



OREGON
STATE ASSOCIATION

Oregon FCCLA

2025 State Leadership Conference Guide



Oregon FCCLA State Leadership Conference
April 14-15, 2025
Boulder Falls Inn | Lebanon, Oregon

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Oregon FCCLA STATE LEADERSHIP CONFERENCE
DARE TO DREAM
April 14 -15, 2025
Boulder Falls Inn and Conference Center

Conference Overview: Oregon Family, Career and Community Leaders of America and the Oregon Department of Education are excited to invite your FCCLA chapter to the **Oregon FCCLA State Leadership Conference, April 14-15, 2025**. During the conference, we will celebrate the power of vision, the courage to lead, and the drive to make a difference. This year's theme, *Dare to Dream*, challenges each of us to envision a future where we break barriers, reach new heights, and turn our aspirations into achievements.

As you participate in these activities, remember: dreams don't just happen — they require hard work, determination, and the willingness to take bold steps forward. So let's embrace this theme, step outside our comfort zones, and *Dare to Dream*.

Boulder Falls Inn and Conference Center
505 Mullins Dr, Lebanon, Oregon 97355



We are excited to hold the conference at this unique retreat destination. There is a large outdoor patio area surrounded by beautiful Japanese gardens and a gorgeous waterfall. An onsite restaurant offers an award winning farm-to-fork cuisine.

IMPORTANT DATES AND DEADLINES

February 28: All affiliation must be paid - the policy of Oregon FCCLA is that all members must be affiliated at the state and national level in order to attend State Leadership Conference, participate in competitive events and receive award recognition

February 28: SLC Registration Closes

- Oregon FCCLA policy is that once a registration is submitted there will be No Refunds.

February 28: Executive Council Candidates Applications Due

March 1: Award Nominations Deadline

- [Administrator of the Year Award](#)
- [Four and Five Year Membership Award](#)
- [National Leadership Honor Roll](#)
- [Spirit of Advising Award](#)
- [Power of One](#): apply in the FCCLA Portal - Under Program Awards
- [National Program Award](#): apply in the FCCLA Portal - Under Program Awards
- [Adviser Mentor Award](#): apply in the FCCLA Portal - Under Surveys and Applications

March 12: Hotel Reservations Deadline for conference rate

March 14: Substitution Changes

- Deadline for Substitutions or event changes with a \$10 fee per change

April 7: Payment Deadline

- Registration fees will be invoiced by Oregon FCCLA. All checks must be mailed to: Oregon FCCLA Finance Office, P.O. Box 1440, Owasso, OK 74055

TENTATIVE STATE LEADERSHIP CONFERENCE SCHEDULE

[Printable Copy](#)

Monday, April 14, 2025

2:00 pm - 7:00 pm	Conference Headquarters
2:00 pm	Registration Opens
4:00 pm - 6:00 pm	State Executive Council Candidate Briefing & Interviews
4:00 pm - 5:00 pm	Adviser Orientation (Required)
5:00 pm - 6:00 pm	Dinner on Your Own
6:30 pm	Doors Open for Opening Session

7:00 pm - 9:00 pm Opening and Business Session

Conference Dress Code Required

- State Executive Council Introductions
- Opening Session
- National Anthem
- President's Welcome
- Chapter Roll Call
- New Chapter Recognition
- National Honor Roll
- 4 and 5 Year Membership
- Power of One
- National Program Awards
- Mentor Adviser Award
- Spirit of Advising Award
- Administrator of the Year
- Voting Information
- Candidate Speeches
- **Keynote Speaker**

9:00 pm - 9:30 pm State Executive Council Candidate Meet and Greet

11:00 pm Curfew

Tuesday, April 15, 2025

7:30 am - 8:30 am Lead Consultant and Evaluators Breakfast/Orientation

8:00 am - 4:00 pm Exhibit Hall and Spotlight on Projects

8:45 am - 4:00 pm Competitive Events

11:30 am - 12:30 pm Lunch on Your Own

Lead Consultant and Evaluators Lunch

1:00 pm - 4:00 pm Breakout Sessions

4:30 pm - 7:15 pm Chapter Time and Dinner on Your Own

7:30 pm Doors open for Recognition/Closing Session

Conference Dress Code Required

8:00 pm - 9:30 pm Recognition/Closing Session

- Competitive Events Awards
- State Executive Council Farewell
- Installation of the 2025-2026 State Executive Council
- Closing Ceremony

CONFERENCE FEE STRUCTURE

Registration Fee

All advisers, members and guests attending SLC will register through the State Leadership Conference Registration Portal. [Registration Link](#)

Fees	Lodging Fee
Student Registration \$125 per person Adviser Registration \$125 per per Guests and Chaperones \$125 per person Culinary Arts Fee: \$40 Late Registration Fee +\$35 per person	Room Rate approximately \$171 (includes fees and tax) per room per night

***Participants in the Creative Salad event must provide their own ingredients.

Culinary Arts Fee

This year Oregon FCCLA is offering the Culinary Arts STAR Event. There will be an additional fee of \$40 since the state office will be providing all competitors in this event with food products for consistency. A list of equipment and the recipe will be placed in the FCCLA Portal under Resources - State Resources Competitive Events Resources.

Substitution Change

Substitutions or event changes made after registration closes will incur an additional fee of \$10.00 per change. Please note that no refunds will be issued once the invoice has been submitted. All changes must be finalized by March 14.

Hotel Reservations

Advisers will be responsible for making hotel registrations. Reference the name Oregon FCCLA, Inc. by the deadline of **March 12, 2025**. Hotel Reservations Direct Line is 541-451-1000. The hotel rate is approximately \$171 including fees and taxes per room per night. Follow district policy for the number of students per room.

Parking: Free

Registration for Those Not Staying at the Conference Hotel

Members, advisers, and guests who do not wish to stay at the conference hotel will pay **\$250 per person**. This fee includes all the regular conference registration offerings plus an additional fee to contribute to the meeting space expenses that are subsidized by attendees staying overnight at the hotel.

Payment Information SLC invoices will be issued through QuickBooks by Oregon CTSO Finances once registration closes on February 28th. Payments should be made payable to Oregon FCCLA (not National FCCLA) and are due by April 7, 2025. Please include a copy of the invoice with your payment, which should be sent to the Oregon FCCLA Finance Office, P.O. Box 1440, Owasso, OK 74055. Be sure to coordinate with your school's finance department to ensure the payment is received by the due date. **No Refunds:** As a reminder, there are no refunds for cancellations that occur after February 28th.

PRE-REGISTRATION CHECKLIST

Information Needed for Registration Form

When registering your chapter for State Leadership Conference, the following information should be readily available:

- Chapter member's first and last name
- T-Shirt Size
- Grade in School
- Gender
- Membership Status
 - Level I – Grades through 8
 - Level II – Grades 9 and 10
 - Level III – Grades 11 and 12
- Competitive events in which member is competing
 - If a team event, please identify the captain
 - If multiple teams add a number to the team
 - If an individual no number
- List of guests or chaperones
 - Identify adult guests and chaperones that will be an evaluator

REGISTRATION REMINDERS AND TIPS

Reminders:

The following items are required with your State Leadership Conference Registration:

- Registration entry per person in attendance (online via Register My Chapter)
- Competition registration (online via Register My Chapter)
- Adviser secures hotel reservations
- Approximately two weeks prior to the State Leadership Conference you will receive a list of competitors, their event and level, and if they are a team or individual. Please contact hello@oregonfccla.org if there are any corrections.
- A final approval of all competitors, their event and level, and if they are a team or individual will be at the registration desk upon check-in.

Registration Tips

- *Avoid Common Registration Frustrations! **Read this handbook in detail! Assign it for extra credit to chapter officers to ensure that multiple members of your chapter are familiar with SLC requirements and procedures.***
- *Read the FCCLA Competitive Events Guide 2024-2025 edition (STAR Events).* Additions to this guide have been made, so please ensure you are using the most up-to-date information when preparing for Competitive Events. The STAR Events Guide is available through the FCCLA Portal, you must be paid and active member to view guidelines.
- The Oregon State Event can be found in the FCCLA Portal under Resources - State Resources along with the Competitive Events Guidelines.
- Follow-up with the district or business office to ensure the invoices will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to SLC!
- Make registration checks payable to: Oregon FCCLA Financial Office, PO Box 1440, Owasso, OK 74055.
- Carefully review the Oregon FCCLA Dress Code Policy and Code of Conduct standards with your students before you arrive for the SLC.
- Email all questions to hello@oregonfccla.org or to register@oregonfccla.org

COMPETITIVE EVENTS OVERVIEW

Accommodation Request: If a student requires accommodations to participate in an event, as determined by a qualified team of professionals (such as an IEP team, Section 504 coordinator, certified psychologist, or physician), reasonable accommodations will be provided for state events. Participants requesting accommodations should indicate this in the State Leadership Conference registration system. State staff will contact the adviser prior to the conference.

Creative Salad (formerly Culinary Arts)

Creative Salad is a state only competitive event. Competitors will receive recognition at the State Leadership Conference but will not advance to nationals. The revised guidelines and rubric can be found in the FCCLA Portal under Resources - State Resources - State Competitive Events

*****Individuals must provide supplies and equipment as stated in guidelines**

STAR Events

STAR Events offer FCCLA members the opportunity to expand their leadership potential and develop necessary skills for life for future families, communities, and workplaces. Members can demonstrate family and consumer sciences skills, career skills, and interpersonal skills through competitive events. Members may only compete in **two** STAR events. Competitors must compete at the state level and earn the opportunity to attend NLC by scoring in the top two of an



event. This year national FCCLA is inviting the top three in each level to compete at National Leadership Conference:

- Job Interview
- Leadership
- Say Yes to FCS Education
- Sustainability Challenge
- Teach or Train

For more information on STAR Events go to the FCCLA Portal under Resources - Competitive Events. There have been some changes since the original document has been released so be sure to check updates.

Online STAR Events: Competitors must follow national guidelines. There will not be a state level evaluation for these events.

STAR Events Online Project Summary Form

Location: FCCLA Portal “Surveys” Tab – Competitive Events

Survey Name: STAR Events Online Project Summary

Survey Description: This Project Summary Form is to be completed by the STAR Events participant(s) for each chapter entry. This should be completed at or near the completion of the project, but prior to the first competition. One survey per entry (team or individual) is required. Members may update survey data as needed. An e-mail confirmation will be sent to the email associated with the student's account. If a replacement email is needed, please email competitiveevents@fcclainc.org and one will be resent to the email associated with the student account.

Email Notification From: noreply@registermychapter.com

[For complete instructions](#)

Online Evaluations

This year Oregon FCCLA will be evaluating all competitors through an online platform aligned with national FCCLA called JudgePro. As you are helping to secure evaluators, please remind them that they will need a fully charged electronic device. All rubrics will be released the Monday following the close of the State Leadership Conference.

EVALUATORS

Chapter Advisers are subject matter experts in Family and Consumer Sciences and FCCLA. As subject matter experts, they provide essential information about FCCLA, Family and Consumer Sciences curriculum, and career and technical education to both members and other adult volunteers. Without Chapter Advisers serving as event evaluators, evaluation teams may lack critical context and subject matter information that could negatively impact final scoring. At the Oregon State Leadership Conference, all volunteers receive documentation of the hours devoted to Competitive Events. Volunteers may use this documentation to assist with professional development certification, as allowed by local and/or state policies.

In addition, it is necessary for Chapter Advisers to secure additional evaluators that will make a positive impact on competitors. State staff highly recommends Chapter Advisers to have one competitive event volunteer for every four-chapter competitor, as this can involve administration and advisory committee members to support the members. It's emphasized that many individuals are required to help manage competitive events, and adults are crucial for the success of these events. Encouraging cooperation and respect between youth and adults is vital, which is fostered by allowing individuals to work in adult teams. All evaluators will need a fully charged electronic device.

STUDENT LEADERSHIP OPPORTUNITIES

Oregon FCCLA State Executive Council serves as the second highest level of leadership within the organization. These leaders play an important role in program development, program implementation, and public relations. They serve as role models and advocate for the transformative power of youth leadership. During the State Leadership Conference members and voting delegates will have the opportunity to meet and select the 2025-2026 Oregon FCCLA State Executive Council.

State Executive Council Candidates

All dedicated FCCLA members who have served as chapter officers or committee members, possess a passion for leadership, and enjoy collaborating to strengthen the organization are encouraged to run for office. Please refer to the State and National Officer Candidate Guide for

a full list of eligibility requirements. Serving as a State Officer for the Oregon Association of FCCLA is a prestigious opportunity.

Each candidate must complete the 2025-2026 State Officer Candidate Packet, available on the Oregon FCCLA website under the "Run for State Office" section. The completed application must be submitted online by February 28, 2025. Each chapter may have up to three (3) students elected to the State Executive Council.

Voting Delegates

As a student-led organization, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect the State Executive Council and approve amendments to the State Association Bylaws.

Voting Delegates are required to attend the following meetings:

- Opening and Business Session
- Officer Candidate Meet and Greet
- Voting Session – ONLINE, students must bring a device to vote

Voting delegates will receive an orientation paper in their registration packet. Delegates must attend the voting session where they will be given instructions and cast their vote at the State Leadership Conference. **Delegates must have a device to vote, whether it is a cell phone, laptop, or tablet.**

Each school should designate the number of Voting Delegates to elect the Oregon State Executive Council, National Officer Candidates, and vote on Bylaws. The number of voting delegates each chapter receives is based on its membership affiliation. Here's the breakdown of how delegates are allocated:

- 1 -19 members - 2 voting delegates
- 20 - 49 members - 3 voting delegates
- 50 - 100 members - 4 voting delegates

Voting delegates are identified by a ribbon attached to their nametag, which can be found in the chapter packets provided at registration.

AWARDS AND RECOGNITION OPPORTUNITIES

National Leadership Honor Roll: Due March 1: The National Leadership Honor Roll recognizes students who excel in academic preparation for college and future careers. To be honored, students must have a cumulative high school GPA of at least 3.5 on a 4.0 scale.

Students to be recognized must have demonstrated leadership through roles as student or community leaders and have clearly defined career objectives. FCCLA members on the Honor Roll will be recognized at the State Leadership Conference. To nominate, complete the online form and upload the required documentation.

4-5 Year Member Award: Due March 1: The Four and Five-Year FCCLA Membership Award is a prestigious award recognizing affiliated members who have developed their leadership skills through local and state involvement through FCCLA's Ultimate Leadership Journey.

National Programs Award: Due March 1: Chapter members must submit the National Program Application found in the FCCLA Portal under Program Awards.

Power of One Recipients: Due March 1: Chapter members must complete all 5 units of the Power of One and complete the Five Unit Recognition Application then upload in the FCCLA Portal under Program Awards.

Adviser Mentor Award: Due March 1: The Adviser Mentor Award recognizes advisers who have been successful in achieving Master Adviser Recognition, devoting two years to new adviser assistance, assuming adult leadership roles in FCCLA, conducting adviser workshops, attending training workshops, and using national and state FCCLA resources. For criteria and official rules go to the [National FCCLA website](#) Nominations are made in the FCCLA Portal under Surveys and Applications, or in the Alumni and Associates Portal under Resources.

Spirit of Advising Award: Due March 1: Advisers should consider the following when making nominations: belief in FCCLA's mission, student support for success, encouragement of positive character development, dedication to nurturing leaders, and being a current FCCLA adviser. One adviser will be selected annually. This is a state and national award.

Administrator Award: Due March 1: Exceptional school administrators encourage chapters and help students take advantage of the opportunities offered. The Oregon School Administrator Award recognizes and honors local administrators who support the organization on the local and state levels by encouraging members and advisers through sponsored activities and projects, membership in the organization, promoting FCCLA in the community, and supporting Family and Consumer Sciences and Career Technical Education.

ADVISER REMINDERS

Adviser Assignments: Advisers play a crucial role as evaluators in competitive events because they bring valuable expertise, perspective, and industry knowledge, which ensures that student performances are assessed fairly and with real-world relevance. Their involvement directly contributes to the quality and integrity of the evaluation process, as they can provide constructive feedback that helps students grow and improve. Additionally, by supplying additional adult evaluators, advisers help maintain manageable judging loads, allowing for more thorough and attentive evaluations. More evaluators also support smoother event logistics, ensuring that competitions run on schedule and that students experience a well-organized and professional event environment. Involving advisers and additional adults as evaluators not only strengthens the judging process but also fosters a sense of community and support around student achievements.

Adviser to Student Ratio

The Adviser-to-Student Ratio for the State Leadership Conference is required to be a minimum of one (1) Adviser for every ten (10) student delegates. Advisers should check their school district's policy regarding supervision of students on trips.

Curfew: Please remember that a curfew is in place during the conference. When planning evening activities with your students, keep this in mind. Ensure there are no late-night pizza deliveries, trips to the soda machine, or chapter meetings that extend past curfew, which could keep students in the hallways late. Plan chapter meetings and snacks within curfew limits to help the system run smoothly for everyone.

Let's all work together to keep hallway noise down at all times, as other guests are also staying at the venue.

Chapter advisers are responsible for their students' conduct. Simply checking rooms at curfew isn't enough to ensure they stay there, so advisers should remain visible in the hallways for at least an hour after curfew.

Oregon FCCLA Dress Code: FCCLA members and advisers are representing an outstanding student organization and should project the image of a leader. During the conference, members, advisers and guests are expected to remember the following guidelines listed below in relation to their conference attire. It should be noted that the official FCCLA uniform is always acceptable and encouraged for members during FCCLA events. When you look your best, you have a great chance of leading your best! Contact your State Officer Team for tips and any assistance on FCCLA Dress for conference!



SLC DRESS CODE	
<p>Professional: <i>All Conference Sessions, Exhibits, Workshops</i></p>	<p>Blazer required Red FCCLA Blazer Encouraged Professional white or black shirt Neckwear options can include neckwear from the official emblematic supplier, black or red tie, black or red bow tie, a single strand of pearls, red, black, and/or white scarf, or no neckwear Black bottoms (slacks, skirt, sheath dress) Shoes (black preferred) Jeans, t-shirts, and athletic wear are NOT acceptable</p>

Casual: <i>Travel to and from FCCLA functions, recreational tours, theme parks, and other casual activities</i>	Longer-length shorts/casual slacks Collared shirt, sweatshirt, t-shirt Casual footwear <i>Nice Denim – is acceptable</i> <i>NO flip flops</i>
Advisers/ Chaperones/Guest	Business professional No jeans

Inappropriate Attire

The following should not be worn to any FCCLA activity:

- Clothing and accessories, which are sexually suggestive, which advertise drugs, alcohol, or tobacco products, or display profanity; or are affiliated with gangs
- See-through, tight fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/shirts; and very short skirts
- Pants or skirts which are worn below the hipbone; visible undergarments
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs, pajamas
- Clothing which is stained, torn, or ripped
- Athletic clothing
- Swimwear
- Bare feet
- Night wear (pajamas) should not be worn outside of your hotel room

Onsite Chaperoning: Encourage your students to check in with you at least three times daily and keep them informed of your location. Remind them to work together to keep track of event times and locations. If you are busy assisting with an activity, let students know where you'll be, and have them note it in their programs.

Remind students to thank event staff, judges, and volunteers for their hard work. If you have parent chaperones, encourage your officers to plan a special thank-you for them during the conference or afterward.

Publicity: Your chapter and Oregon FCCLA welcome positive publicity. Use participation in the State Leadership Conference (SLC) to generate positive attention. It's beneficial for the public to know about your involvement before seeking funding for the national competition.

Guest/Chaperone Code of Code: Each attending student and chaperone must sign the Student/Guest/Chaperone Code of Conduct. Advisers are responsible for collecting and maintaining during the State Leadership Conference.

Student Emergency Medical Forms: Advisers are responsible for maintaining each student emergency medical form while attending the State Leadership Conference.

OREGON FCCLA SUPERVISORY ADULTS and GUEST CODE of CONDUCT

Supervisory adults for all FCCLA conferences and activities 2024-2025. Collected by the adviser who maintains them throughout the event. ***(Print one for every attending adult to sign)***

1. Chaperones, guests, and alumni must be on-site for their entire assigned responsibilities for the Oregon FCCLA State-sponsored event.
2. Chaperones, in coordination with their chapter adviser, are responsible for being available to their students and other delegates 24 hours each day. Supervision responsibilities begin from the time parents/guardians leave students with the adviser until the time they pick them up after the activity.
3. Chaperones, guests, and alumni are responsible to follow all behavior, conduct, and dress code requirements set forth for delegates at this event.
4. No alcohol is to be consumed by any chaperone, alumni, or guest on the event site during the event, even if the adult is not “on duty” or responsible for student delegates.
5. When a chaperone, guest, or alumni is assigned job duties, it is his/her responsibility to promptly carry out those duties or advise their chapter adviser or the State Director that he/she will not be able to fulfill their responsibility.

By signing the Oregon FCCLA Supervisory Adult and Guest Conduct Code, the signee agrees to abide by the rules set forth in this document.

Supervisory Adult Name (Please print):	
Supervisory Adult Signature:	
Chapter Name:	
Date:	

OREGON FCCLA MEMBER CODE of CONDUCT

(Print one for every attending member to sign. A Chapter Adviser will keep the signed documents in his/her possession throughout the SLC.)

Attending an Oregon FCCLA conference or event is a privilege. All delegates—students, alumni (under 21), advisers, and other authorized attendees—must follow the rules outlined in this document. This form must be signed by students and alumni and submitted to the chapter adviser before the registration deadline. Advisers must keep permission/medical release forms on hand throughout the event and retain them on file in the school district afterward.

Code of Conduct Overview:

Delegates must adhere to Oregon FCCLA’s policies and their school district’s rules at all times during travel, the event, and return. They are expected to respect FCCLA leadership and act as role models. Severe violations of this code may result in removal from the event, ineligibility for future events, and potential law enforcement notification.

Severe Violations:

1. **Substance Use:** No possession or use of alcohol, drugs, tobacco, vape products, or paraphernalia
2. **Curfew:** Breaking curfew rules.
3. **Willful Companionship:** Associating with or failing to report others violating the code.
4. **Personal Conduct:** Cheating, dishonesty, vandalism, theft, or breaking the law.
5. **Serious Violations:** Violating school district conduct codes.
6. **Private Transportation:** Unauthorized driving/riding in private vehicles.
7. **Abusive Behavior:** Lewd acts, harassment, hazing, or slurs.

Other Violations:

1. **Conference Conduct:** Not wearing ID badges, skipping sessions, or breaking FCCLA rules.
2. **Curfew:** Noise or disturbances after curfew, ordering food, or inappropriate activities.
3. **Dress Code:** Not following the established conference dress code.
4. **Personal Conduct:** Failing to report incidents, inform advisers of whereabouts, or follow grievance processes; unauthorized interactions with members of the opposite sex.
5. **Hotel Conduct:** Misusing hotel facilities, incurring charges, or throwing objects.
6. **Social Media:** Acting unprofessionally online, sharing offensive content, cyberbullying, or misusing FCCLA branding.

Consequences:

Violations may result in removal from the event and/or disqualification from future FCCLA activities. Penalties are at the discretion of the State Management Team, Board of Directors, or local adviser. By attending, you agree to uphold these standards and represent FCCLA with integrity.

Member Signature: _____

Member Name (please print): _____

Chapter Name: _____

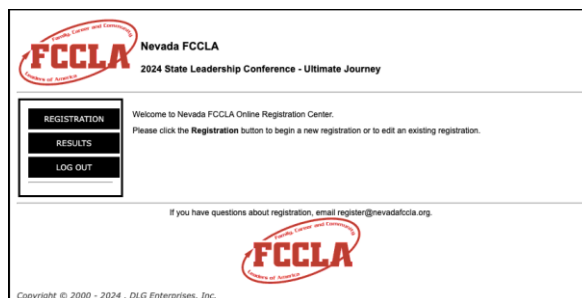
Date: _____

DLG STATE LEADERSHIP CONFERENCE REGISTRATION PROCESS

Registration open February 10 – February 28

All registrations must be submitted electronically, via [Register My Chapter](#)

- In your web browser, go to the web site that you were given for registration. A screen similar to the following screen should appear:



- Click the **Registration** button to begin registration. You will be asked to log in. You will be required to log in using the user name and password that is used for your online affiliation portal.
- The first time in, you will be asked to verify your school information. Double check all the fields and press the **Submit** button at the bottom to save any changes.
- You will need to add yourself as the adviser to the attendee list. Click **Add Adviser**. This will show a list of advisers from the affiliation portal. You can then use the drop down menu to indicate which adviser(s) will be attending. ***If the adviser is grayed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.*
- Click the **Add Student** button to add a student to the list. This will bring you to a search box. It is recommended that you keep it simple and only search using one or two letters or leave it blank and it will bring up your entire list of student names. Use the drop down menu to indicate which student(s) will be attending.
 - Select the appropriate T-Shirt size. Then click the continue button. The system will then take you through detailed information for each student. ***If the student is grayed out and you are unable to add them then they have not been paid for in the affiliation portal. Please go to the affiliation portal and pay for their membership.*
- On the **Events** tab you can indicate what event each participant is participating in. To enter **team** events, be sure to select the correct team number. The number should be 1 for the first team for this event, For example, this is team 1. The first person the adviser registers will be the team captain and as you can see, this first one is Team#1.

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Team Captain	Questions
STAR							
Career Investigation (Level 2)	1	2		<input type="checkbox"/>			
Early Childhood Education (Level 2)	1	2		<input type="checkbox"/>			
Fashion Construction (Level 2)	1	2		<input type="checkbox"/>			
Fashion Design (Level 2)	1	3	2	<input type="checkbox"/>	1	<input type="checkbox"/>	
Job Interview (Level 2)	1	3		<input type="checkbox"/>			
Leadership (Level 2)	1	3		<input type="checkbox"/>			
Parliamentary Procedure (Level 3)	4	8	2	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	
Personal Finance: Presented by EVERFI (Level 2)	1	2		<input type="checkbox"/>			
Say Yes to FCS Education (Level 2)	1	3		<input type="checkbox"/>			
Teach or Train (Level 2)	1	3		<input type="checkbox"/>			
Teaching Strategies (Level 2)	1	2		<input type="checkbox"/>			

- To register a second team in the same event at the same level follow the steps outlined above, just change the team #:

[Click here for help with teams](#)

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Team Captain	Ques
STAR							
Career Investigation (Level 2)	1	2		<input type="checkbox"/>			
Early Childhood Education (Level 2)	1	2		<input type="checkbox"/>			
Fashion Construction (Level 2)	1	2		<input type="checkbox"/>			
Fashion Design (Level 2)	1	3	2	<input type="checkbox"/>	1	<input type="checkbox"/>	
Job Interview (Level 2)	1	3		<input type="checkbox"/>			
Leadership (Level 2)	1	3		<input type="checkbox"/>			
Parliamentary Procedure (Level 3)	4	8	2	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	
Personal Finance: Presented by EVERFI (Level 2)	1	2		<input type="checkbox"/>			
Say Yes to FCS Education (Level 2)	1	3		<input type="checkbox"/>			
Teach or Train (Level 2)	1	3		<input type="checkbox"/>			
Teaching Strategies (Level 2)	1	2		<input type="checkbox"/>			

- If you have an individual in the same event at the same level they would not have a number. Please reach out to hello@oregonfccla.org if you have any questions during this process.
- Continue adding names until you have entered all your students. If you attempt to enter more students in an event than are allowed, you will be informed and not allowed to exceed the event maximum. At any point, you may press the **View Registration** button to get an idea of your total invoice amount and a better understanding of who is registered for which events.
- If you try to register more members for an event than the allowed limit, the system will notify you and prevent you from exceeding the maximum. You can click the **"View Registration"** button anytime to check your total invoice amount and see a detailed list of who is registered for each event.
- To modify a student's information, click the **"Edit"** link next to their name. To update the event a student is registered for, click the **"Event"** link beside their name.
- If you plan to bring additional chaperones who are not part of the chapter, click the **"Add Other Name"** button to enter their details. Specify whether they will serve as an evaluator and indicate their preferred day or event.
- When you are finished, press the **Finished Registering** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved.

- To correct this problem, click the **Back to Registration** link at the bottom.
- Select the student you may be having registration problems with and click the **Edit** link beside that student.
- Change the information you need to change, and press **Submit** to save.
- When you're finished making these changes, press the **Finished Registering** link again.
- If you get a message that states that you have not met the minimum requirements for an event, then you must click the **Back to Registration** link and either add students to those events that are short or remove students from those events that are over the limit. When you're finished making those changes, press the **Finished Registering** button again.
- When you have corrected any problems that may have appeared, press the **Confirm** link at the bottom to confirm that the estimate is correct. A copy of the email will be sent to you and to the State Adviser. **Print** a copy of this **registration estimate** from the Finished Registering screen. You can use this to begin processing payment through your business office. You will receive an official **Invoice** from the state business office following the closing of the registration system.
- If you need to edit your registration, you may come back to this location and make changes until the close date/time. After that date/time, no more changes may be made.
- To make changes, click on the **Registration** button at the left. After logging in, the list of Registered Individuals will appear. Simply click the **Edit** link and make any changes you need. When you do this, remember to press the **Finished Registering** button to check for problems and to resubmit the invoice.
- Once you are finished with your registration, be sure to either click the **LogOut** link to make sure that the connection is securely closed or exit your browser. This will ensure that no one can get in and make changes to your registration.