


## Advisers: How to Register Members

Log in at <https://my.fbla-pbl.org/account/login.aspx>, using the email address associated with your FBLA chapter. If you have not already activated your account, click “Forgot your password?” and a password reset message will be sent to your email address if it is already in the national database. If needed, contact [membership@fbla.org](mailto:membership@fbla.org) for assistance.



Login to your account ?

Enter your email and password to login to your my.FBLA-PBL account

Email:

Password:

Remember Me

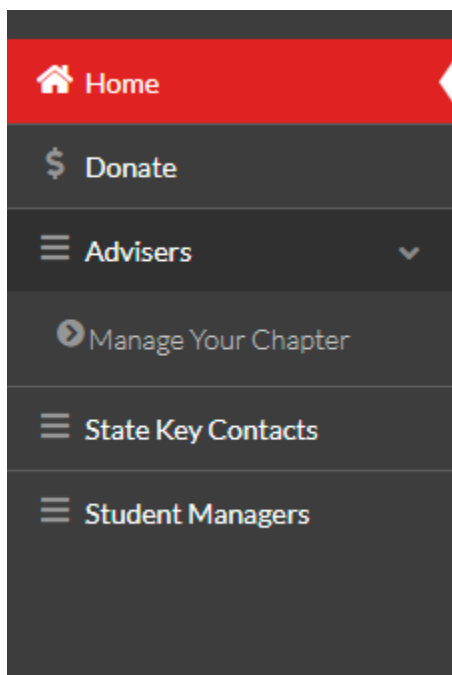
Forgot your password? ?

Click [here](#) to reset your password.

Don't have an account yet? [Create an account.](#)

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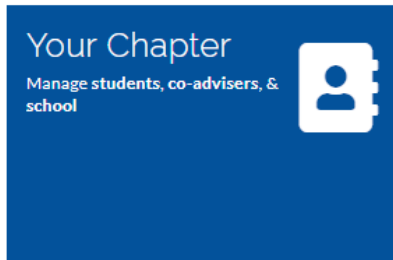
On the left there is a menu bar select Advisers and then Manage Your Chapter



my.FBLA-PBL

## Advisers: How to Register Members

Select Your Chapter



- You have 2 options **View/Edit Student Roster** or **Upload Students to Roster**
- **Option 1**\_To View/Edit Student Roster, you can add members 1 by 1.
- Option 2\_The Upload option allows you to register many at 1 time

### Option 1

Select View/Edit Student Roster

Reston High School  
2137044  
Reston, VA  
Charter Date:  
Re-Activation Date:  
District:

View Profile

View/Edit Advisers

View/Edit Student Roster

Upload Students To Roster

View Active Students

View Inactive Students

A large red arrow points from the right side of the page towards the "View/Edit Student Roster" button.

Here you will see members from previous membership years, please select the established student record instead of adding a duplicate record.

If you need to add new members add them first and then select previous year members.

To add a member 1 by 1, select the green +Add New Student button

## Advisers: How to Register Members

[+ Add New Student](#)

1 [ 1 to 5 out of 5 records ] Tools ▾

First Name	Title	Email Address	<a href="#">Add</a> <a href="#">Cancel</a>
Last Name			

The title is always student

Once you add the member be sure to fill out the Additional (demographic) information

[Additional Info](#)

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Additional Info ✎ + ✕

**i** ETHNICITY:

**i** GENDER: \*

**i** GRADE: \*

**i** OFFICE:

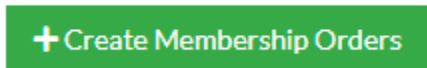
[Save](#) [Close](#)

Once you have added all your members by selecting the check mark to the left of their name

## Advisers: How to Register Members

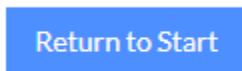
<input type="checkbox"/> Select All	Name	Title	Email Address	Membership Expiration Date	Has Pending Membership	Actions	Additional Info
<input checked="" type="checkbox"/>	Concepción, Kisha	Student		7/31/2019	No	<a href="#">Edit</a>	<a href="#">Additional Info</a>
<input type="checkbox"/>	Member, Test123	Student	333@email.com		Yes <small>Open Order Date: 8/1/2019</small>	<a href="#">Edit</a>	<a href="#">Additional Info</a>
<input type="checkbox"/>	Member, 2019-20 Test	Student			Yes <small>Open Order Date: 8/1/2019</small>	<a href="#">Edit</a>	<a href="#">Additional Info</a>
<input checked="" type="checkbox"/>	Mouse, Minnie	Student			No	<a href="#">Edit</a>	<a href="#">Additional Info</a>
<input type="checkbox"/>	Mouse, Mickey	Student			Yes <small>Open Order Date: 8/8/2019</small>	<a href="#">Edit</a>	<a href="#">Additional Info</a>

Select the create membership orders button at the top of your member chart

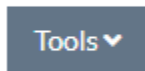
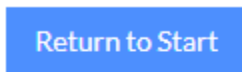


To pay for the members you just registered select Return to start in the upper right-hand corner 2 times

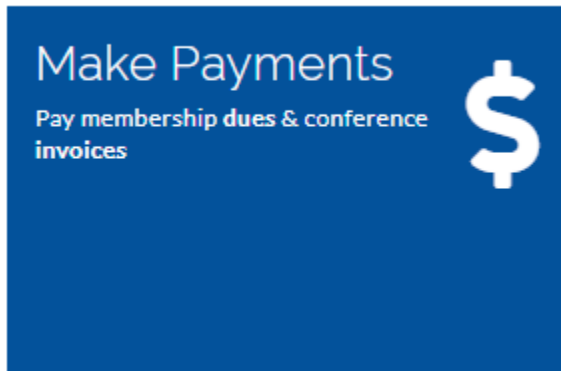
The first page



The second page



Select the make payments app



Select All or however many members you want to pay for

## Advisers: How to Register Members

Select All	Order/Invoice Number	Customer	Main Item	Balance	Order/Invoice Date	View
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	37440	Mickey Mouse (Student)	Membership: Student FBL - High School National	\$10.00	8/8/2019	<a href="#">View Order</a>
<input checked="" type="checkbox"/>	36070	2019-20 Test Member (Student)	Membership: Student FBL - High School National	\$10.00	8/1/2019	<a href="#">View Order</a>
<input checked="" type="checkbox"/>	36080	Test123 Member (Student)	Membership: Student FBL - High School National	\$10.00	8/1/2019	<a href="#">View Order</a>