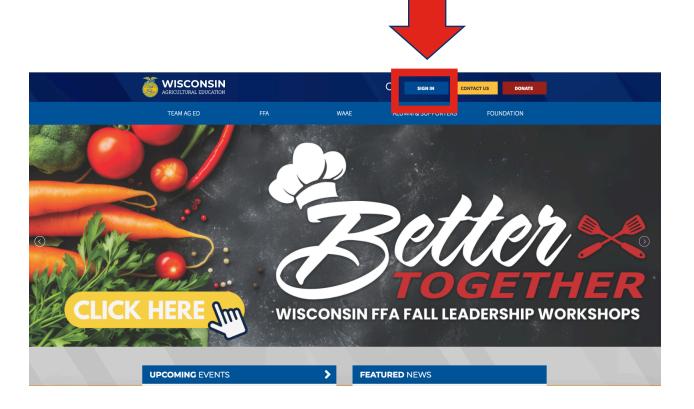


FALL LEADERSHIP WORKSHOP REGISTRATION GUIDE

Have a smooth and successful chapter registration with this Registration Guide for the Fall Leadership Workshop. Please use www.wisconsinaged.org for event registration.



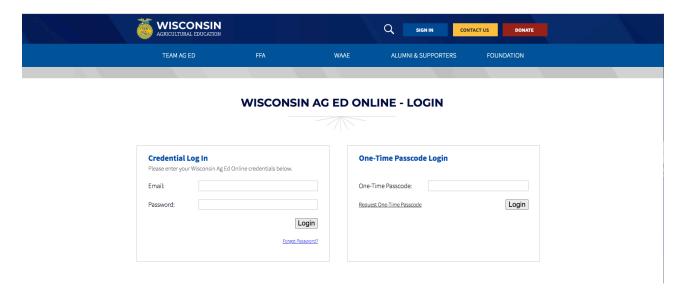
Click the "Sign In" button in the top right-hand corner of the website.





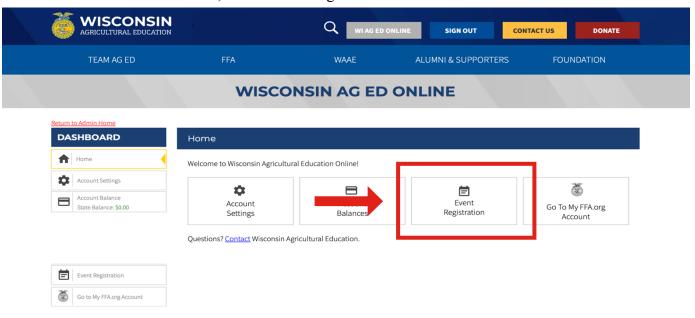
OPTION 1: Enter the login credentials that was sent to your email address. Please check your spam folder if the passcode was not in your inbox.

OPTION 2: Enter in your email address and click "Forgot Password".



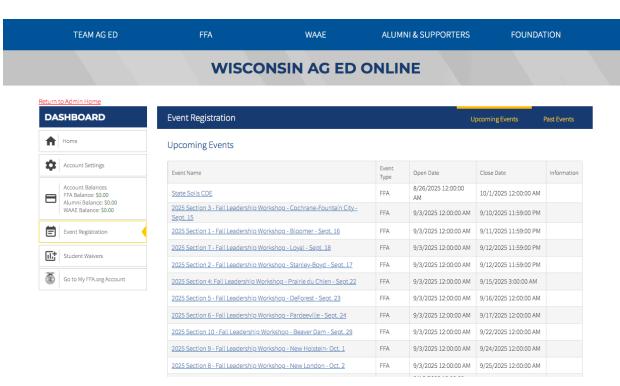
CLICK EVENT REGISTRATION

Under the "Home" header, click "Event Registration".





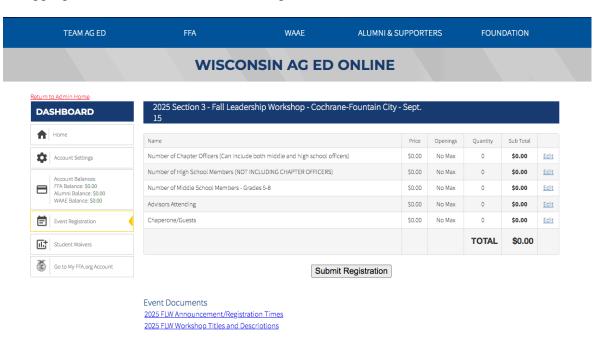
Click on the event name you would like to register for. PLEASE MAKE SURE TO DOUBLE CHECK WHICH EVENT YOU HAVE SELECTED.



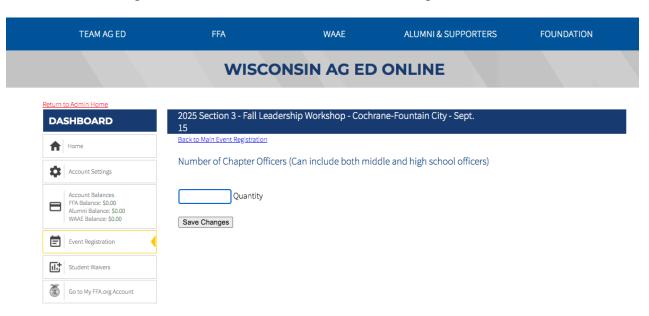


EDIT EACH LINE ITEM

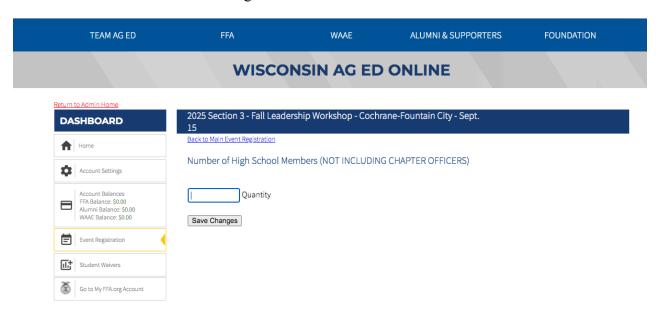
Click "Edit" on the right-side of the screen to enter in the number of Chapter Officers, High School Members (NOT INCLUDING CHAPTER OFFICERS), and Middle School Members. Please register the appropriate amount of advisors and chaperones.



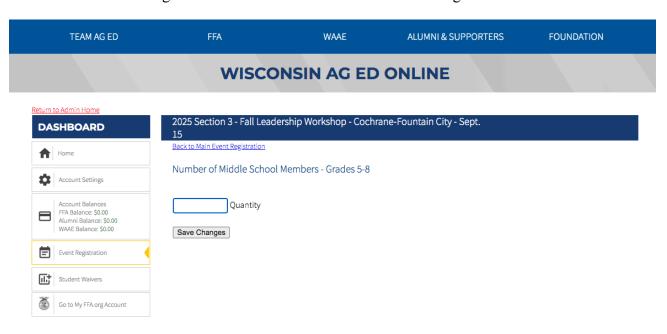
CHAPTER OFFICERS: Only need to enter the total number of chapter officers. REMEMBER TO CLICK "Save Changes" and then return "Back to Main Event Registration".



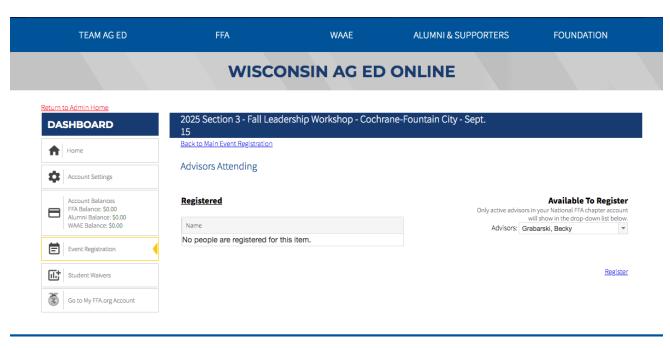
HIGH SCHOOL MEMBERS (NOT INCLUDING CHAPTER OFFICERS): Enter the number of high school members that are not chapter officers attending. REMEMBER TO CLICK "Save Changes" and then return "Back to Main Event Registration".



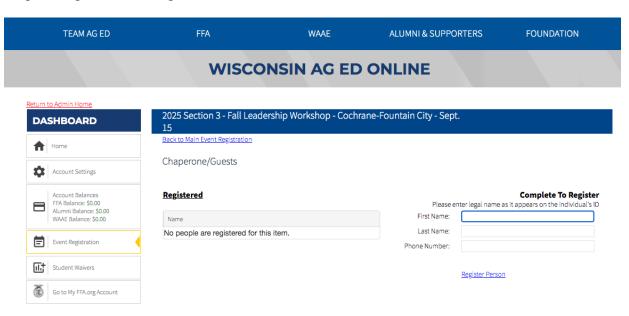
MIDDLE SCHOOL MEMBERS: Enter the number of middle school members attending. REMEMBER TO CLICK "Save Changes" and then return "Back to Main Event Registration".



ADVISORS ATTENDING: Select from the drop-down which advisors will be attending. Select one advisor at a time and click "Register". Repeat for as many advisors attending and then return "Back to Main Event Registration". Once registered, the advisor's name will be listed under "Registered". To delete an advisor that is registered, click the red "X" next to their name. **NOTE**: Advisor information is being pulled from your National FFA Membership Roster. If you do not see and advisor name, please register as a guest/chaperone or update the National FFA Roster with correct advisor information.



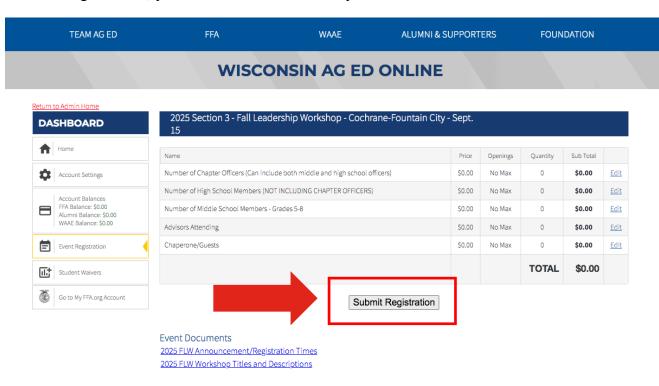
CHAPERONES/GUESTS ATTENDING: Enter in all requested information and click "Register." Repeat for as many chaperones/guests attending and then return "Back to Main Event Registration". Once a chaperone/guest is registered, their name will appear under "Registered". To delete a chaperone/guest that is registered, click the red "X" next to their name.





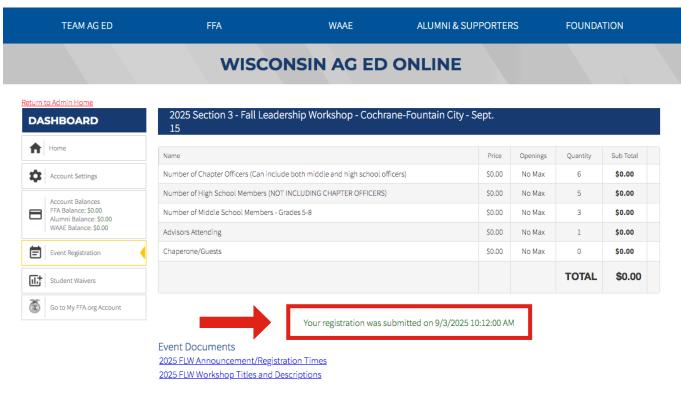
SUBMIT REGISTRATION

Click "Submit Registration" once you have finalized all numbers. DO NOT submit registration until you have finalized all numbers. When you enter in information, it will save automatically. But, once you "Submit Registration", you will not be able to edit any of the line items.



CONFIRM REGISTRATION

To confirm your registration has been submitted, there will be green text that will appear on the screen confirmed the registration time. Please make sure this text appears.



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