



### SLC Registration Checklist

\_\_\_\_\_ 1. Enter your school information

- Address
- Arrival/departure times
- Special recognition awards
- Special accommodations

\_\_\_\_\_ 2. Enter advisor/chaperone information

- Name, phone numbers, fax number, email address, shirt size

*Note: Advisors receive a free t-shirt; however, your chapter will be charged \$5 for each chaperone shirt. **DO NOT select a shirt size for your chaperones unless you want to pay \$5 for the shirt.** A \$2 fee will be charged for any XXL or XXL shirt ordered.*

- Select advisor or chaperone (Chaperones do not pay the \$55 registration fee.).
- Enter information about SLC advisor assignment.

\_\_\_\_\_ 3. Enter/edit student information

- View existing student information
- Delete any students not attending SLC. If you do not delete students, you will be charged a registration fee for them, even though they are not attending.
- Be sure to delete contests that the student did not qualify to compete in at SLC and that the correct contests are entered (***Contest changes made after RLC registration closed are not reflected in the online database.***)
- Make any necessary changes and add shirt sizes
- Add students if necessary

\_\_\_\_\_ 4. Print advisor and student lists. You will need ID numbers for students and advisors when you enter housing information.

\_\_\_\_\_ 5. Enter housing information

- Advisor or student room
- Gender
- Room type (Quad, triple, double, single)
- Occupant ID numbers. The ID numbers you need to enter can be found on the Student List and Advisor List you printed in Step #4 above. (You will need to obtain ID numbers for individuals from other school if you are sharing a room. The room should be entered by only one advisor. You will only be billed for students from your school.)
- ***DO NOT USE THE ADVISOR ID ASSIGNED BY THE NATIONAL BPA MEMBERSHIP SYSTEM. USE THE ID LISTED ON THE ADVISOR LIST PRINTED FROM THE SLC REGISTRATION SITE.***

\_\_\_\_\_ 6. Print the following lists:

- Advisor/chaperone list
- Student list
- Housing list

- \_\_\_\_\_ 7. Make any necessary changes to the information and re-print lists
- \_\_\_\_\_ 8. Click the “Finalize Registration” link
- Place a check mark in the box indicating that your registration is complete.
  - Enter the number of students, advisors, and chaperones you have registered in the appropriate location.
  - Click the “Finalize Registration” button. Within 24 hours you will receive a confirmation email.
- \_\_\_\_\_ 9. Receive invoice by email by February 3.
- \_\_\_\_\_ 10. Mail check made payable to Indiana BPA and a copy of your invoice, including advisor/chaperone list, student list, and housing list to

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