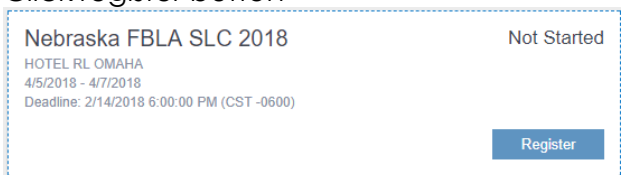


Blue Panda Instructions:

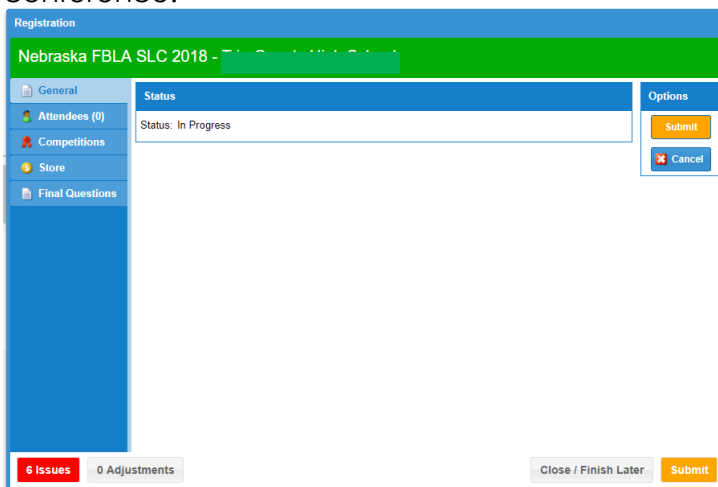
1. Go to app.gobbluepanda.com
2. Login with your school email address and password "service"
3. Click register button



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 - [Event Name]

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

Status: In Progress

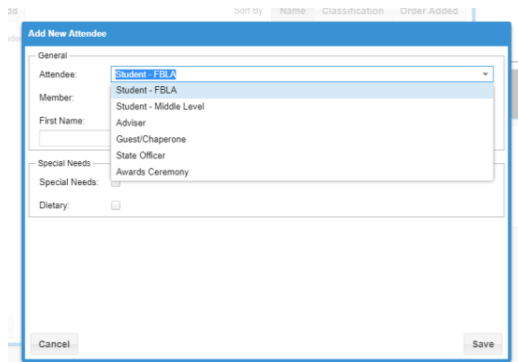
Options: [Submit](#) [Cancel](#)

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

General

Attendee: [Student - FBLA](#)

Member: [Student - FBLA](#)
[Student - Middle Level](#)

First Name:
Adviser
Guest/Chaperone
State Officer

Special Needs: Awards Ceremony

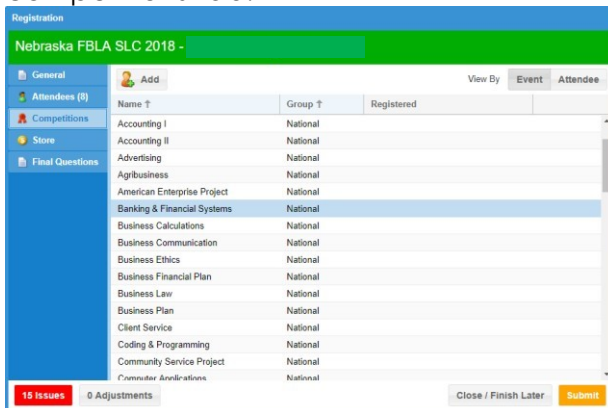
Special Needs:
Dietary:

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

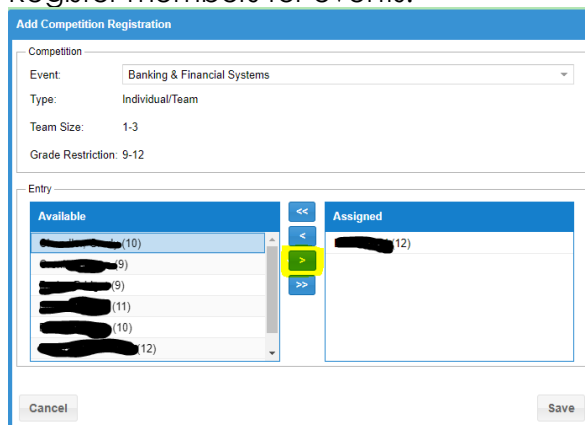
Students must be selected from the member drop down list. Adviser, Guest/Chaperones you must type the names in as you would like them to show up on the nametags.

****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. Click on the final questions tab.
 - a. Answer the questions
9. Click the Submit button when finished.
 - b. If there are any errors, you will get a pop-up window indicating such.
 - c. You can make changes in Blue Panda until February 14 at 11:59p.m.
10. Print the invoice on the final screen.
 - d. Staple to the behind the Registration Summary PDF and mail with check to Grafton and Associates.

Email Jacqui Garrison jacqui.garrison@nebraska.gov with any questions regarding SLC registration on Blue Panda.