

After logging into the system you will see a screen like this:

Advisor Dashboard

Welcome bpa! Log Off

+ Register Student

Yo [x] 12

Edit School/Chapter Info

Welcome to BPA SLC 2012 Registration!
Before you get started, please click the button below to update your School and Chapter information.

Edit School/Chapter Info

Event List

Number	Name	Type
01	Fundamental Accounting	Financial Services
02	Advanced Accounting	Financial Services
03	Computerized Accounting	Financial Services
20	Keyboarding Production	Administrative Support
21	Fundamental Word Processing Skills	Administrative Support
22	Advanced Word Processing Skills	Administrative Support
40	Computer Network Technology	Information Technology
41	Systems Administration Using CISCO	Information Technology
43	C++ Programming	Information Technology
60	Global Marketing Team	Management / Marketing / HR
61	Entrepneurship	Management / Marketing / HR

Click on the “Edit School/Chapter Info” button – you will then be able to add or update an pertinent information about your School and Chapter

Edit School

School Information

Name *
Andover High School

Phone
[]

Address
2115 Andover Blvd NW
[]

City * State * Zip *
Andover MN 55304

Principal

Name
[]

Email
[]

Chapter President

Name
[]

Email
[]

Back Update

Click **Update** once you are finished, and you will return to **the Advisor Dashboard**. It lists the **Students** you have registered as well as the **Events** available. You can **sort** the list by clicking on the header rows (“Name”, “Number”, etc). Click on “**Register Student**” to add students.

Advisor Dashboard

[+ Register Student](#)

You have not registered any students for BPA SLC 2012

[Edit School/Chapter Info](#)

Event List

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60	Global Marketing Team	Management / Marketing / HR
61	Entrepreneurship	Management / Marketing / HR

You will then see the **Registration** screen:

Registration



Step 1: Enter student information below, then click Save.

Fields with an * are required.

Student Information

First Name *

Last Name *

Email

[Back](#)

[Save](#)

Student's **first and last name** are required. Enter them and click "**Save**".
Next, choose which **Events** (if any) to register the student for.

Edit Registration



Step 2: Register student for Events by clicking "Select" next to the Event Name.

Student Information

First Name ***Last Name *****Email**

Student Information

Student Classification**T-Shirt**

Event Registration

Filter by Type:

Type	Number	Name	Event One	Event Two
Financial Services	02	Advanced Accounting	Select	
Financial Services	03	Computerized Accounting	Select	
Administrative Support	20	Keyboarding Production	Select	
Administrative Support	21	Fundamental Word Processing Skills	Select	
Administrative Support	22	Advanced Word Processing Skills	Select	
Information Technology	40	Computer Network Technology	Select	
Information Technology	41	Systems Administration Using CISCO	Select	
Information Technology	43	C++ Programming	Select	
Management / Marketing / HR	60	Global Marketing Team	Select	
Management / Marketing / HR	61	Entrepreneurship	Select	

Special Recognition Awards

Torch Awards Program

[✖ Remove Student](#)[↶ Back](#)[Update](#)

Do this by clicking on **Select** next to the Event Name. A Student can register for up to 2 Events (1 which may be a Team event), 2 Special Recognition Awards, and/or the Torch Awards Program. If an Event is a Team Event you will have the option to select the Team Name:

Edit Registration



Step 2: Register student for Events by clicking "Select" next to the Event Name.

Student Information

First Name *

John

Last Name *

Doe

Email

Select Team

Team Name

Select... ▼

Close

Register Student for Event

Event Registration

Financial Services	02	Advanced Accounting	Select
Financial Services	03	Computerized Accounting	Select
Administrative Support	20	Keyboarding Production	Select
Administrative Support	21	Fundamental Word Processing Skills	Select

When you have completed registering the student for all events click **"Update"**

Event Registration

Financial Services	02	Advanced Accounting	
Financial Services	03	Computerized Accounting	
Administrative Support	20	Keyboarding Production	
Administrative Support	21	Fundamental Word Processing Skills	
Administrative Support	22	Advanced Word Processing Skills	
Information Technology	40	Computer Network Technology	Remove
Information Technology	41	Systems Administration Using CISCO	
Information Technology	43	C++ Programming	
Management / Marketing / HR	60	Global Marketing Team	Remove
Management / Marketing / HR	61	Entrepreneurship	
Management / Marketing / HR	62	Small Business Management Team	
Financial Services	04	Payroll Accounting	

Special Recognition Awards

Torch Awards Program

[Remove Student](#) [Back](#) [Update](#)

Once you are done registering all students you can Print an Invoice and Submit the Registration

Advisor Dashboard

[+ Register Student](#)

First Name	Last Name	Email	Classification	Events	Action
Jane	Doe		Student	50 - Computer Animation Team - Team A 20 - Keyboarding Production	Edit
Dale	Hanson	dhansen@gmail.com	Student	41 - Systems Administration Using CISCO	Edit

[Edit School/Chapter Info](#)

[Print Invoice](#)

[Submit Registration](#)

Event List

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