

Region Meeting Registration Instructions

1. Log into the system using your username and password you used to affiliate students (this is usually your chapter ID # and then a password you selected). Click your region registration link below and log in.

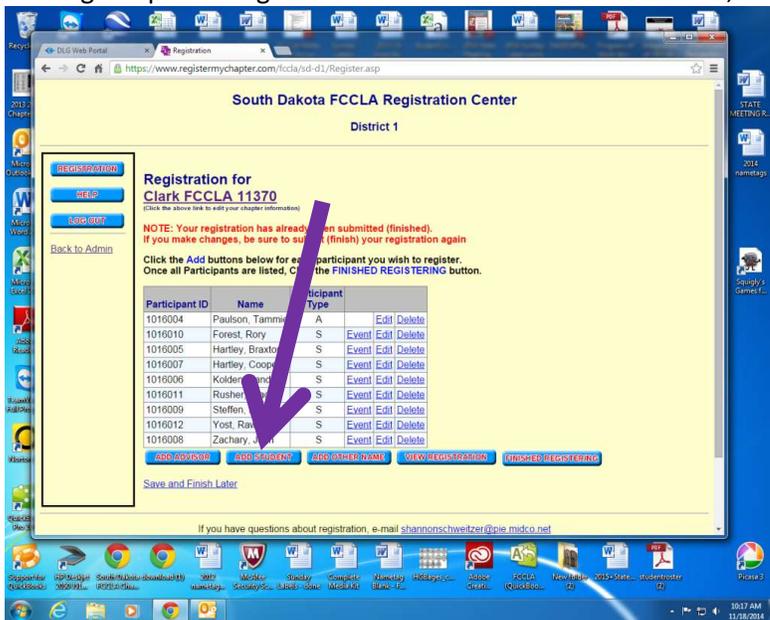
Region I - <https://www.registermychapter.com/fccla/sd-d1/Main.asp>
Region II - <https://www.registermychapter.com/fccla/sd-d2/Main.asp>
Region III - <https://www.registermychapter.com/fccla/sd-d3/Main.asp>

Region IV - <https://www.registermychapter.com/fccla/sd-d4/Main.asp>
Region V - <https://www.registermychapter.com/fccla/sd-d5/Main.asp>
Region VI - <https://www.registermychapter.com/fccla/sd-d6/Main.asp>

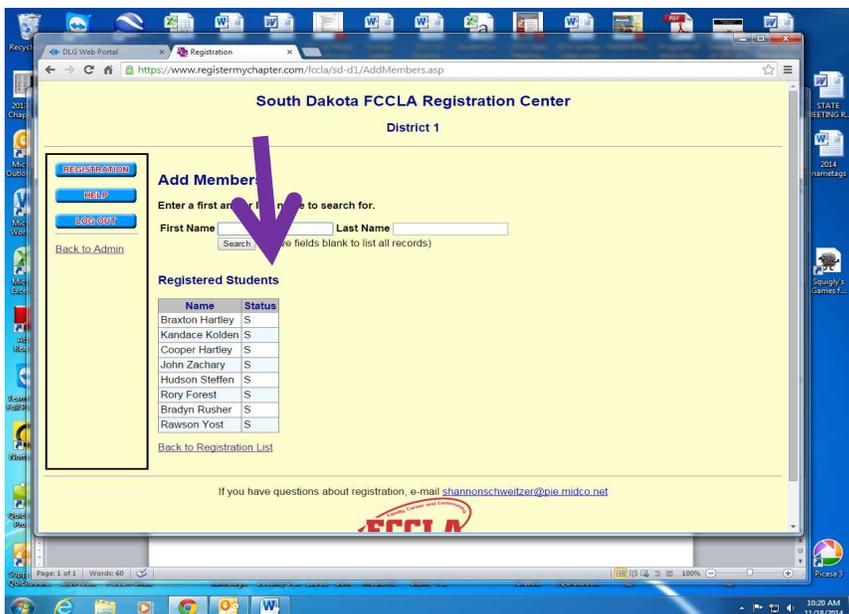
2. Advisers will need to agree to terms in the beginning and also verify the chapter information in order to “open” the new year for your chapter. If you skip this step, you will not be able to see anything on your registration form for this year.

3. Enter STAR Event competitors, Knowledge Bowl participants, and any other attendees YOUR SPECIFIC REGION is registering through DLG (this varies per region). Most regions are just entering those competing to avoid the \$1.60 DLG fee on any additional names entered into the system.

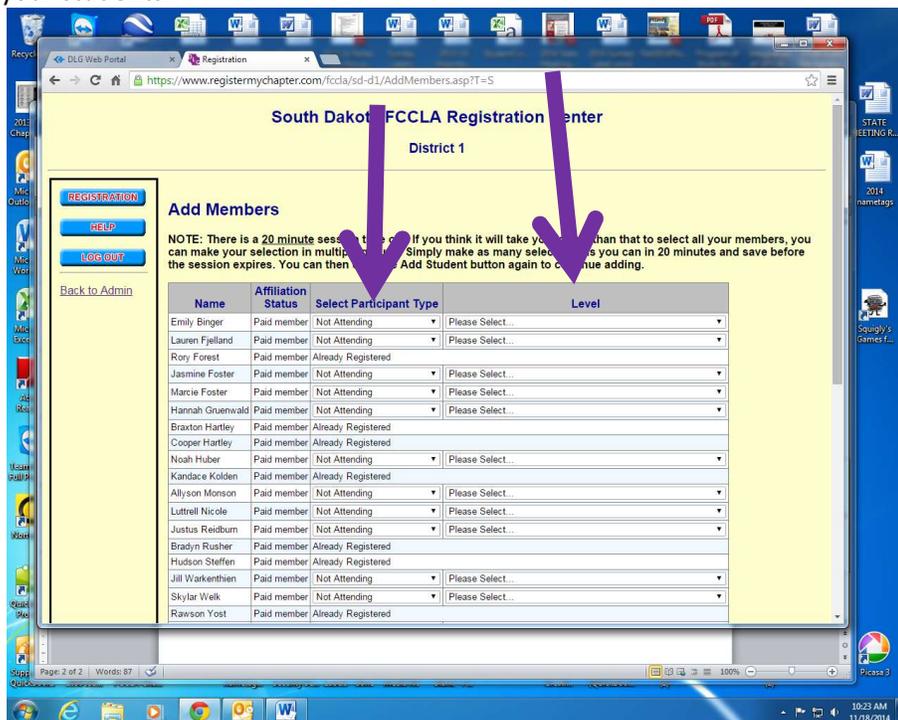
Click on the “Add Student” tab to add students – as shown with the purple arrow below. You will choose – Student Competing, Adviser, etc). If you are missing a student in your list, please let me know as I will need to update the transfer members affiliated after I set DLG up. The \$1.60 DLG Charge will be added only to any student/adult entered into the DLG registration system. You will just continue on to add STAR Event and Knowledge Bowl competitors, etc. Most regions are using a separate registration form to collect meal numbers, etc. Please contact your region president’s adviser.



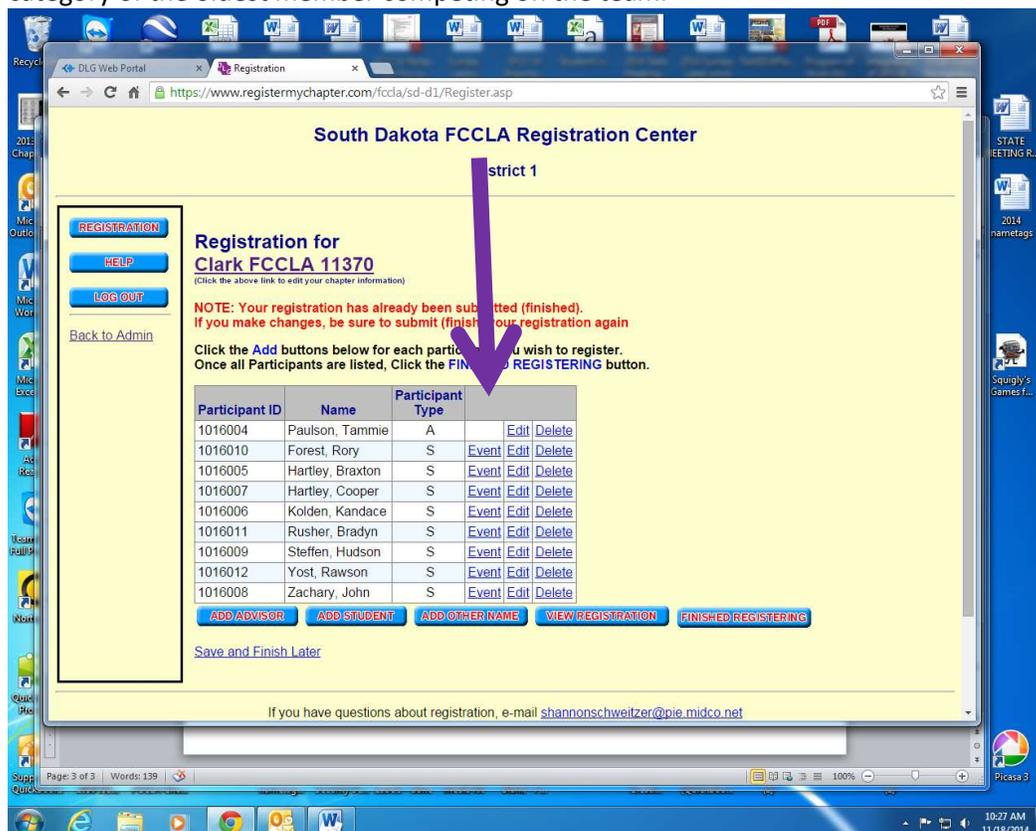
4. Select students by clicking on the “Search” tab – shown below with the purple arrow. This will bring up all affiliated members that are eligible to compete and the new category Level they will compete in.



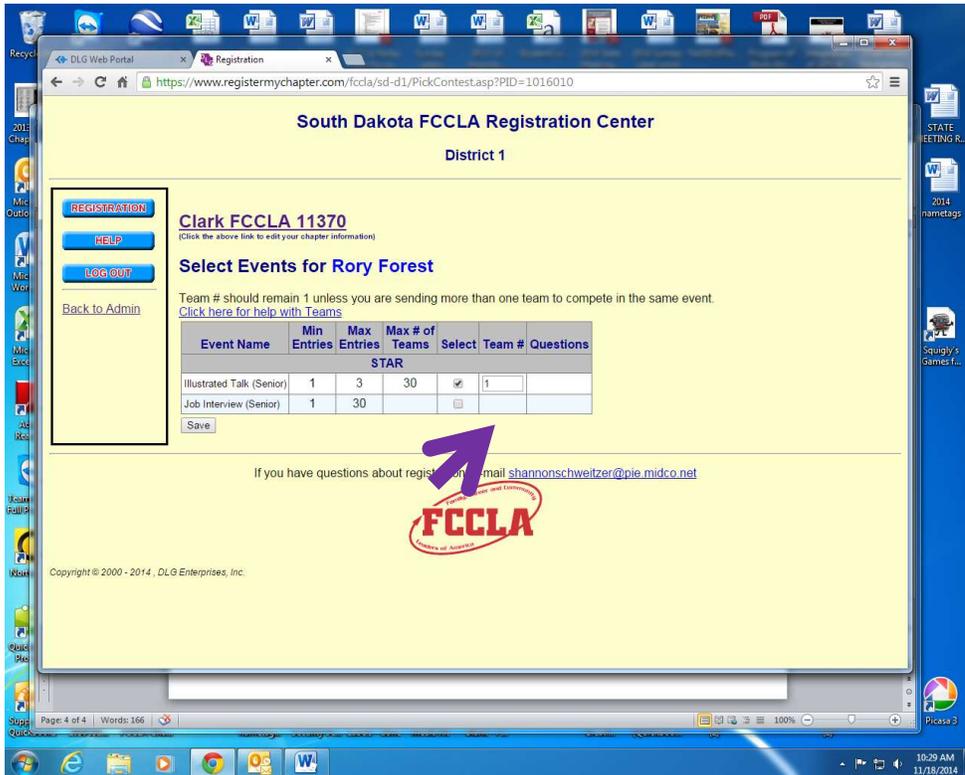
5. Then select "Student Competing". Also, identify the level they are competing at "Level 1 – Through 8th Grade", "Level 2 – Grades 9-10", "Level 3 – Grades 11-12" or "Level 0 – Any Level for team competing that fall into two different levels for STAR Events. Knowledge Bowl categories/levels remain the same – Junior Level (I) - Up through 9th grade, and Senior Level (II) – Grades 10-12. See purple arrows below. Finally hit "submit at the bottom of the page once you have selected/entered all of your students.



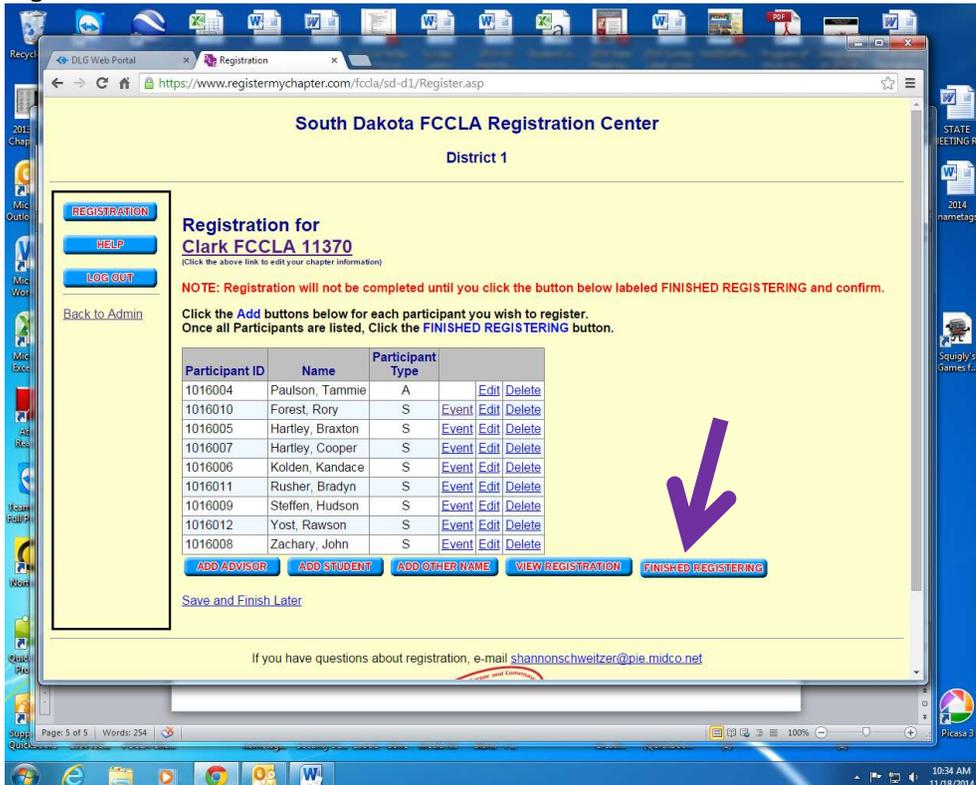
6. This will bring you back to the front registration page. By clicking on the "Event" tab, you will then be able to identify teams and events. Please be careful selecting levels so students are in the correct level to compete. Students competing in grades up through 8th grade – register in Level I; members in grades 9-10 – register in Level II; members in grades 11-12 – register in Level III. If you register students that cross into two categories – register is Level 0 as they will compete in the category of the oldest member competing on the team.



7. You can select Professional Presentation (or other STAR Event) and identify teams/individuals at this point. Under the "Team #" column, put the same Team # for those participating as a group or give individuals their own Team #. For example: Joe, Jane, and Jerry are competing as a team so they will all have Team #1; while Jake is competing individually so he will have Team #2, etc. Make sure you click save once you have made your selections. You will also have to identify a team leader/captain for each team/individual entered into the DLG system or you will not be able to finalize and submit.



8. Once you have entered all your students competing at regions, click the "Finished Registering" button. If you are uncertain if the registration is correct, you can always click the "View Registration" button and it will let you see who has been registered.



9. If you have problems are need help please don't hesitate to email kris.brockhoft@sdstate.edu or 605-840-5024 (cell).