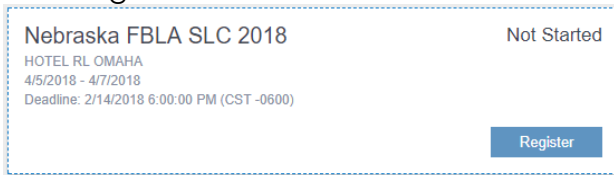


Blue Panda Instructions:

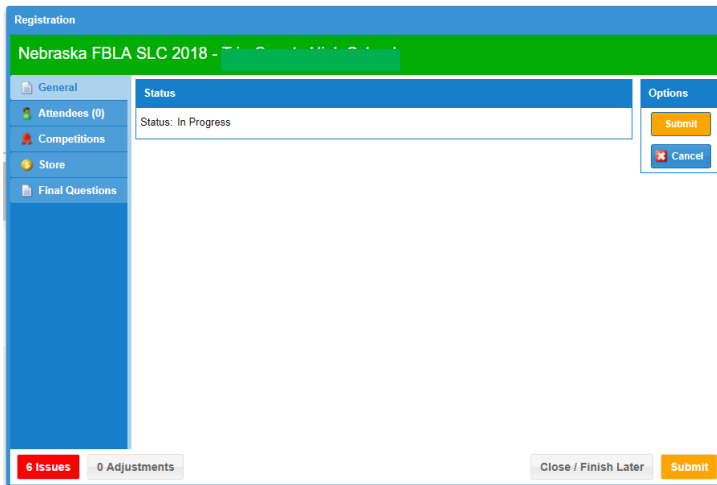
1. Go to app.gbluepanda.com
2. Login with your school email address and password "service"
3. Click register button



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
Status: In Progress

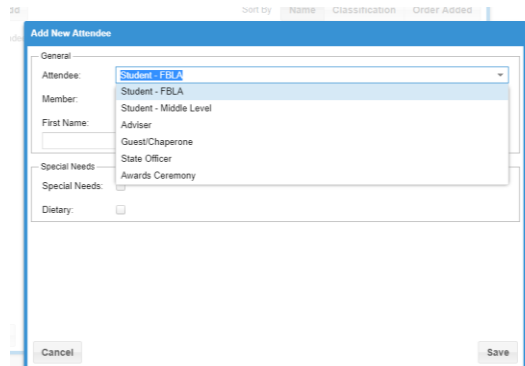
Options
[Submit](#)
[Cancel](#)

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

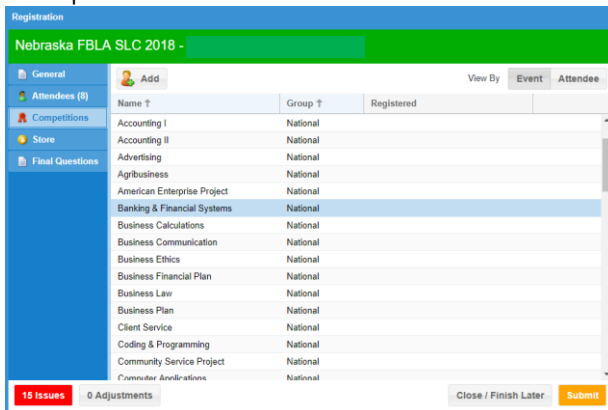
General
Attendee: Student - FBLA
Member: Student - FBLA
First Name: [Text Field]
Special Needs: Adviser
Special Needs: Guest/Chaperone
Special Needs: State Officer
Special Needs: Awards Ceremony
Dietary:

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

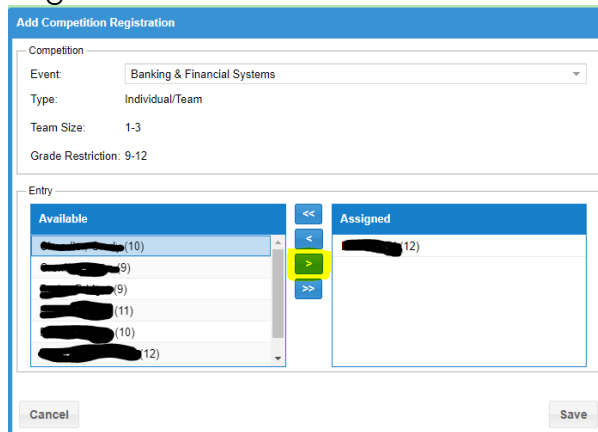
Students must be selected from the member drop down list. Adviser, Guest/Chaperones you must type the names in.

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

6. Once you have all 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.
 - 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.