

BASIC Training Registration Instructions

Click on the web registration link for your chosen site in the email provided.

For first time users for this conference click the “here” link on the registration portal and follow the instructions. For returning users enter your username and password. If you do not remember these, fill-in the “Can’t remember...” and it will be emailed to you.

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2017
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Please enter your username and password

User Name

Password

Administrator Logged In

If you have never registered this chapter before, please click [here](#) to add your school.
Please Note. If you have two schools, you will need to add the schools separately.

Please note that you must have javascript and [cookies](#) enabled (especially session cookies) in your browser, in order to log in. If these are not enabled, you will be returned to this screen after attempting to login with no messages of any kind.

Can't remember your password? Enter your e-mail address below, and if we find your record, your password will be e-mailed to you.

E-Mail Address:

If you have questions about registration, e-mail Lisa Costa at lisa.costa@cte.idaho.gov

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Fill in or update your chapter information.

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Please enter the following information

Advisor First Name *

Advisor Last Name *

School Name *

Address 1

Address 2

City State Zip

Level *

CTSO *

E-Mail *

Confirm E-Mail * (Please type e-mail address again to confirm)

Phone

Fax

User Name *

Password *

Confirm Password *

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To register your chapter, enter each participant one at a time. This includes the Chapter Advisor.

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Registration for Idaho FCCLA

(Click the above link to edit your school information)

NOTE: Your registration has already been submitted. If you make changes, be sure to submit your registration again.

There are currently no entries

[Add Name](#) [View Registration](#) [Submit](#)

[Save and Finish Later](#)

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For each participant you MUST add which package you will be purchasing; the ONE Day BASIC, or Two-Day Ultimate. To do this click "ITEMS". You can also add t-shirts here too, if you would like a conference t-shirt.

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Registration for Idaho FCCLA

(Click the above link to edit your school information)

NOTE: Registration will not be completed until you click the button below labeled SUBMIT below & confirm.

| ID | Name | Status | Events | Item Selection | Price | Action |
|---------|--------------|--------|--------|-----------------------|--------|---|
| 2229002 | Susan, Smith | P | 0 | Items | \$0.00 | Edit Delete |

[Add Name](#) [View Registration](#) [Submit](#)

[Save and Finish Later](#)

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Chose which package your chapter will be attending. For more information look at the information packet for BASIC Training.

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Select Items for Lisa Costa

| Description | Price | Quantity |
|-----------------------------|---------|--------------------------------|
| One Day BASIC (Monday only) | \$30.00 | <input type="text" value="0"/> |
| ULTIMATE BASIC | \$55.00 | <input type="text" value="0"/> |

[Submit](#)

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Continue by adding all attending participants until complete.

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Registration for Idaho FCCLA

(Click the above link to edit your school information)

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| ID | Name | Status | Events | Item Selection | |
|---------|--------------|--------|--------|----------------|---|
| 2229002 | Susan, Smith | P | 0 | Items \$55.00 | Edit Delete |

Add Name

View Registration

Submit

[Save and Finish Later](#)

If you have questions about registration, e-mail Lisa Costa at lisa.costa@cte.idaho.gov

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Once all attending participants are entered click the “View Registration” to check that your invoice is correct.

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Registration for Idaho FCCLA

(Click the above link to edit your school information)

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| ID | Name | Status | Events | Item Selection | |
|---------|--------------|--------|--------|----------------|---|
| 2229002 | Susan, Smith | P | 0 | Items \$55.00 | Edit Delete |
| 2229003 | John , John | HIS | 0 | Items \$55.00 | Edit Delete |

Add Name

View Registration

Submit

[Save and Finish Later](#)

If you have questions about registration, e-mail Lisa Costa at lisa.costa@cte.idaho.gov

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email: lisa.costa@cte.idaho.gov

| Invoice # | Date |
|-----------|-----------|
| 229 | 8/22/2017 |

| Registration Summary | | | |
|----------------------|-------------------|---------------------------|--------|
| Quantity | Description | Price Each | Ext. |
| 1 | Chapter Historian | \$0.00 | \$0.00 |
| 1 | Chapter President | \$0.00 | \$0.00 |
| 2 Attendees | | Registration Total | \$0.00 |

| Item Summary | | | |
|---|----------------|-------------------|----------|
| Quantity | Item | Price Each | Ext. |
| 2 | ULTIMATE BASIC | \$55.00 | \$110.00 |
| * Click here for individual break out | | Item Total | \$110.00 |
| Grand Total Due | | \$110.00 | |

| Participant ID | Name / Contests / Items |
|----------------|----------------------------------|
| 2229002 | Susan, Smith (Chapter President) |
| 2229003 | John , John (Chapter Historian) |

[\[Submit!\]](#)

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Once you've double checked to make sure Invoice is correct, submit your registration.

If not click "Back to Registration" to make additional changes.

email: lisa.costa@cte.idaho.gov

| Invoice # | Date |
|-----------|-----------|
| 229 | 8/22/2017 |

| Registration Summary | | | |
|----------------------|-------------------|---------------------------|---------------|
| Quantity | Description | Price Each | Ext. |
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| | | | \$110.00 |
| Grand Total Due | | | \$110.00 |

| Participant ID | Name / Contests / Items |
|----------------|----------------------------------|
| 229002 | Susan, Smith (Chapter President) |
| 229003 | John , John (Chapter Historian) |

[\[Submit\]](#)

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Make sure to SUBMIT no later than 10 pm on 9/7/18 or a late fee will be automatically added to all registrants. You can change registration after you SUBMIT if needed. Any changes made after 9/7/18 will incur a late fee per registrant changed.

If you have additional questions, please contact Stephany Garcia at Stephany.garcia@cte.idaho.gov