CRE Entry Help Document

IMPORTANT- BEFORE YOU START: The system is now requiring you to upload a permission slip and photo id for each student competitor. Please make sure that you have these items scanned, labeled correctly, and saved on your computer before you begin the registration process.

You will not be able to register the student if you do not have these items uploaded.

SUGGESTION: Copy machines today have the ability to scan a document and email these documents to you.

Save each students documents with the students name (e.g. janesmith_permission.pdf and jansmith_id.pdf).

You will have two documents per student. DO NOT compile them all into one document.

Thank you in advance we are streamlining registration and verification of the student competitors.

STEP ONE

• Login in with your "Email Address" and your "Chapter ID" Your Chapter ID needs to be gained from FCCLA. Your "Chapter ID" is your "Password" for this site.

PLEASE LOG IN

Email	Password	Login

STEP TWO

Note: Disregard the n/a. This will be used later to identify placed students after events have been scored and who have placed will show a placement in the n/a column.

After clicking the login in button in step 1 you will be redirected to the list of your students (below).

If you do not see your students on this list or need to affiliate more students DO NOT PROCEED. Affiliate the missing students with FCCLA and then Email the webmaster@ca-fccla.org and provide the following information:

- School
- First Name
- · Middle Initial (if applicable)
- Last Name
- Age
- · Male or Female.

• Click on the "Start Selection" button to begin the process.

BUCHSER MIDDLE SCHOOL

Nancy Schlink 1111 Bellomy Street Santa Clara, CA 95050



STUDENTS

Student	CRE	State
Mickenzie Martin	n/a	n/a
Jason Bright	n/a	n/a
Luke Gonzalez	n/a	n/a
David Maldonado	n/a	n/a
Spencer Lepore	n/a	n/a
Ava Hartig	n/a	n/a
Sofia Kritikopoulos	n/a	n/a
Jose Gonzalez sosa	n/a	n/a
Solomon Holmes	n/a	n/a
Violeta Zavala zavala	n/a	n/a
Ethan Malonzo	n/a	n/a
Kimberly joy Hernandez	n/a	n/a

CRE SELECTIONS



STATE SELECTIONS

N/A

STEP THREE

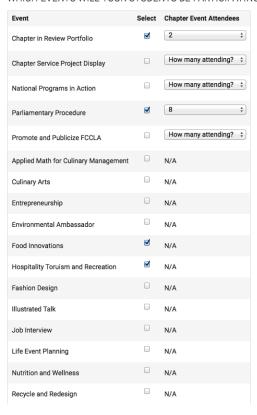
Note: For the chapter events we will be having you fill out a separate form for those students who will be participating. Please select how many will be participating so we can invoice your school.

- It is important that you make all the necessary selections prior to beginning this selection process.
- Select the categories in which you will be registering your students
- Click the "Save & Continue"

CRE EVENT SELECTION

Save & Continue

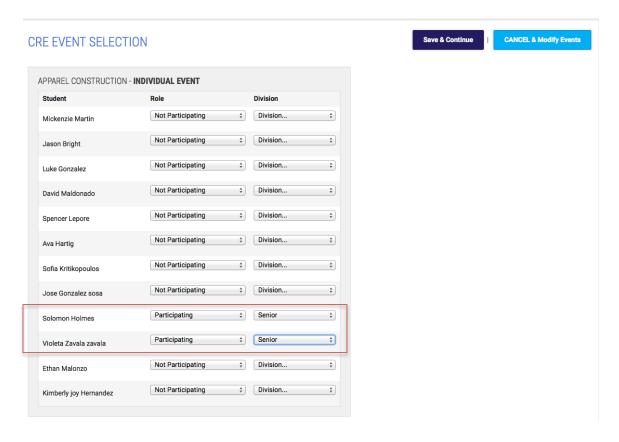
WHICH EVENTS WILL YOUR STUDENTS BE PARTICIPATING IN?



STEP FOUR - A

Find your students listed and do the following for individual events.

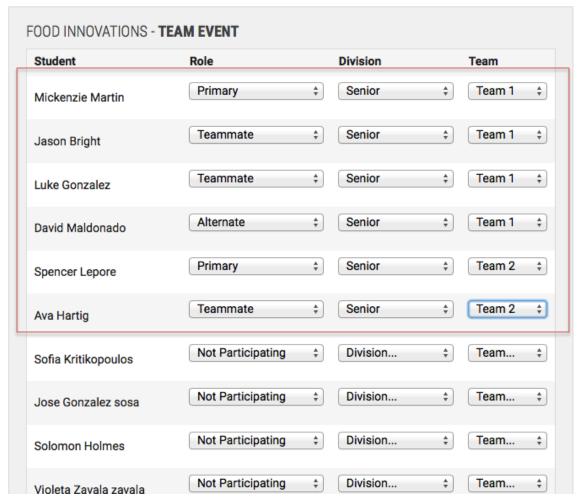
- Select "Participating"
- Then select "Division"
- Once finished with an event move to the next event by scrolling up or down on the page



STEP FOUR - B

Find your students listed and do the following for team events.

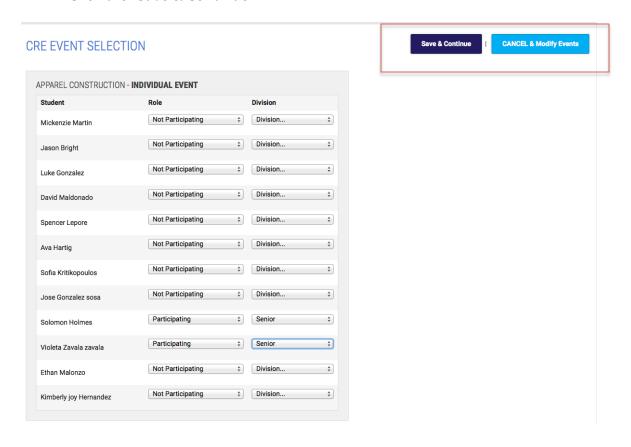
- Select the role "Primary", Teammate, or Alternate
- Select the "Division"
- Select the "Team" Meaning this is a group of students that are in Team 1, Team 2, and so on.



STEP FIVE

Note: if you click the "CANCEL & Modify Events" all events will be removed and you will have to start over.

- Scroll back to the top once you are finished reviewing your selections.
- Click the "Save & Continue"



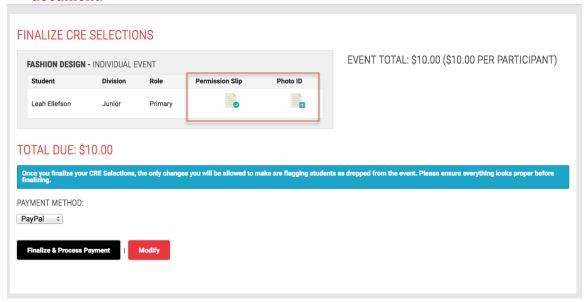
STEP SIX

You will be redirected to the "Finalize Your Selections"

- This page will display the events that you have chosen and the total for this section.
- At this point you can go back and modify your selections if you have made a mistake in your selections.

PERMISSION SLIP/PHOTO ID

- For each student click on the icon for the permission slip and upload the necessary document.
- For each student click on the icon for the photo id and upload the necessary document.



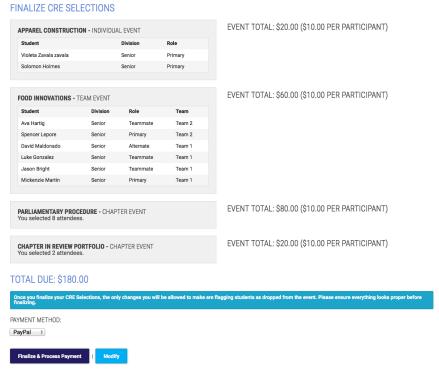
PAYMENT

- Select from the drop down menu whether you will be paying with Paypal or with a check.
- Once you select the finalize button you are done. You may not go back and edit. You will only be able to drop students. Please ensure that you have made the correct selections.
- If you chose Paypal you will be redirected to Paypal for payment. You do not have to have a Paypal account to pay with a credit card. Please look carefully at the Paypal options listed.
- You will receive an email confirmation for your purchase.

"Thank you for your payment and registration. Please check your adviser email for your confirmation."

 Important: Print this page for your records prior to finalizing. You may log back in and

print your page. But this page gives a better snapshot of your selections.



School Receipt

School Receipt via email will look like this.

- The receipt will come from the following email address. no-reply@cafccla.org
- Note the receipt has the following information
- Chapter ID
- Where to send the check (if paying by check)
- How much is due and payable

Invoice #13611-3

Thank you for registering for CA FHA-HERO CRE.

This email is to confirm your event selection.

You have selected to submit payment via a check. Be sure to send the payment as soon as you can to the following address:

P. O. Box 6, Galt, CA 95632-0006

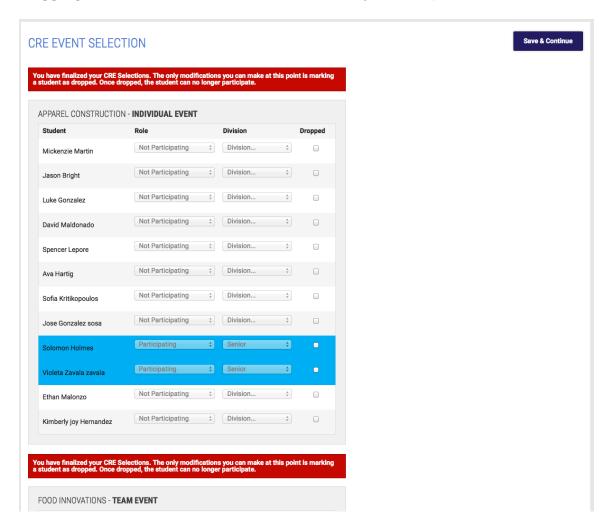
The total amount due is \$70.00

You can review your selections at any time by visiting our website and logging in with your adviser information.

Thanks!

STEP SEVEN

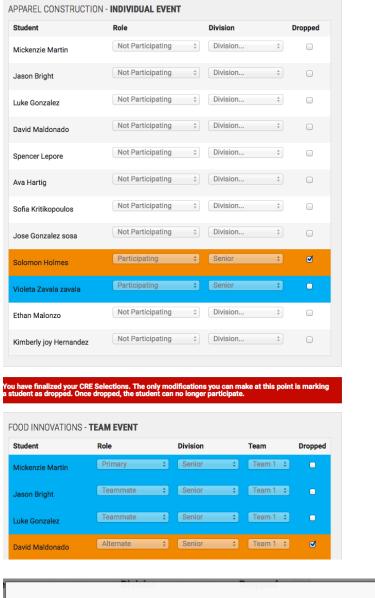
When you log back into the system you see that you can only make adjustments for dropping students. You will not be able to make any other adjustments.

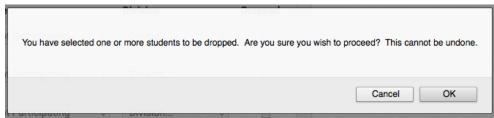


STEP EIGHT - DROPPING STUDENTS

If you want to drop a student just click on the check box next to the students name.

- Click "Save & Continue" to complete the drop process. A pop-up message will appear on the screen. Click "cancel" or "OK"
- If you have more students that drop you can go back in and drop those students by following the steps above.
- Once you clicked the "OK" button you are finished and can close the browser.





STEP NINE - QUESTIONS

If you have any questions you may email the webmaster@ca-fccla.org or call (916) 932-2207 (direct line) I will be happy to help.

Please let me know if you have any issues.

Thank you Tracy CA-FCCLA Webmaster