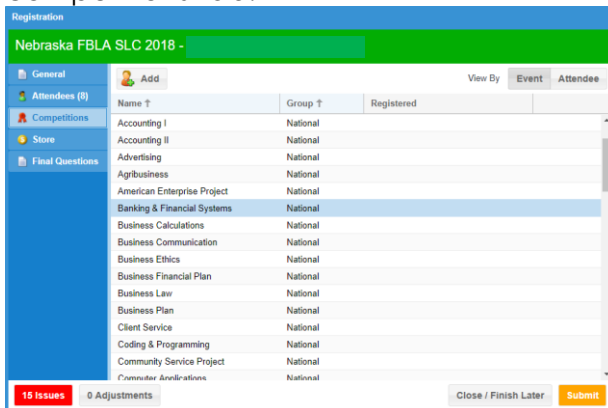
Dietary:

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

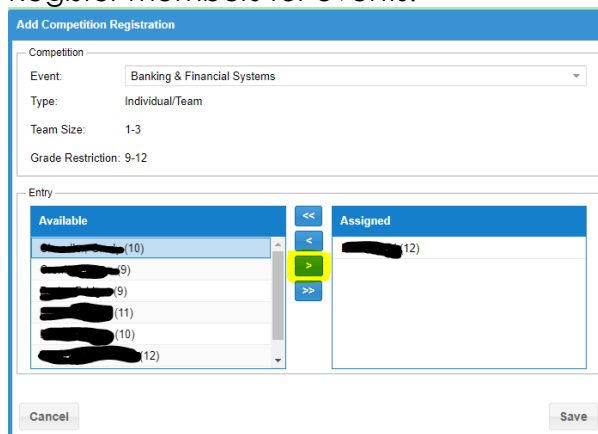
Students must be selected from the member drop down list. Adviser, Guest/Chaperones you must type the names in as you would like them to show up on the nametags.

**\*\*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.
  - a. Register members for events:



- b. Select student from left (Available list) and click the right arrow to move them over to the Assigned list.
    - c. To register multiple teams:
      - i. Select the students on team 1
      - ii. Click Save
      - iii. *Go back to that event to add another team if needing to add more than one team.*
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.
  - b. You can make changes in Blue Panda until February 14 at 11:59p.m.
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.