Instructions for Chapter Registration for the 91st MD FFA State Convention

1. **Go to https://app.gobluepanda.com**
   **The following graphic will appear:**
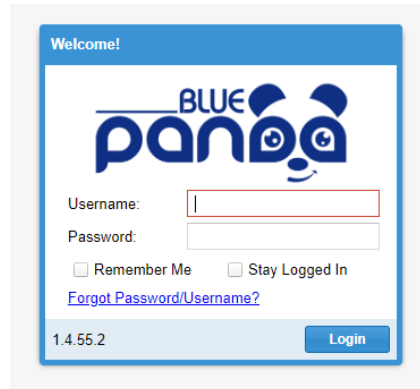
2. **Type in your username as: MDFFA_(your 4 digit chapter #)**
   Example: MDFFA_0099

3. **Type in your password as: SC2019**

4. **This screen will pop up, click on NEXT where it will ask you to update your login and contact information. Please keep your password the same by clicking SKIP when it asks to change your password, then Click DONE.**
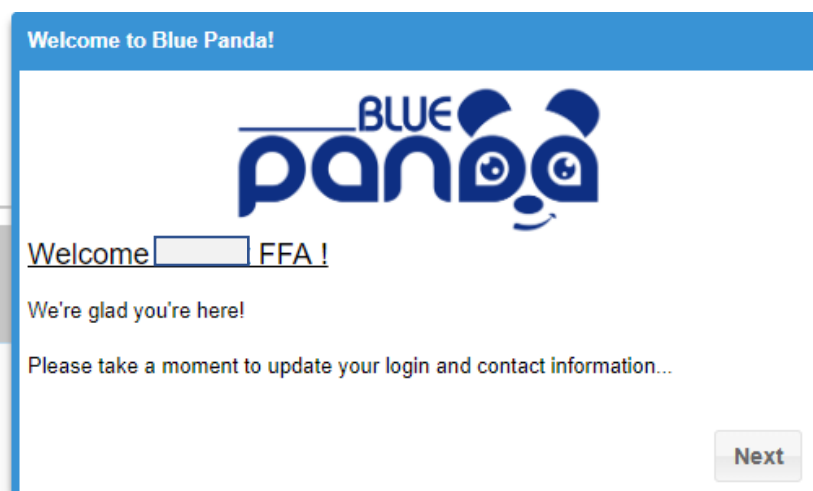
From there, accept the Advisor(s) listed and proceed to the next screen. The MD FFA State Convention should show up as a current event. Click the Blue REGISTER Button at the bottom to continue. Click on yes to start a new registration.

5. **Be sure The MD FFA State Convention 2019 is shows up across the top.**
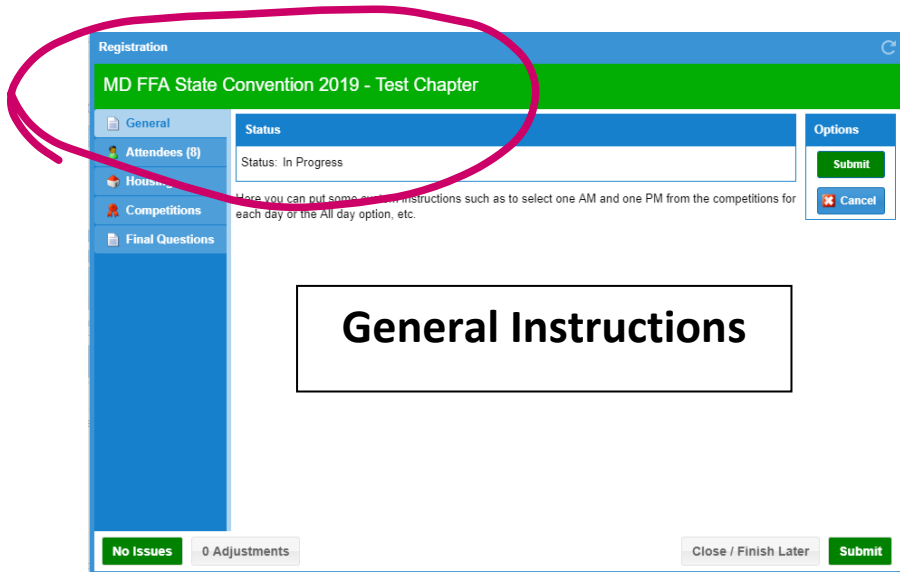
6. **To the left, Under "General" Tab, Please take a moment to read the General Instructions to follow for registering your chapter.**

7. **Under General Tab, Click on" Attendees" Tab. Proceed to add each of your participants by clicking on the ADD Button at the top, then be sure to click SAVE Button at the bottom of the screen for each entry.**

Add Button

**Types of Layouts**

Attendee Tab

Registration

MD FFA State Convention 2019 - Test Chapter

General
Attendees (8)
Housing
Competitions
Final Questions

Add

Sort By   Name   Classification   Order Added

Beartrace, Molly
Female; Grade: 12
Shirt Size: Small   Student

Conners, Jamie
Female; Grade: 10
Shirt Size: Medium   Student

Doe, John
Male; Grade: 9
Shirt Size: Large   Student

Due, Jane
Female; Grade: 11
Shirt Size: Large   Student

No Issues   0 Adjustments   Close / Finish Later   Submit

8. **This is what a blank sample screen looks like to ADD a student or adult. Be sure to complete all the required fields as needed.   To select a student, choose Student in the Attendee pull down menu, then click on Member-pull down menu to locate each student. To select an adult, change Attendee to Adult, then type in their first and last name. After all fields are complete, click SAVE. Continue to add participants until all show up on your master list. *If you have to delete a person, simply double click on the person, and click on DELETE Button at the bottom.**

Add New Attendee

General

Attendee: Student

Member:

First Name: Last Name: Grade: Sex:
                                                        N/A   Male

More Info

Shirt Size:

Special Needs

Special Needs: ☐

Dietary: ☐

Cancel   Save

9. Once everyone is added to your master attendee list. Proceed to the "Housing" Tab. A check In/Out screen will appear. Click on the pull down menu and select UMES- Three Nights (6/23-6/26)

10. All of your attendees should appear in the "Waiting For Rooms" section. To move to a room, simply click and drag each student to add a new room. That will generate an added room below. Continue to move students to the appropriate rooms. Each student dorm room can handle up to 4 entries. Each Adult dorm room can handle up to 2 entries, allowing each adult to have their own sleeping room.
    Be sure NO Students and Adults are sharing a room!!!
    Check and make sure there are no issues or adjustments showing up.

11. If you only have one student in a room, a red warning box will appear.
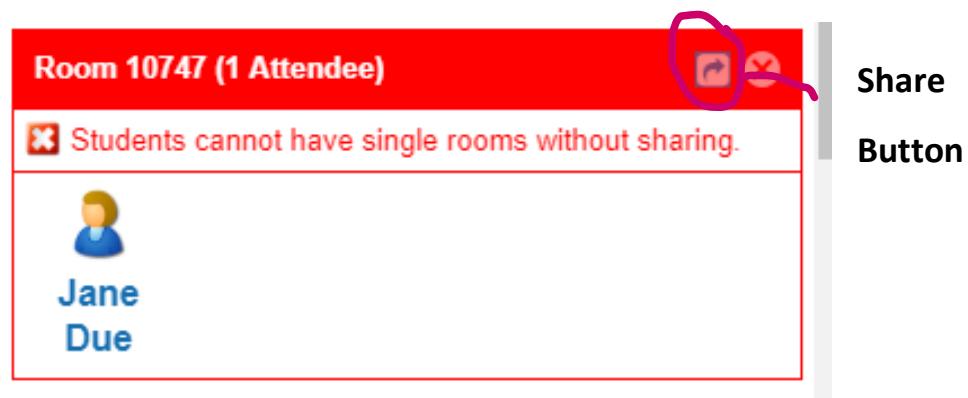
Share Button

12. Please click on SHARE Button, and under Share With, click on Other Groups + Button, Scroll down to select Test Chapter and hit SELECT, then hit SAVE. Once it turns Orange, you can proceed. If it is still red, hit the refresh button at the top right corner and it should turn orange. This is glitch in the system, but at least doing this will allow you to complete your registration.

Note: Each dorm room comes with two twin beds in each bedroom and a shared living space and bathroom. Linens will be provided for the beds. Be sure to bring your own towels and toiletries. Also feel free to bring your own blanket.

13. **Once housing is done, proceed to the "Competitions" Tab. This screen will appear, Just click on ADD Button to start the selection process for competitions.**
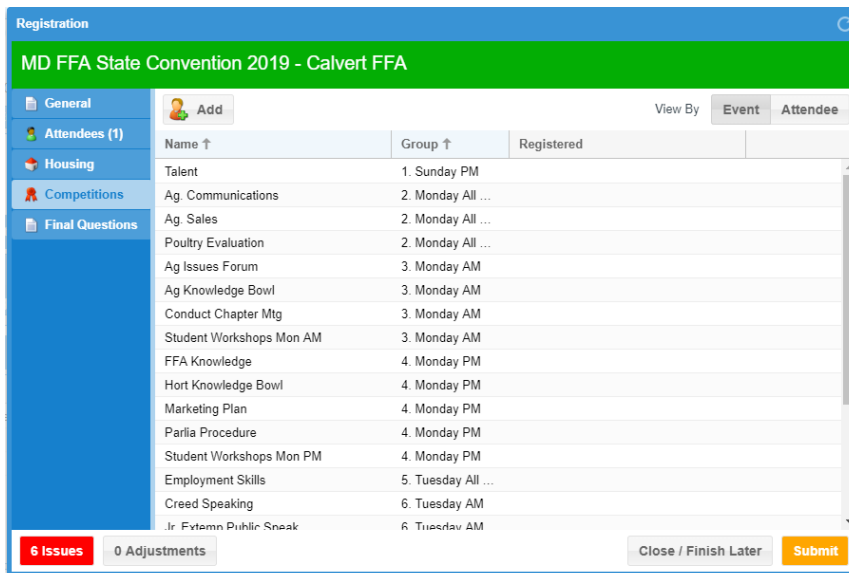
14. **This is a copy of a blank competition registration screen that will appear.**
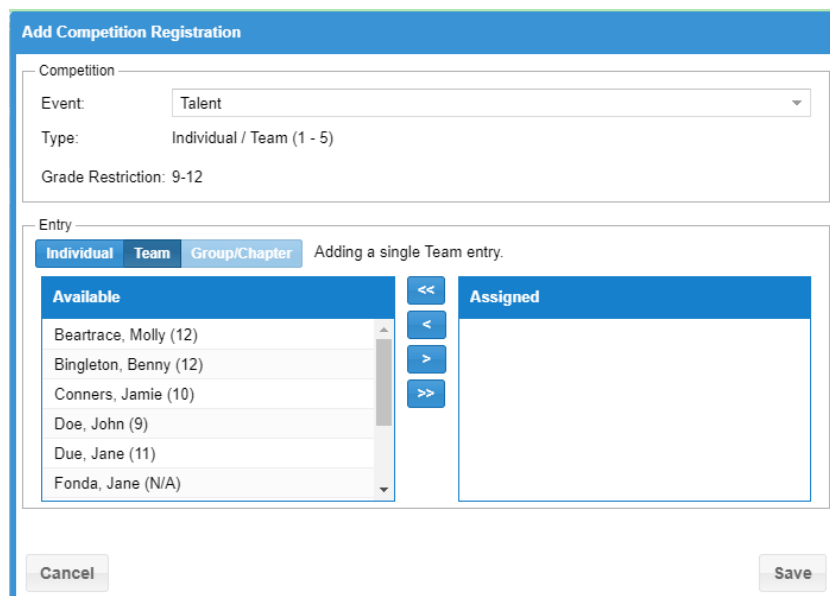
15. Notice, all of the "Events" show up on the pull down tab and all of your students show up under "Available" Section. Simply select an event, then go to the student list and select the student(s) for each event and click on the right arrow so they show up under "Assigned" Section to the right. Once you have added the right students into the event, click SAVE. Proceed in adding all of the events until all students are in the appropriate events for the convention. If students are not in an event, please add them to a workshop for each time slot. **All students need to be assigned to either a CDE/LDE or workshop for both Monday and Tuesday.** Be sure each student is only in ONE CDE/LDE at a time!

The following is a chart to assist in selecting the appropriate options:

Chart for CDE/LDE and workshop Selections

Day	Event/Activity	Group #	All/AM/PM
Sunday	Talent- Open to all	1	PM
Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Monday	Ag. Comm.	2	All Day
Monday	Ag. Sales	2	All Day
Monday	Poultry	2	All Day

OR

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Monday	Ag. Issues	3	AM
Monday	Ag. Know. Bowl	3	AM
Monday	Cond. Chap. Mtgs	3	AM
Monday	Student Workshops	3	AM

AND

Select Events/Act. non-conflicting:	*May compete in FFA Knowledge & Hort Bowl		
Day	Event/Activity	Group #	All/AM/PM
Monday	*FFA Knowledge	4	PM 1-3
Monday	*Hort. Know. Bowl	4	PM 3-6
Monday	Marketing Plan	4	PM
Monday	Parlia. Pro.	4	PM
Monday	Student Workshops	4	PM

Day	Event/Activity	Group #	All/AM/PM
Tuesday	Employment Skills	5	All Day

OR

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Creed Speaking	6	AM
Tuesday	Jr. Extemp. PS	6	AM
Tuesday	Jr. Prepared PS	6	AM
Tuesday	Sr. Exptemp. PS	6	AM
Tuesday	Sr. Prepared PS	6	AM
Tuesday	Service Learning	6	AM
Tuesday	Student Workshops	6	AM

AND

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Service Learning	7	PM
Tuesday	Student Workshops	7	PM

16. **You can double check all your entries either by clicking on the "Event" Tab that will show you entries by Event, or "Attendee" Tab that will list each student and what they are entered in for the convention. In both tabs, you can make changes by clicking on the "Edit" button, select the name and make your adjustments.**

17. **Here is a screenshot of the Competitions selected, showing the "Event" and "Attendee" Tabs at the top right of the screen.**
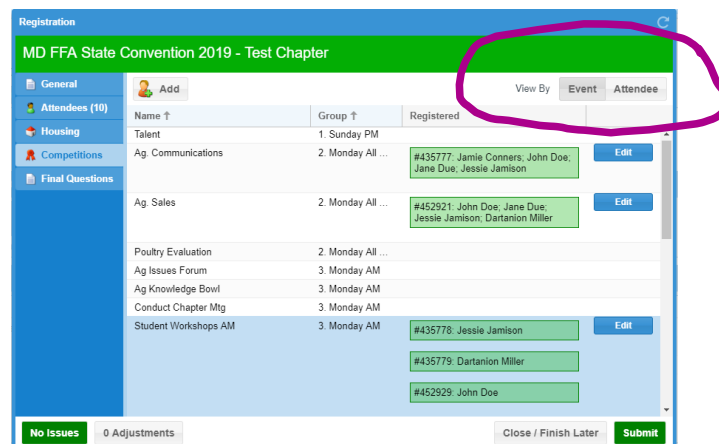
18. Please correct any issues or adjustments. If everything is correct with the Competitions selected, proceed to the "Final Questions" Tab. Click on the EDIT button to select your 2 voting delegates, if you plan on entering the Hall of Chapters and add your onsite Advisor Cell Phone Number.

19. If everything is correct in your registration, hit SUBMIT Button. If not all done, click on CLOSE/FINISH LATER Button, and come back to finish and submit. Always make sure there are no issues or adjustments showing up in the lower left hand corner.

20. Once you have submitted the registration, a screen will appear that reads, "Registration Submitted!"

21. You still have a "Open/Edit" button if you need to change anything and a "Cancel" Button if you need to start all over.

22. So, if the registration is accurate, and it's all ready to send, click PRINT to obtain your verification of registration and invoice. Submit for payment through your school. Congratulations on successfully completing your first Blue Panda Registration. I will review your registration after submitted and may need to adjust for any conflicts. Thank you for your patience and understanding. Please contact me at any point through the registration process for assistance.

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