

2022 NORTHERN SECTION LEADERSHIP CONFERENCE

REGISTRATION GUIDE



February 2-5, 2022

HOSTED BY:
Lassen High School
1110 Main Street
Susanville, CA 96130

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GENERAL CONFERENCE INFORMATION

Dates:

February 2-5, 2022

Hybrid Event:

Virtual - Objective Test Events

In-Person – Speaking/Performance Events, Keynote Speaker, Leadership Workshops, and Awards of Excellence Program

QUESTIONS?

If you have any questions regarding the conference or competitive events, please contact Nikole McElwain (nmcelwain@cafbla.org) or Kerrissa Schall (kschall@cafbla.org), Northern Section Co-Directors.

WELCOME

Dear Northern Section FBLA:

We are working hard to make the Northern Section Leadership Conference an experience you will not forget! The Section Officers are continuing to revitalize Northern Section FBLA and the Northern Section Leadership Conference! This Guide will help you prepare for the conference.

The 2021-2022 edition of the California Awards Program (CAP) will be in effect for all section competitive events. Please review the latest [competitive events guidelines](#). The Final Conference and Performance Event Schedule will be distributed the week of the conference. As in years past, we will have two testing sessions taken at your school sites. Notify us of any testing/performance conflicts you may have as soon as possible.

This year's event will all be hosted in a hybrid format – online objective test events will be scheduled in the days leading up to our in-person conference. Speaking events, interviews, and performance events will be held in-person during the conference on Saturday. We know this will be different, but we trust that our advisers and members will engage in this format just as they did in the past. Due to the COVID-19 pandemic, advisers and competitors should participate in this event while working to uphold applicable state/county health guidelines.

Please encourage your members to realize their leadership potential by running for Northern Section Office! This is a great opportunity for them to gain valuable leadership skills and to network with members and officers from throughout the section and state. The Section Officer Candidate Guide and Application can be found [here](#). *Please keep in mind this is quite a commitment for Advisers as well!*

As always, we tremendously appreciate all that you do to make your chapters successful! We know how hard you work and how much you give to make FBLA special for your members. Thank you for all that you do! If you have any questions about the conference, please feel free to reach out to us. We look forward to seeing you in February!

Sincerely,



Nikole McElwain
Northern Section FBLA, Co-Director
Colusa High School FBLA, Adviser



Kerrissa Schall
Northern Section FBLA, Co-Director
Lassen High School FBLA, Adviser

CONFERENCE INFORMATION

NATIONAL MEMBERSHIP AFFILIATION

All Members must be **members of affiliated FBLA chapters** by **JANUARY 14, 2022** to register and compete! Use the my.fbla-pbl.org portal to register your members. Contact hello@cafbla.org for assistance with member registration.

CONFERENCE REGISTRATION

REGISTRATION FEES	
\$33	Members
\$20	Advisers/Chaperones
FREE	Section Officers
FREE	<u>ONE</u> Primary Adviser to a Section Officer
FREE	Conference Staff

Conference Registration fees include online testing, conference registration system, food/beverage, purchase and shipping of awards, etc. **Unfortunately, no refunds will be issued after the registration deadline for any reason.**

KEY DEADLINES

- DECEMBER 17** Skill Events School-Site Testing Form Request/Registration Due
Includes Computer Applications, Database Design, Word Processing, and Spreadsheet Applications
- JANUARY 14** Conference Registration Deadline
Transcript Submission Deadline
Pre-Judged Event Materials Submission Deadline
Skills Events School-Site Testing Submission Deadline

MAKE CHECKS PAYABLE TO:

CA FBLA - Northern Section

Attn: Kerrissa Schall
1110 Main Street
Susanville, CA 96130

CONFERENCE INFORMATION (CONT'D)

SKILL EVENTS SCHOOL-SITE TESTING

Skills Events School-Site Request Form is due by **DECEMBER 17, 2021**. The form can be found [here](#).

COMPLETED School-Site Tests must be submitted online by **JANUARY 14, 2022**.

Skills Events School-Site Request Form is required for:

Computer Applications Database Design & Applications
Spreadsheet Applications Word Processing

NOTE: Competitors will need to complete both the School-Site test and the written test.

PRE-JUDGED EVENT MATERIALS

Event Materials for Sales Presentation, Broadcast Journalism, Job Interview, and Future Business Leader (FBL) must be submitted through the Blue Panda Registration System. See pg. 17 of this guide for more information on the submission process.

MATERIALS SUBMISSION DEADLINE: **JANUARY 14, 2022**

Please review the CA FBLA [website](#) for all information regarding pre-judged events.

EVENT RESTRICTIONS

The number of competitors a chapter can enter in online individual objective tests will be based on paid chapter membership:

1-49 members	Up to 3 competitors
50-74 members	Up to 4 competitors
75-100 members	Up to 5 competitors
101+ members	Up to 6 competitors

Competitors may **not** enter more than TWO events. The only exception is if a student is entered in the Creed Contest they may compete in three events total. Email the [Section Director\(s\)](#) if this pertains to a member in your chapter.

VOTING DELEGATES

Please assign **two** voting delegates for selecting the 2022-2023 Northern Section Officer Team. Note these using the Blue Panda Registration system.

CONFERENCE INFORMATION (CONT'D)

TRANSCRIPTS / PROOF OF GRADE LEVEL

All members entered in the following events must submit a Transcript or Proof of Grade level via email by **JANUARY 14, 2022** to the [Section Director\(s\)](#).

Transcripts

Accounting I

Proof of Grade Level

Creed

Introduction to Business Concepts

Introduction to Business Communication

Introduction to Business Procedures

Introduction to Information Technology

Introduction to FBLA

Introduction to Financial Math

Introduction to Event Planning

Introduction to Public Speaking

CONFERENCE DRESS CODE

The [Dress Code](#) for this conference is Business Professional. Please review dress code with your members BEFORE the conference. See the CA FBLA website for more information. Members not adhering to the Conference Dress Code **will be disqualified**.

REGISTRATION MATERIALS

WHAT MATERIALS TO SEND OR SUBMIT

The following items need to be sent via email/mail or submitted online to:

CA FBLA - Northern Section OR northerndirector@cafbla.org
Attn: Kerrissa Schall
1110 Main Street
Susanville, CA 96130

EMAIL:

- Who's Who Application (submitted by Advisers, see [website](#))
- Outstanding Local Chapter Adviser Application (submitted by members, see [website](#))
- Transcripts/Proof of Grade Level
- Creed competitor's name only if in three events

SUBMIT ONLINE (links at cafbla.org):

- Pre-Judged Event Materials
 - Broadcast Journalism Video Link - Review [website](#) for more info
 - Sales Presentation Materials Video Link - Review [website](#) for more info
 - Job Interview / Future Business Leader Materials (PDF)

MAIL:

- Registration Check (Send check payable to CA FBLA - Northern Section to address above)

BRING TO CONFERENCE:

- [Permission & Medical Release Form](#)
- [COVID-19 Acknowledgement & Personal Responsibility Policy](#)

ONLINE TESTING INFORMATION

GENERAL INFORMATION

All Objective Test Competitive Events will take place independently due to the COVID-19 pandemic and in accordance with state and county health guidelines. Members will log in to their online test using their computer under the direction and supervision of the Event Proctors in a provided virtual meeting space and will complete the online exam in the one-hour time slot provided. Chapters are strongly encouraged to invite members to compete together at school rather than at their homes.

TESTING SESSIONS

The week of the conference, objective testing sessions will be opened for individual and team testing. Competitors are required to complete their online objective test during the scheduled session. If there is a conflict, advisers must notify the Section Director(s) immediately in order to discuss an alternate testing opportunity.

TEAM EVENT CALCULATIONS

For the events listed below, members of the teams will test **collaboratively during their team testing session as typical in a traditional, in-person conference**. Students should plan to share a device to complete their test.

- Entrepreneurship
- Hospitality & Event Management
- International Business
- Intro. to Event Planning
- Business Management
- Marketing
- Sports & Entertainment Management

ONLINE TESTING PROCEDURE

Each competitor will be emailed log-in credentials for their respective online objective events. Log-in credentials are event specific. Please ensure your students are using the correct credentials for the event they are attempting to compete in. Additionally, each adviser will be emailed a list of log-ins for their chapter. The specific events will be open during their allotted time in the final schedule.

Members of a team event or individuals from a chapter competing in the same event must all compete at the same time. **No exceptions.**

Competitors are required to be in business professional attire during their tests.

Each Objective Test event competitor must agree and adhere to California FBLA Online Testing Honor Code by checking the boxes in E-Sess upon logging in to their online test.

2022-2023 NS OFFICER TEAM INFO

THE DECISION TO RUN FOR SECTION OFFICE

Service as a Northern Section Officer is an opportunity to gain valuable leadership experience and contribute to the development and advancement of California FBLA. The Officer Candidate Guide provides information about Section Officer Candidate eligibility, the application and campaign process, and an overview of the expectations, responsibilities, and activities of Northern Section Officers.

Applications must be submitted via EMAIL to the Northern Section Director(s) at northerndirector@cafbla.org on or before **December 17, 2021 at 3:00pm.**

To be successful in the candidate process, be sure to carefully review and consider the following:

- Review the [Officer Candidate Guide](#) and be familiar with section officer responsibilities and candidate requirements.
- Meet with your local chapter adviser, family, school administrators, employers, and other significant parties to discuss running for section office to gain their support.
- Familiarize yourself with California FBLA's mission, history, bylaws, publications, programs, and activities. The Chapter Management Handbook and the state and national websites are excellent resources (to find these materials).

POSITIONS

Positions are open to candidates in 7th to 12th grade during the 2022-2023 school year.

*President**

Vice President

Secretary

Public Relations Officer

Leadership Associate

*The President will simultaneously hold the office of State Vice President representing Northern Section, and must be able to complete the duties of both positions.

ELECTION PROCESS

The Election Process will include an interview for each applicant to seek approval for candidacy. Each approved candidate will then deliver a two-minute campaign speech as well as participate in a Candidates Caucus in-person at the conference.

FOR MORE INFORMATION

Download the Candidate Guide and Application [HERE](#). Direct all inquiries about Northern Section Officer Applications to Northern Section Director(s).

TENTATIVE SCHEDULE OF EVENTS

Wednesday, February 2, 2022

ONLINE OBJECTIVE TESTS | Taken independently

5:00-6:00 PM – Testing Session I

6:10-7:10 PM – Testing Session II

Thursday, February 3, 2022

ONLINE OBJECTIVE TESTS | Taken independently

5:00-6:00 PM – Testing Session III (conflicts)

Saturday, February 5, 2022

CHECK-IN

9:45 -10:00 AM – Refreshments available for purchase

OPENING SESSION

10:00 -10:45 AM

VOLUNTEER ORIENTATION

10:00 -11:00 AM – Speaking Event Judges

MARCH OF DIMES ACTIVITY

10:45 -11:45 AM – Led by Section Officers

LEADERSHIP WORKSHOPS

10:40 - 11:10 AM – Workshop Session I

11:15 - 11:45 AM – Workshop Session II

11:50 - 12:10 PM – Workshop Session III

SPEAKING EVENTS

11:00 - 1:00PM – Creed, Introduction to Public Speaking, Public Speaking, Impromptu Speaking, Job Interview, & Future Business Leader

LUNCH

12:15 -1:00 PM

TENTATIVE SCHEDULE OF EVENTS (CONT'D)

GENERAL SESSION

1:00 - 1:45 PM – Campaign Speeches & Candidates Caucus

ADVISER MEETING

1:00 - 2:00 PM

VOTING SESSION

1:45 PM – Delegates Only

TEAMBUILDING ACTIVITIES/ENTERTAINMENT

1:45 - 2:45 PM – Led by Section Officers

AWARDS SESSION

3:00 - 5:00 PM – Streamed via Zoom for virtual chapters

NOTE: THIS SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE

SLC QUALIFIERS FROM NSLC

First Place Winner at Northern Section:

Creed

First - Second Place Winners at Northern Section:

Broadcast Journalism
Impromptu Speaking
Job Interview

Introduction to Public Speaking
Public Speaking
Sales Presentation

First - Third Place Winners at Northern Section:

Parliamentary Procedure

First - Sixth Place Winners at Northern Section:

Accounting I
Advertising
Agribusiness
Business Calculations
Business Communication
Business Law
Business Management
Computer Problem Solving
Cyber Security
Economics
Entrepreneurship
Future Business Leader
Health Care Administration
Hospitality & Event Management

Insurance & Risk Management
International Business
Introduction to Business Concepts
Introduction to Business Communication
Introduction to Business Procedures
Introduction to Event Planning
Introduction to FBLA
Introduction to Financial Math
Introduction to Information Technology
Marketing
Personal Finance
Securities & Investments
Sports & Entertainment Management
Supply Chain Management

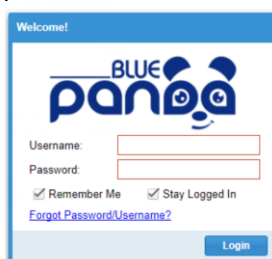
Click [HERE](#) to further review the many other events that begin at the State Leadership Conference (SLC) in April!

ONLINE REGISTRATION PROCESS

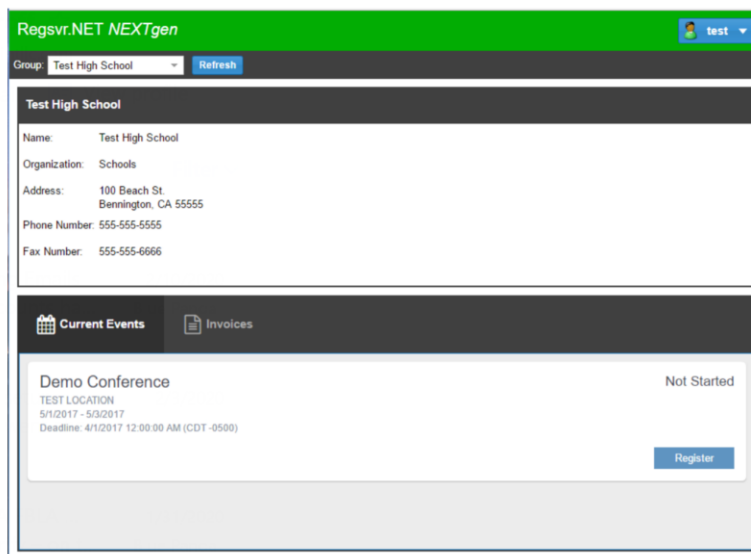
ADVISERS: READ ALL INFORMATION BELOW BEFORE LOGGING INTO BLUE PANDA, CA FBLA'S ONLINE REGISTRATION SYSTEM, TO REGISTER YOUR MEMBERS FOR THE 2022 NORTHERN SECTION LEADERSHIP CONFERENCE.

Each school chapter has a single log-in (username and password) for Blue Panda. These registration credentials are the same ones used for past events, but CA FBLA will email them again when registration opens on December 6. Be sure to check spam/junk mail if you don't readily find them in your inbox.

Log in at <https://app.gobluepanda.com>. If you change the password after logging in, be sure to let your co-advisers, if any, know.



If your chapter covers more than one "school" or "level" (generally happens with a 7-12 campus/chapter), select one school at a time from the top left drop-down listing. Otherwise, just proceed by clicking the "Register" button, bottom right, for the 2022 Northern Section Leadership Conference event:



On the next screen, click the "ADD" button, and, first, register yourself as adviser. On the drop-down list, select the "Adviser" option. Once you do that, you will see editable fields. Enter your own information and all remaining fields. Register any other adults attending as advisers.

ONLINE REGISTRATION (CONT'D)

Once the advisers are registered, you will begin registering the students by switching the drop-down to one of the “Student” options (FBL, high school level, or ML, middle level). Once you make that change, the editable field will disappear and you will now see a drop-down list of your paid FBLA members.

Please note that for competitive conferences, only registered FBLA members may participate—and only those will appear available in Blue Panda. If you don't see a name, you will need to go to the national membership database (www.fbla.org) and both register and pay for that member, and wait overnight for the databases to sync, before the name will appear in Blue Panda. If you have issues with the national membership database not showing dues payments or if names need to be corrected in spelling, you will need to contact the FBLA National Center, Membership Office (Katera Poma, kpoma@fbla.org, or Eric Jones, ejones@fbla.org). Blue Panda system syncs will occur every four hours during the last week before registration closes on January 14, 2022.

Also note, students must first be registered in Blue Panda as ATTENDEES before they will appear to be assigned events under COMPETITIONS.

For each student, double check spelling (only National Center can fix), grade level, and email address (both editable in Blue Panda, and be sure to supply *personal* email addresses for each student so that important notifications will not get caught in school district spam filters. Make sure each email address is carefully entered. If you change anything in Blue Panda, please understand that it also needs to be corrected in the national database for future purposes as the information does not sync the other way.

Entered registration will save automatically as you go, registration progress can be left to return to later without submitting, and, even after clicking the final SUBMIT button, you will be able to log back in and edit your registration up until the final deadline (11:59 p.m. Pacific Time on January 14, 2022). Please be aware, though, that an updated invoice will be generated every time you or anyone editing for you clicks the SUBMIT button.

If you have students with special needs, check the Special Needs check box for that student and provide a clear explanation of the student's special needs.

Once you have a given student registered under “ATTENDEES”, you will be able to assign events to them under “COMPETITIONS”. In the Competitions module, you have the option to enter students in events either BY EVENT or BY ATTENDEE (toggle top right).

ONLINE REGISTRATION (CONT'D)

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.

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

For team events, see below:

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.

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

ONLINE REGISTRATION (CONT'D)

Continue assigning events to student attendees until complete. Remember, you may log back in to make adjustments any time until January 14 to finally hit the SUBMIT button—but don't forget to do that! **Your registration will not be official until the SUBMIT button is pressed.** Registration deadline is **January 14, 2022.**

Double check all of your event entries before submitting.

In FINAL QUESTIONS, you will be asked to supply the names of your two official Voting Delegates and their email addresses (yes, again—so we can quickly get them for emailing voting forms).

As payments are received, they will be posted in Blue Panda, so log back in any time to check on balance due status. Be sure, too, that the balance is paid by the due date. Also, be sure that all membership and section dues are paid in the membership system by the due date.

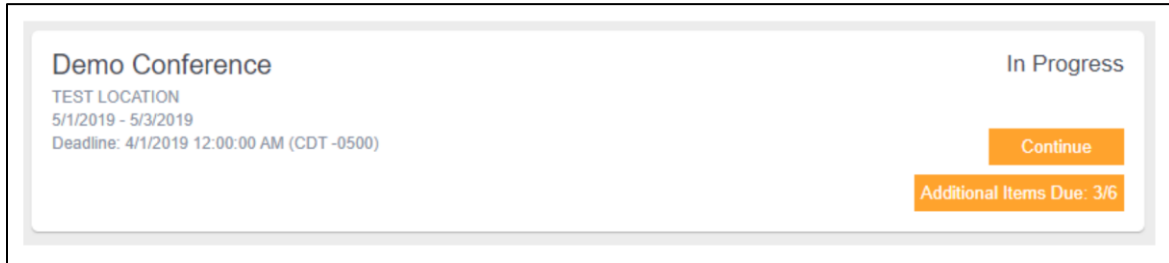
If you have questions, please contact the [Section Director\(s\)](#) or, if general system use questions, contact Manuel Rapada, CAP Coordinator, at mrapada@cafbla.org. Only advisers will be assisted.

**REGISTRATION OPENS FOR 2022 NSLC ON DECEMBER 6, 2021
AND CLOSES JANUARY 14, 2022**

NOTE: Only **CHAPTER ADVISERS** should be registering members for this event. Please do **NOT** allow students to register your chapter.

EVENT MATERIALS SUBMISSION PROCESS

Advisers will submit materials (documents and/or links) required for certain competitive events using the “Items Due” tool in Blue Panda. As soon as an adviser registers a student for an event with pre-judged material submissions, **a new orange button for “Items Due”** will appear on the conference box immediately after log in to Blue Panda.



Clicking the “Items Due” button will take the adviser to the screenshot below. Depending on the event, **clicking the Upload button** on the right will open a box to either input a URL or browse the computer for the item to upload.

Competition ↑	Due By ↑	Entry	Asset	
Word Processing Job #1		Jane Smith	Please Click Button To Upload	
Word Processing Job #2		Jane Smith	Please Click Button To Upload	
Job Interview Resume	2/1/21 5:00 PM ...	Jason Jones John Smith	Please Click Button To Upload	
Job Interview Resume	2/1/21 5:00 PM ...	Philip Smith Maegan Belissai	Please Click Button To Upload	

Close

Broadcast Journalism - Submission

Competition: Broadcast Journalism

Entry: [Redacted]

Item Due: Submission

URL:

Cancel Save

Job Interview - Resume

Competition: Job Interview

Entry: Jason Jones
John Smith
Test High School

Item Due: Resume

File:

Cancel Save

COVID-19 PROTOCOLS

GENERAL PRACTICES

Regular handwashing and appropriate social distancing will be encouraged throughout the conference. Hand sanitizer will be available and proper sanitation practices will be in place.

MASKING INDOORS

All attendees will be required to wear masks over their nose and mouth area while indoors. This will be a zero-tolerance policy. If competitors are not in compliance with this they will be warned and then disqualified from their events should they remain a problem. Please know in order to host this event, this requirement is strict. For speaking & Interview events, all Members, Advisers, and Judges in these events will be required to wear masks during the event duration.

REQUIRED FORMS FOR ATTENDANCE

Members are required to complete the following forms and should have them in the Advisers possession during the event. These will be checked at Registration to ensure all members are approved to attend this event by their Parent/Guardians. **Required Forms for ALL**

STUDENT ATTENDEES:

- a. [Permission & Medical Release Form](#)
- b. [COVID-19 Acknowledgement & Personal Responsibility Policy](#)

IMPORTANT DATES

DECEMBER 2021

- 17 2022-2023 Northern Section [Officer Applications](#) – Email to Section Director (northerndirector@cafbla.org)

JANUARY 2022

- 14 Prejudged Event Materials Submission Deadline
Materials for: Job Interview, Future Business Leader, Broadcast Journalism, and Sales Presentation
- 14 Membership Registration Deadline/Paid - Online Membership Registration System
- 14 Conference Registration Deadline - Online Conference Registration System
- 14 Skill Events School-Site Testing Submission Deadline
Includes Computer Applications, Database Design, Spreadsheet Applications, and Word Processing
- 14 Transcripts (Events Requiring: Accounting I and 7-10 exclusive events) – Email to Section Director (northerndirector@cafbla.org)
- 28 Receipt of Conference Registration Payment (Contact Kerrissa Schall for more information) –
Mail to:
1110 Main St.
Attn: Kerrissa Schall
Susanville, CA 96130

Checks should be written to: CA FBLA-Northern Section

FEBRUARY 2020

- 2-5 NSLC 2021
February 2: Objective Test Events
February 3: Objective Test Events (conflict testing)
February 5: Conference Sessions and Speaking/Interview Events

Be sure to review the CA FBLA website calendar for more information about **State Projects, SLC Events and Deadlines, etc.!**