Massachusetts Future Business Leaders of America

STATE LEADERSHIP CONFERENCE
2015
REGISTRATION INFORMATION

KEY DATES & DEADLINES

| February 27 | Registration and payment receipt deadline for early bird registration |
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February 27   Registration and payment receipt deadline for early bird registration

March 1   Membership registration dues deadline for national competitive events

March 13   Registration and payment receipt deadline for regular registration
Last day to register for competitive events
Last day to submit name changes if substituted member is competing
State officer candidate applications due
Outstanding local adviser applications due
Receipt deadline for written competitive event materials

March 20   Registration and payment receipt deadline for late registration
Last day to submit name changes for members who aren't competing

March 16-20   Competitive event written exam on-site testing

REGISTRATION FEES

Early Bird $50 for members (includes competitive event fee); $40 for advisers
Registration forms and payment must be received by February 27

Regular $60 for members (includes competitive event fee); $40 for advisers
Registration forms and payment must be received by March 13

Late $60 (not eligible for competitive events); $40 for advisers
Registration forms and payment must be received by March 20

Registration fees are non-refundable. If a member is unable to attend the conference after submitting registration and payment, another member can be substituted in their place. Name change requests should be emailed to blake@mafbla.org. If submitted by March 13, the substituted member may participate in the same competitive events as the original member and must be on the same team(s) as the original member (if applicable). If submitted between March 14-20, the substituted member may not compete in events.

HOW TO REGISTER

Download and complete the SLC Chapter Registration form on the Resources page of **mafbla.org**. Email to blake@mafbla.org then send a hard copy along with payment (checks payable to Massachusetts FBLA) to: The Brattle Group, ATTN: Blake Reynolds, 44 Brattle St, Cambridge, MA 02138.

Registration and payment must be <u>received</u> by the deadlines above, or additional charges may apply.

HOW TO COMPLETE THE REGISTRATION FORM

See below for information on how to complete the conference registration form in Excel. As a reminder, this form can be found on the state website at **mafbla.org**.

MA FBLA State Leadership Conference 2015 — Registration Form

Email to blake@mafbla.org and send a hard copy with payment to The Brattle Group, ATTN: Blake Reynolds, 44 Brattle St, Cambridge, MA 02138
Make checks payable to Massachusetts FBLA

School Name:

| Total Members: | 0 | Total due if received by 2/27: | $ | - | Note: These fields in this shaded area are automatically calculated. |
| Total Advisers: | 0 | Total due if received after 2/27: | $ | - | |

ADVISER REGISTRATION

First Name	Last Name	

MEMBER REGISTRATION

First Name	Last Name	Grade	Event 1	Event 2	Event 3	Comments/Team

1. Type the full name of your school.

2. The section highlighted in light blue is locked. Do not fill this out, as values will automatically calculate as you enter adviser and member names.

3. Enter the first and last names for the advisers who will be attending the conference.

4. Enter the first and last names, grade in numerical format (9,10, 11, or 12), and competitive event information. Each member may compete in up to three events, **with a maximum of one performance event per member.** If less than three events, leave blank.

5. Use the full name of the competitive events as listed on the second tab called "Competitive Event List" for consistency.

6. If the member is on a team, use the Comments/Team column to specify which team by entering the names of others on the team or a team number.

7. When you're finished, ensure the total due amount is correct. Email the XLS file to blake@mafbla.org. Print a copy and enclose it with your check to Massachusetts FBLA.

COMPETITVE EVENTS

Be sure to review the state competitive event guidelines at **mafbla.org** prior to the conference. National event guidelines only apply at the National Leadership Conference. Remember, members can compete in three events, but only one can be a performance event.

Login information will be emailed to advisers. Online exams will be taken on-site at your school on March 16-20. See instructions and frequently asked questions in this guide.

Please note that up to four business days are required from the time registration is submitted until student logins are available. Please submit registration as soon as possible to ensure your logins are available before testing opens. If you wait until the last minute to register, you may miss the first few days of testing.

Some events have pre-judged materials that must be received by the State Chairperson by March 13. Mail to The Brattle Group, ATTN: Blake Reynolds, 44 Brattle St, Cambridge, MA 02138. Competitive event submissions by email are not accepted.

STATE OFFICER CANDIDATES

Local chapter leaders are encouraged to run for state office. See the State Officer Candidate Guide on **mafbla.org** for details.

VOTING DELEGATES

As a volunteer-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates will elect state officers at the State Leadership Conference. Each school may submit up to two voting delegates from those present at the conference. Voting Delegates should be present for the candidate speeches at the opening session, visit campaign booths and speak with candidates, and participate in the voting session of the conference.

CHAPTER AWARDS

The following forms are submitted to the National FBLA Office, 1912 Association Drive, Reston, VA 20191. See the Chapter Management Handbook for details on these programs:

- 100% Class Participation
- Membership Madness (Online)
- Membership Mania (Online)
- Membership Achievement Award
- Outstanding Chapter Award
- Distinguished Business Leader Scholarship

TENTATIVE AGENDA
SUBJECT TO CHANGE

8:00 a.m. – 8:30 a.m.	Registration *Coffee, Juice & Assorted Baked Goods*
8:30 a.m. – 9:00 a.m.	Opening Session • Call to Order • Welcome & Introduction of State Officers • FBLA Emblem Ceremony • Reading of FBLA Creed • Chapter Presidents' Reports • State Office Candidate Speeches
9:00 a.m. – 9:45 a.m.	Keynote Speaker: Tom Gerace, Founder & CEO, Skyword
9:45 a.m.	Performance Event Judging Begins
9:45 a.m. – 10:00 a.m.	Break & Networking
10:00 a.m. – 10:45 a.m.	Roundtable Discussion State Officer Candidate Booths
10:45 a.m. – 11:15 a.m.	Bentley University Presentation / Senior Session (includes 5 minutes on either side for room movement)
11:15 a.m. – 11:30 a.m.	Voting Session
11:30 a.m. - 12:15 p.m.	Leadership Workshop #1: Sam Kessler, FBLA National President
12:15 p.m. – 1:00 p.m.	Lunch *Boxed lunch includes assorted sandwiches, veggie sticks and dip, fruit, chips, cookie, and soda or bottled water.*
1:00 p.m. – 1:45 p.m.	Leadership Workshop #2: American Management Association
1:45 p.m. – 2:00 p.m.	March of Dimes Presentation
2:00 p.m. – 3:00 p.m.	Closing Session • Young Entrepreneur Challenge Presentation • Award Ceremony • NLC Preview • Thank You • Adjournment

INSTRUCTIONS FOR ONLINE TESTING

Massachusetts FBLA uses a vendor called Technology Fluency Institute to manage on-site written competitive events. These instructions will detail how to use the site to complete tests, as well as what to do if you have any questions. Login information will be sent to each adviser prior to testing.

E-SESS Practice Test information for schools

We recommend that everyone take a sample test in the lab students will be using, prior to student testing, to ensure access to our site. To take a sample test, follow these instructions:

- Go to www.techfluency.org/esess and type Sample in all 4 fields (Organization, First Name, Last Name, and Password will all be **Sample**)
- Click Continue, then click begin on any test. Go through the test and make sure the page loads correctly, that answers are saved (watch for the green check mark by the disc icon at top of page) and make sure the test can be submitted for grading.

If anyone has any problems with a practice test, please contact TFI Tech Support at 866-277-5061. Hours are Monday – Friday, 9am – 6pm Eastern Time.

Team Login

All collaborative team members will have a password. They will sit down together AT ONE computer and take one test but they will have to verify all team member passwords. They can use any of the passwords for the initial login. They will click "Check in team" and then each member will be required to enter their password (or check not present) then they will click "Begin" and take the test. (Any team member that enters a password will get a score, any team member marked as Not Present will NOT get a score for the collaborative event.)

Trouble shooting common issues during testing (other than password/login issues)

The most important thing is to let students know their time can be reset. When students see the clock 'ticking down' but they are unable to answer questions, they tend to panic. Anytime students lose more than 1 minute on their clock, call Tech Support at 866-277-5061 to have more time added. Internet freeze ups are the most common issue during testing.

Issue: When student clicks "Begin" (or "Check in team" for collaborative teams) nothing happens.

> Reason: popup blockers prevented questions from loading. (This is especially common in Mac but has also been reported on PC's. Also common for Teams after they verify passwords and click "Begin".) The timer DOES NOT begin, so there is no need to call to adjust time

Solution: Check the pop up blocker and set it to allow pop ups from techfluency.org and click "Begin" again.

Issue: When student clicks Begin, the timer shows up and starts counting down but there are no questions.

Reason: Test did not load correctly

Solution: Have the student close the page (they will get a warning asking them if they are sure they want to leave the page. Click yes). They will go back to the "Begin" screen. Have them click Begin again. The questions should load correctly. Call tech support if they lose more than 1 minute.

Issue: Student keeps getting a warning that says they have lost internet connection. (Or their warning says their security settings prohibit E-SESS from displaying).

Reason: Typically means there is a slow down in communication with TFI servers. Either as a result of a lot of 'traffic' on the internet at your school or not enough bandwidth available to accommodate fast connections. Another thing that causes internet slow down is having a totally wireless lab.

Solution: 1) Try to test during times you know internet traffic will be lower. 2) Have the student close the page (they will get a warning asking them if they are sure they want to leave the page – click yes). They will go back to the "Begin" screen. Have them click begin again. Sometimes closing and restarting gives them a 'fresher' connection to continue testing. Call tech support if they lose more than 1 minute.

Issue: Students submit their test for grading and they get a processing message. (When students submit they should get a confirmation message that lets them know the test is complete with the date it was completed.)

Reason: Somehow students lost communication with our server and the system can't display the confirmation

Solution: Call tech support to confirm that the test was submitted correctly.