

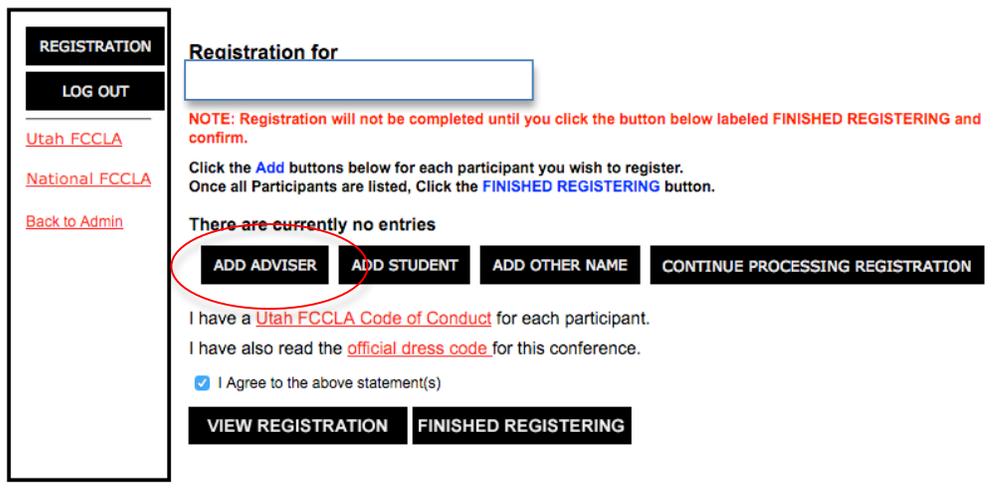
DLG REGISTRATION INSTRUCTIONS

- ★ Region STAR Event registration and State STAR event registrations are now done with the **National DLG Registration System**.

- ★ This can be done at the following registration website.

<https://www.registermychapter.com/fccla/ut-r2>

- ★ Click on the **Register Button**. To log in your username and password will be the same as your membership
- ★ Once you log in it will look like this



- ★ **All students and advisers** who are **attending** Region 2 must be **register!** Even if they are not competing in a STAR Event.
- ★ You will NOT be able to register them if they are not an affiliated member. If you have not paid your affiliation dues, it will not let you register. **This includes the advisers attending in the registration as well. All advisers must be affiliated through National FCCLA**
- ★ Click add Adviser button. All affiliated Advisers from your school will show up and you can use the drop down boxes to register them. When you click submit when ready to move on. It will them prompt you to fill out any special concerns for each adviser attending. You will add advisers and students
- ★ When done with advisers, move on to registering students. Start by searching for affiliated students by first of last name



DLG REGISTRATION INSTRUCTIONS

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Add Members

Enter a first and/or last name to search for.

First Name Last Name
 (Leave name fields blank to list all members at once)

There are currently no registered students.

- ★ Once student has been selected, use drop down to select what they will be doing there.

Add Members

NOTE: There is a 20 minute session time out. If you think it will take you longer than that to select all your members, you can make your selection in multiple groups. Simply make as many selections as you can in 20 minutes and save before the session expires. You can then click the Add Student button again to continue adding.

A warning message will display below when five minutes remain before session timeout.

Name	Affiliation Status	Select Participant Type		Competition Level
<input type="text"/>	Paid member	Not Attending <input type="button" value="v"/>	Grade 12	Occupational - grades 10-12

There are currently no registered students.

- ★ Follow prompts for each student to register. They will ask you for information like special needs, event, competition level, and team number.
- ★ Once all students and advisers have been added on the home page you should find a box that says "I have a [Utah FCCLA Code of Conduct](#) for each participant. I have also read the [official dress code](#) for this conference." Make sure that is marked.
- ★ Select finish registration and then print a copy of completed registration to send with check.