Blue Panda Instructions:

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



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

Registration					
Nebraska FBLA SLC					
📄 General	Status	Options			
Attendees (0)	Status: In Progress	Submit			
R Competitions					
Store		Calicer			
Final Questions					
6 Issues 0 Adju	stments Close / Finish La	ater 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.

	Soft by Name Classification Order Added
Add New Attende	
General	
Attendee:	Student - FBLA
Member:	Student - FBLA
	Student - Middle Level
First Name:	Adviser
	Guest/Chaperone
Special Needs	State Officer
0	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.

**Special Needs must be noted on this section prior to the deadline for accommodations to be made.

6. Once you have all your attendees entered, you can move to the competitions tab.

General	2. Add			View By Event	Attende
Attendees (8)	Name 1	Group ↑	Registered		
Competitions	Accounting I	National			
Store	Accounting II	National			
Final Questions	Advertising	National			
	Agribusiness	National			
	American Enterprise Project	National			
	Banking & Financial Systems	National			
	Business Calculations	National			
	Business Communication	National			
	Business Ethics	National			
	Business Financial Plan	National			
	Business Law	National			
	Business Plan	National			
	Client Service	National			
	Coding & Programming	National			
	Community Service Project	National			
	Computer Applications	National			

- 7. Select the Event and Click the Add button to add members to that event.
 - a. Register members for events:

Competition	
Event:	Banking & Financial Systems v
Туре:	Individual/Team
Team Size:	1-3
Grade Restricti	on: 9-12
Entry	
Available	Assigned
	(10) · (12)
	– (9) –
	(9)
	(11)
	(10)
	12)

- 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. Click on the final questions tab.
 - a. Answer the questions
- 9. 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 11:59 PM of date of deadline.
- 10. Save the invoice on the final screen.
 - a. Upload to the Registration Summary form.
- 11. Payment Options:
 - a. Check Submit check with Registration Summary Form to Grafton (address on PDF from Registration Summary form.
 - b. Credit Card Submit payment through BluePanda.