

Gold Coast Section Conference 2009

Online Registration Information

Questions? Please contact:

Matt Gray - goldcoastdirector@cafbla.org - (323) 369-5634

Log In

- Online Registration Link is available at www.cafbla.org
- Follow prompt to go to log in page
- Log In is the same as your Online Membership Log In
 - Chapter Number
 - Password: **Use the same word that you use for membership registration*

Step One: Contact Information

- Update Adviser Information
- Choose the adviser who will be the main point of contact
- Be sure to choose "Southern" for section.
- Select Registration Type (which selects your section and its registration fee)

Step Two: Adviser Registration

- Update Adviser List (Only adviser on the list may register for the conference.)
- Click the check boxes for the advisers registering for this conference
- Designate years of service

Step Three: Student Registration

- Only online paid members are listed in this section.
- **DEADLINE for Membership is February 3rd. All competitors must be paid members by this date or else they will not be able to register to compete at this conference.**

- Procedures for Registering Students
 - Check the box next to each student attending.
 - Choose a Who's Who Recipient: You may have one Who's Who from each chapter. See California Awards Program at www.cafbla.org for details.
 - Choose Current Grade
 - Choose Competitive Events

For team events, if the systems ever asks for a Team Number, input the number 1.
Names of alternates, where allowed, will need to be emailed separately to goldcoastdirector@cafbla.org.

****Sign up a Non-Members in Step 4 (Guests/Chaperones).**

Step Four: Guest/Chaperone

- Add any Guest/Chaperone attending.
- ***NOTE: Please use this option to register any attendee who is not an active Adviser or Student member.**

Step Five: Finalize Registration

- Review registration information and finalize registration to proceed to Registration Summary

Step Six: Registration Summary

- Print a copy of the registration summary for your records
- Submit a copy of the Registration Summary with payment to:

Matt Gray, Gold Coast Section Director
4326 Country Meadow Street
Moorpark, CA 93021

Email: goldcoastdirector@cafbla.org

****Checks payable to "Gold Coast FBLA"**