

## 1 Introduction

This document is designed to step you through the registration process from logging in through to printing your invoice.

To continue, you will need your username and password provided to you by your Conference Administrator.

**Your Registration Starts Here:**

<http://app.gobluepanda.com/>

### 1.1 Logging In

Login with your username and password. If you are not sure of your login, you can click "Forgot Password?" for help.



### 1.2 Home

From your home screen you can access any current or upcoming registrations (Current Events) and any current or past invoices (Invoices).

### Change Username/Password/Email

If you need to change your username, password, or email addresses, click on the blue button with your name on the top right, and select My Profile.

### Accessing All Of Your Groups

If you have more than one group you are registering, you can select your other groups from the group drop down at the top.

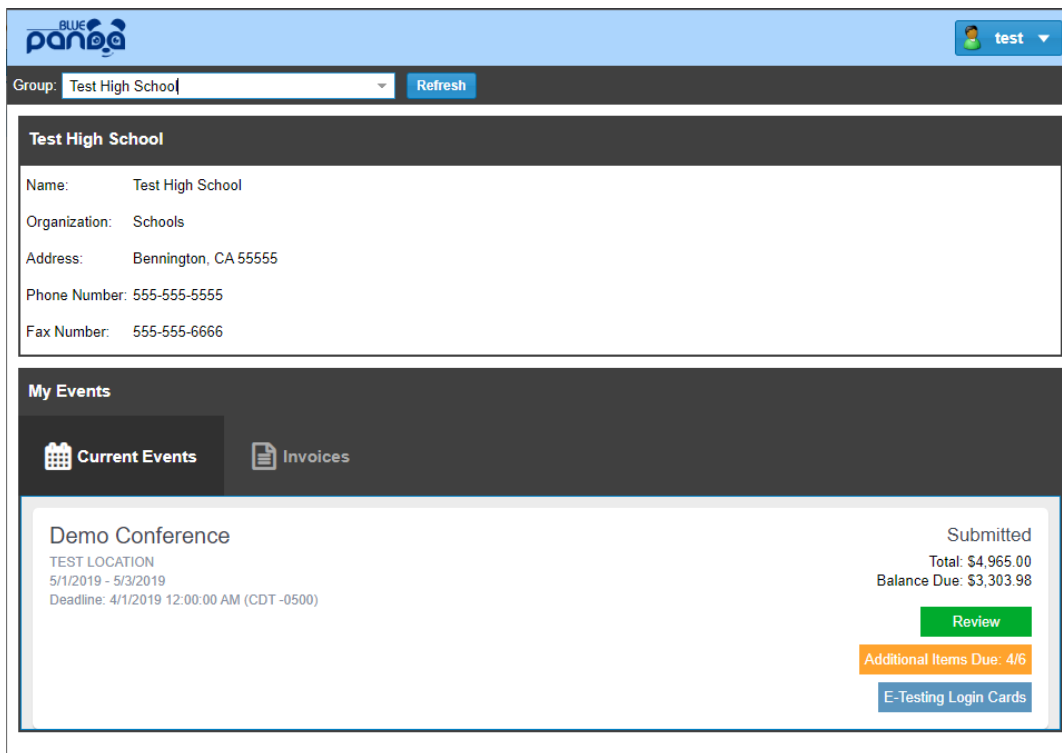
### Access Your Registrations

Your registration button will show "Register", "Continue", or "Review" depending on how far you are through the registration process.

To start your registration - click "Register".

To continue your registration - click "Continue"

To review your submitted registration, print your invoice, or reopen registration, click "Review".



### Submitting Assets

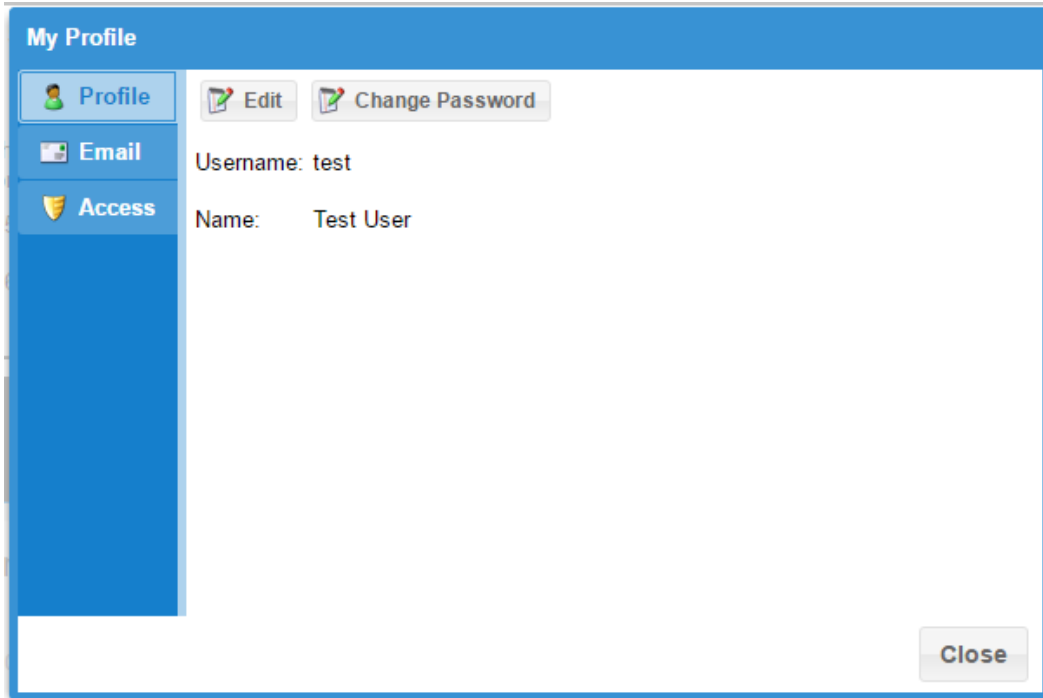
If your event is expecting Assets from your group, the "Additional Items" button will appear. Click this button to review what assets are due, their deadlines, and options to submit those Assets.

### E-Testing Logins

If your event is using Blue Panda E-Testing, the "E-Testing Login Cards" button will appear once logins are made available to you. Click this button to review your student test list and print your login cards.

### 1.3 My Profile

From the "My Profile" window, you can change your username, name, and password. You can also add multiple email addresses.



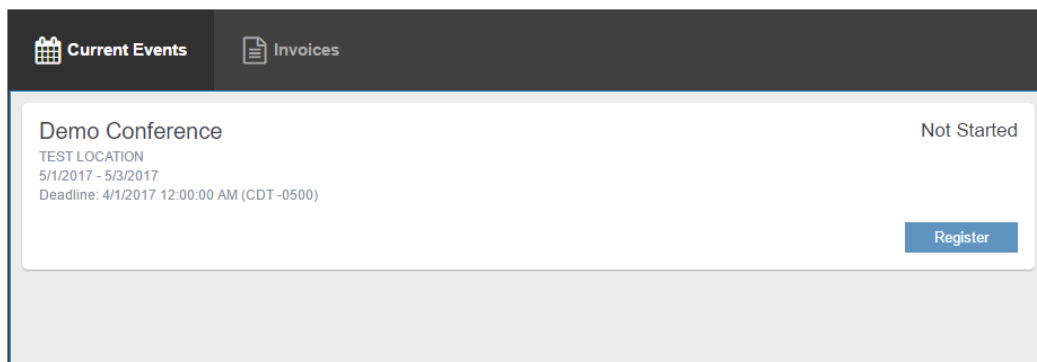
## 2 Registration

Registration is broken down into steps.

All of your changes are saved automatically. You can complete your registration all at once or enter some information and then return later to finish.

### 2.1 Starting A Registration

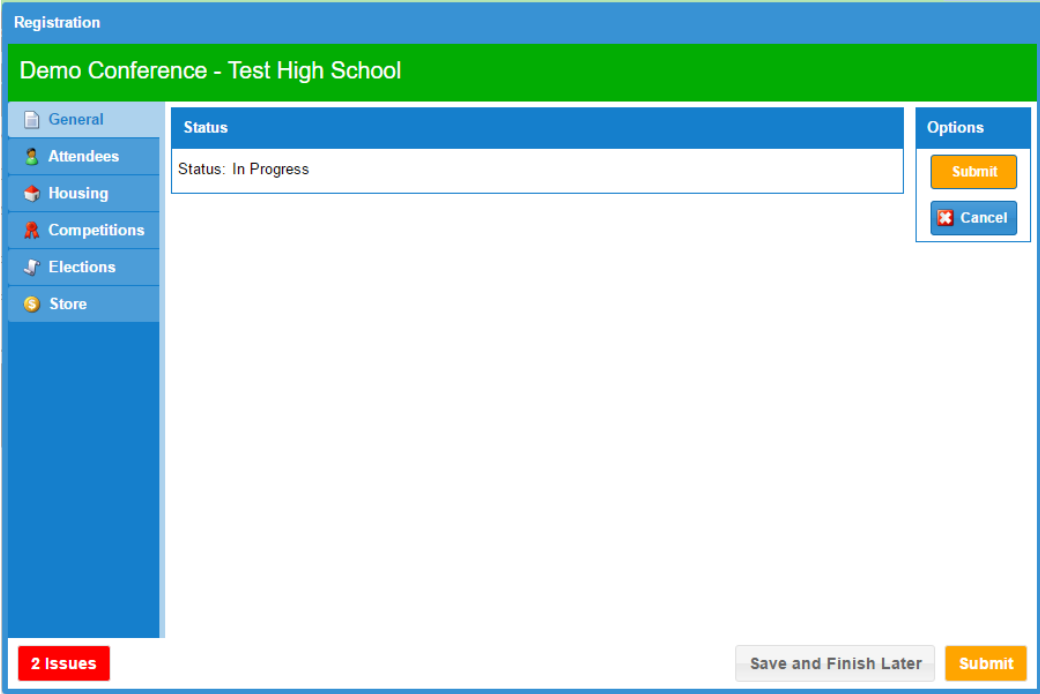
Click "Register" to start your registration.



## 2.2 General

**Registration Home:**

From here you can access each part of your registration, view issues, Submit when finished, and if necessary Cancel your registration.



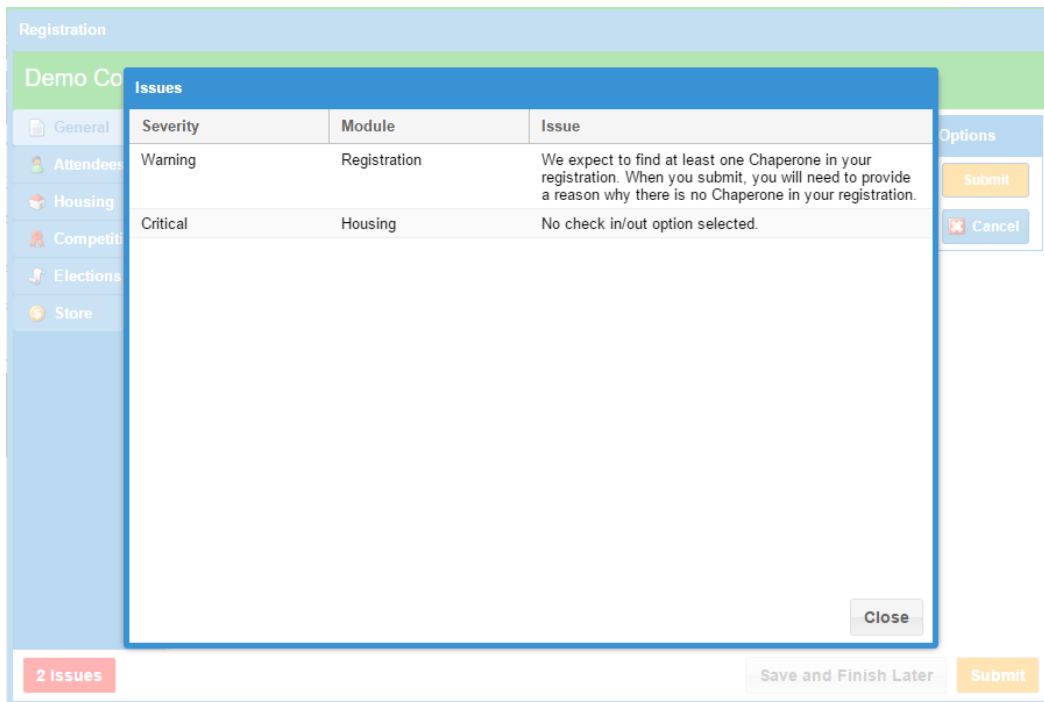
## Issues

From any part of your registration, the colored "Issues" button will be visible to you. The button is color coded and tells you the number of issues on the button. Click for more information.

Colors:

- **Red:** At least one critical issue was detected that requires your attention before you can submit.
- **Orange:** At least one warning issue was detected that you should review before submitting, however, it will not keep you from submitting.
- **Green:** No Issues were found, you are good to go!

The issue window will give you more detailed information as well as which part of your registration the issue is in.

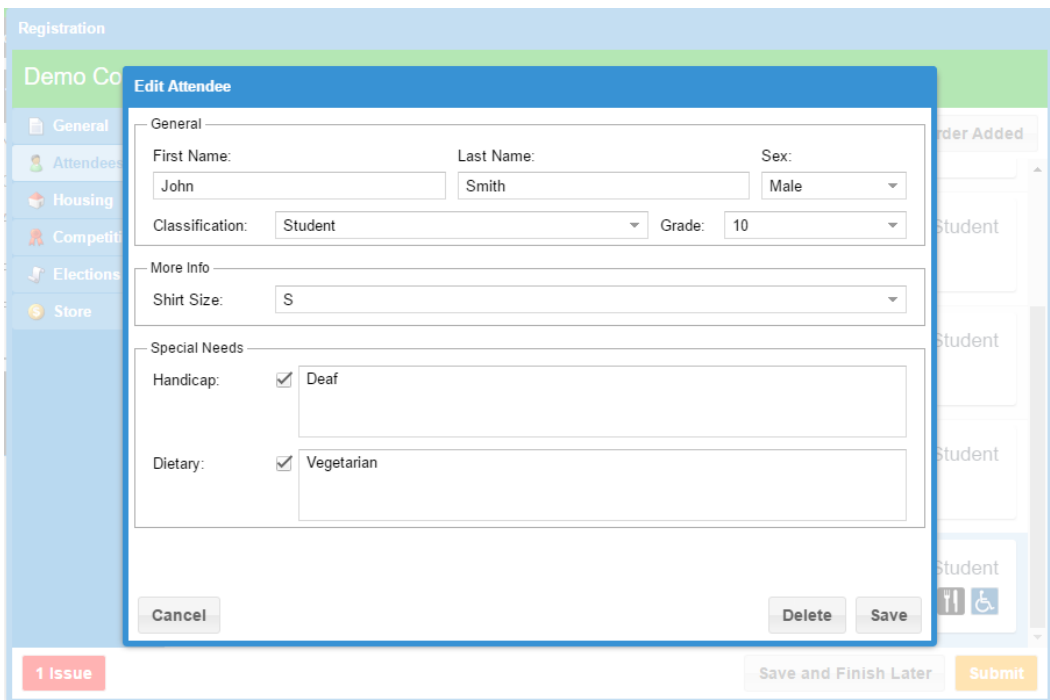
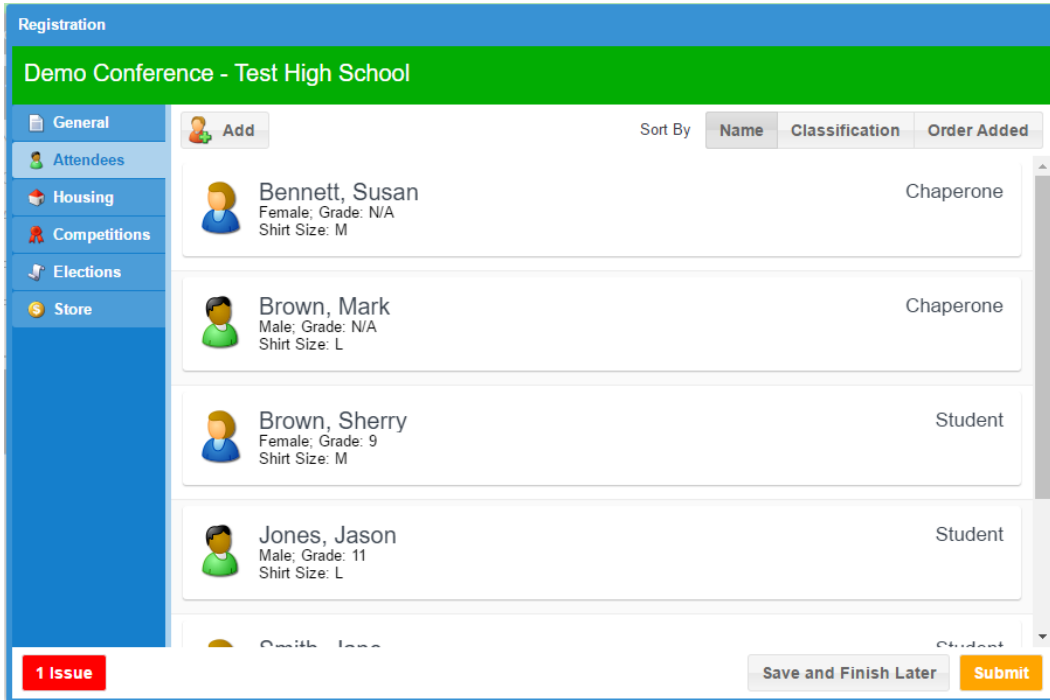


### 2.3 Attendees

Here you can add all of your attendees.

**To Add:** Click the Add Button

**To Edit:** Double click one of your attendees



## 2.4 Housing

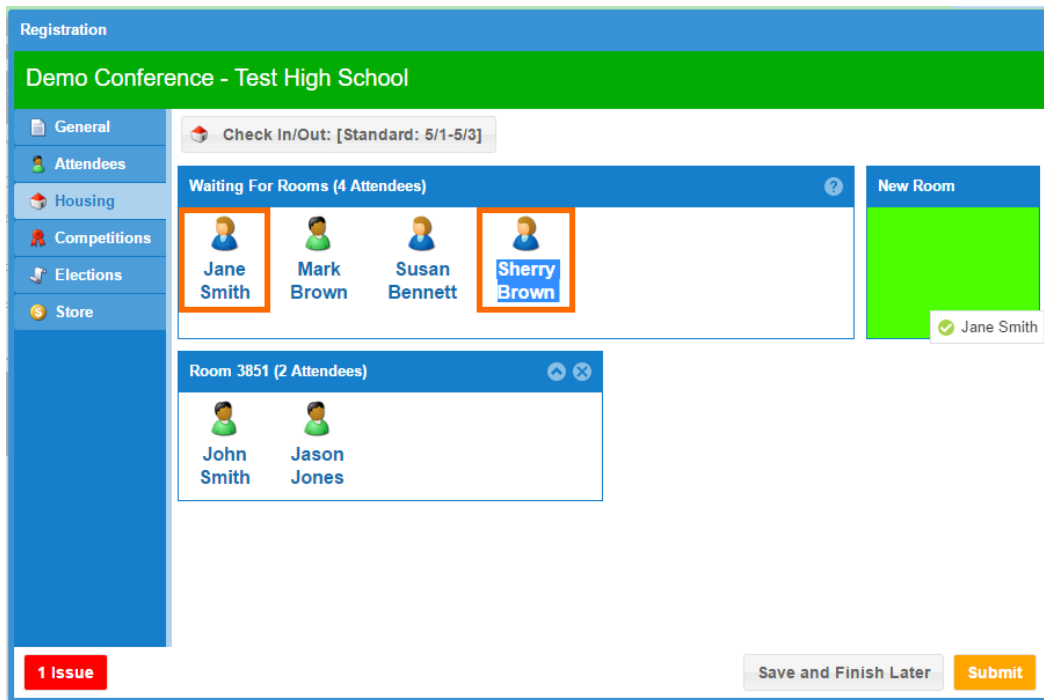
### Waiting For Rooms:

All of your attendees start in this top section.

### Assigning Rooms:

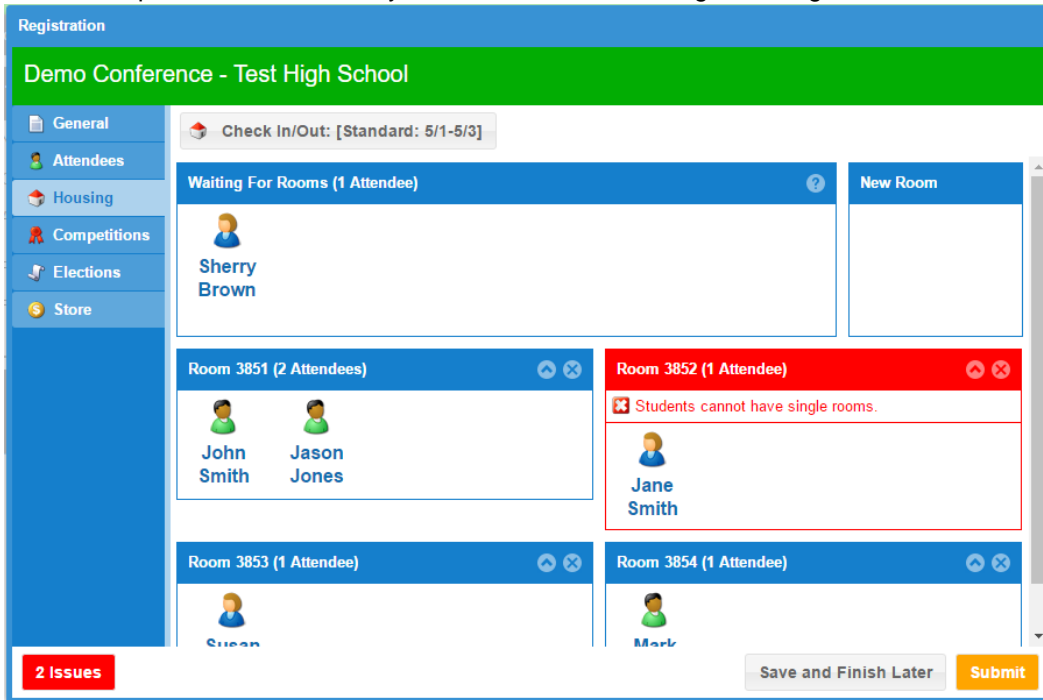
Drag the attendees to "New Room" or any existing room to move them around. As you move your mouse to a room, the room will turn Green. Once you're ready to "drop" your attendees in the room, let go of your mouse button and the attendees will be assigned to the room.

To move more than one at a time, hold the "Ctrl" key while clicking attendees and you can select more than one.



**Issues:**

If there is a problem with a room, you will see a Red or Orange message on the room.



**Single Student Rooms**

By policy, students cannot hold a single room. If you have a situation where a single student of a given gender ends up in a single room, consider arranging to share rooms with another school.

- Students in a single room will show up red with an error showing this is not allowed.
- Students in a single room with a request to share with another school will show orange as a warning showing this is allowed but if the share is not successfully completed, your student will not be able to attend.

For other situations where a student needs special accommodations, please refer to conference guidelines.

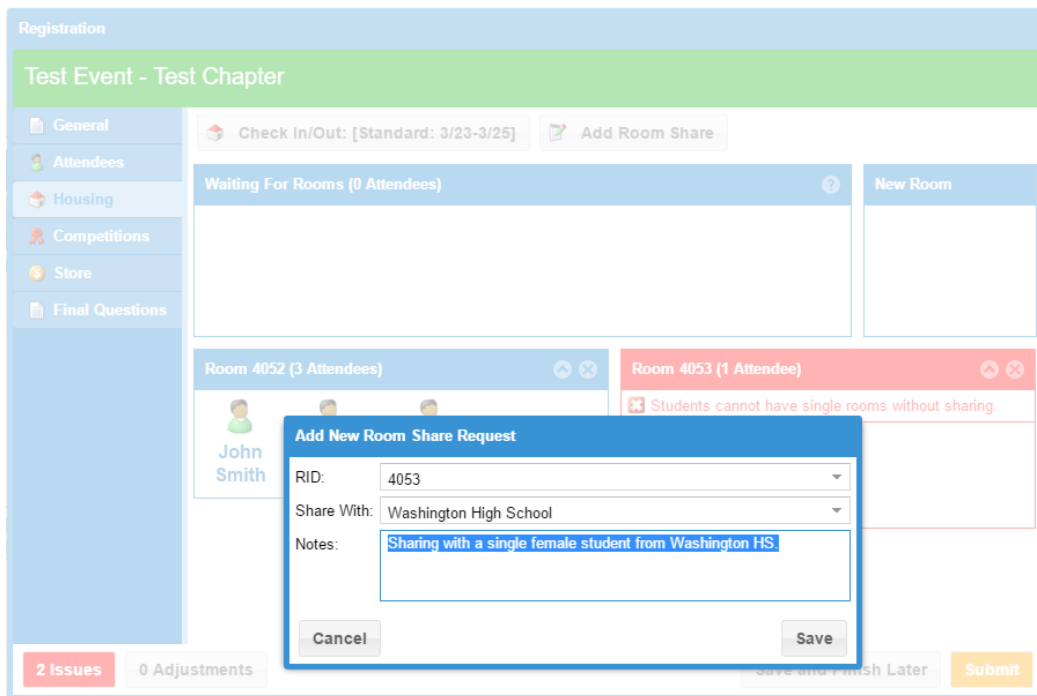


## Room Sharing:

Room sharing allows you a way to reduce your bill by sharing your room with another school. If your room share request is approved and joined with another school, your final room price will be based on the total number of attendees in that room, same as if all of the students were your own. Note: Room shares are approved AFTER you submit your registration. Your first invoice will show the higher amount. Room shares are requests and not guaranteed. Both schools must request to share with each other and the join must be possible (same gender attendees, final room size within the allowed range).

1. Click "Add Room Share" button at the top
2. Select the room number you want to share.
3. Select the other school you want to share with.
4. Add some notes at the bottom such as the other schools attendee names or anything else you feel would be helpful.

Note: If you are doing a 3-way room share (3 or 4 schools are coming together to share a single room), make sure to add ALL schools you are sharing this room with. That way we have your approval to share your room with the other schools. We can't join rooms unless all Advisors approve sharing with each other.



## 2.5 Competitions

### Adding Entries

Add - Select the event and click "Add" (You don't have to click the event first, but it does make it easier)

**Tip:** Click "Add" to create a registration for each Individual or Team. Once you've added the one Individual or Team, click OK and then click Add to create another.

Edit - Click the "Edit" button next to the registration you wish to edit.

The screenshot shows the 'Registration' interface for 'Demo Conference - Test High School'. On the left is a navigation menu with options: General, Attendees, Housing, Competitions (highlighted), Elections, and Store. The main area features a table of registrations. At the top right, there is an 'Add' button and a 'View By' dropdown set to 'Event'. The table has columns for 'Name', 'Group', and 'Registered'. Each row includes an 'Edit' button. At the bottom, there are 'No Issues', 'Save and Finish Later', and 'Submit' buttons.

Name ↑	Group ↑	Registered	
Accounting	State	#11593: Sherry Brown	Edit
Community Service Project	State	#11594: Group Entry	Edit
Introduction to Business	State		
Marketing	State	#11595: Jason Jones, John Smith	Edit
Word Processing	State	#11596: Jane Smith	Edit

## Add/Edit Screen

The top of the screen lists any rules and restrictions for the entry you are adding/editing. To select competitors, select the attendees on the left and click the bottom arrows to move them to the "Assigned" box.

**Tip:** Remember, if you are trying to add more than one individual entry or more than one team entry, setup your first entry, click Save, then click Add to start a new entry.

Registration

Demo Co

General

Attendees

Housing

Competit

Elections

Store

### Edit Competition Registration

Competition

Event: Marketing

Type: Individual/Team

Team Size: 1-2

Grade Restriction: 9-12

Registration

Available	Assigned
Bennett, Susan (N/A)	Jones, Jason (11)
Brown, Mark (N/A)	Smith, John (10)
Brown, Sherry (9)	
Smith, Jane (9)	

Cancel Delete Save

No Issues Save and Finish Later Submit

## 2.6 Store

All items available in the store are listed here. Simply select how many of each item you want (0 if you do not want any).

The screenshot shows a registration interface for a 'Demo Conference - Test High School'. On the left is a navigation menu with options: General, Attendees, Housing, Competitions, Elections, and Store. The 'Store' option is selected. The main area displays a table with columns: Item, Unit Price, Qty, and Total. Two items are listed: 'Awards Session DVD' (Unit Price: \$20.00, Qty: -, Total: \$0.00) and 'Event Backpack' (Unit Price: \$25.00, Qty: 3, Total: \$75.00). A sub-total of \$75.00 is shown below the table. At the bottom, there are buttons for 'No Issues', 'Save and Finish Later', and 'Submit'.

Item	Unit Price	Qty	Total
Awards Session DVD Full Awards Session to have for years to come!	\$20.00	-	\$0.00
Event Backpack Backpack with conference logo!	\$25.00	3	\$75.00
			\$75.00

## 2.7 Final Questions

The last step includes any final questions for your entire delegation.

Click "Edit" at the top to fill out the answers or make changes later.

Registration

Demo Conference - Test High School

General Attendees Housing Final Questions

Edit

Who is the On-Site Adviser?: [ No Answer ] (Required)

What is the On-Site Adviser's Phone Number?: [ No Answer ] (Required)

What time is your bus arriving?: [ No Answer ] (Required)

5 Issues 1 Adjustment Close / Finish Later Submit

Registration

Demo Conference - Test High School

General Attendees Housing Final Questions

Edit

Who is the On-Site Adviser?: [ No Answer ] (Required)

Who is the On-Site Adviser?:

What is the On-Site Adviser's Phone Number?:

What time is your bus arriving?:

Cancel Save

5 Issues 1 Adjustment Close / Finish Later Submit

## 2.8 Submit/Invoice

Once you are finished and ready to submit, make sure you don't have any outstanding Issues (on the left) and then click Submit (on the right).

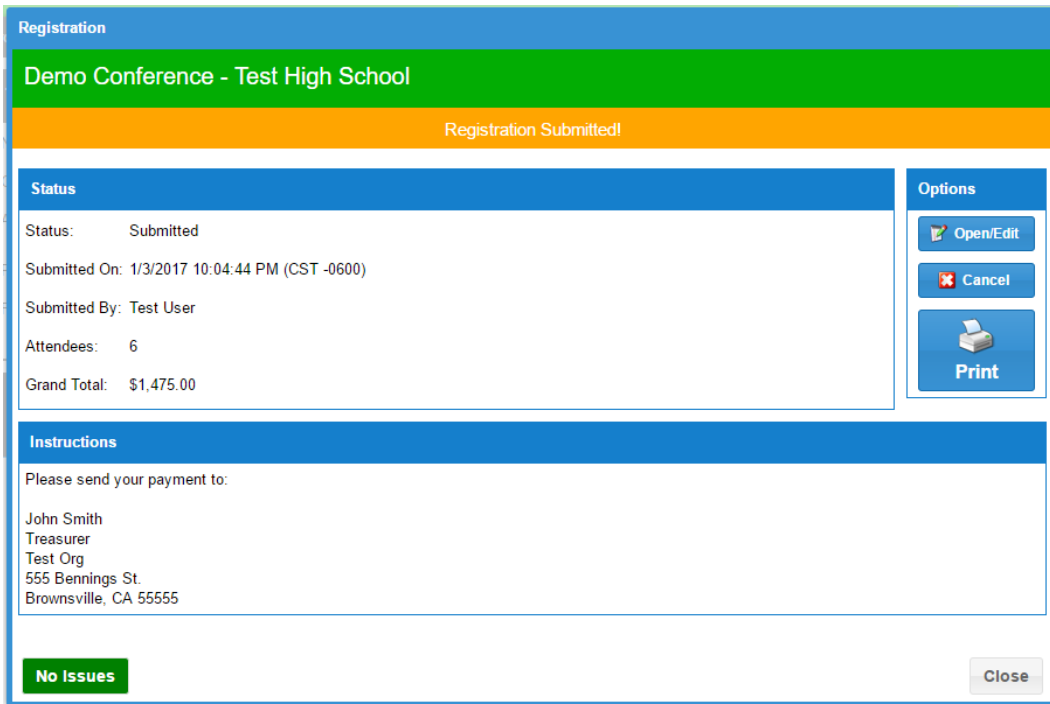


Once submitted, you will be on the invoice screen. You can return to print your invoice at any time.

## 3 After You Submit

### 3.1 Invoice

Click "Print" to download your invoice as a PDF.

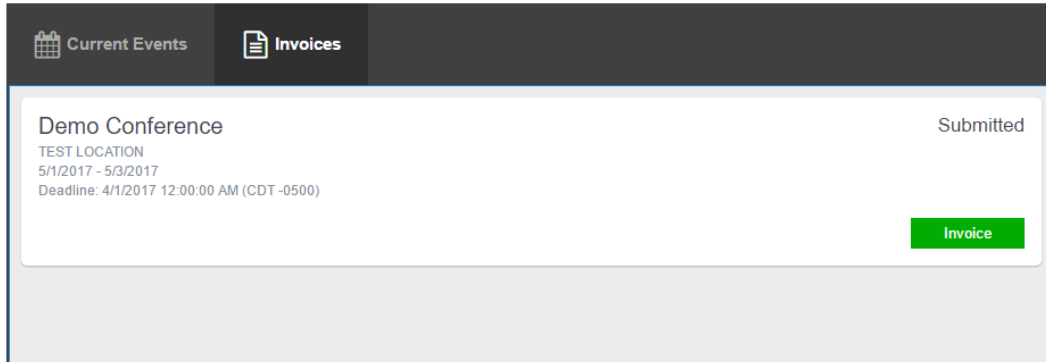


### 3.2 Returning Later For Invoice

At any time you can return to print your past invoice and review your registration.

**Current Events** - Your invoice will appear here until the event ends.

**Invoices** - Your invoice will remain here even after your event ends.



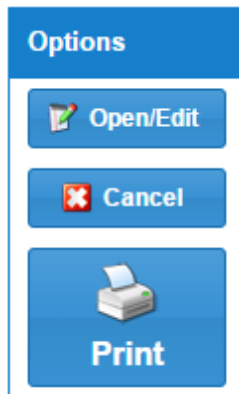
### 3.3 Making Changes

#### Making Edits

If your Event Administrator allows it, you can Edit your registration up until the deadline or when the Administrator ends registration. Click the "Open/Edit" button to reopen your registration. Be sure to resubmit when finished!

#### Canceling Your Registration

If your Event Administrator allows it, you can Cancel your registration up until the deadline or when the Administrator ends registration.



## 4 Support

Support is available through our Help Desk during normal business hours:

[support@gobluepanda.com](mailto:support@gobluepanda.com)  
256-808-2583