Instructions for Chapter Registration for the
93rd MD FFA Virtual State Convention, 2021
CDE/LDE Registration and Delegate Selection Process

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

   Type in your password as: SC2021

3. **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.

4. **Be sure The MD FFA State Convention 2021 is shows up across the top.**
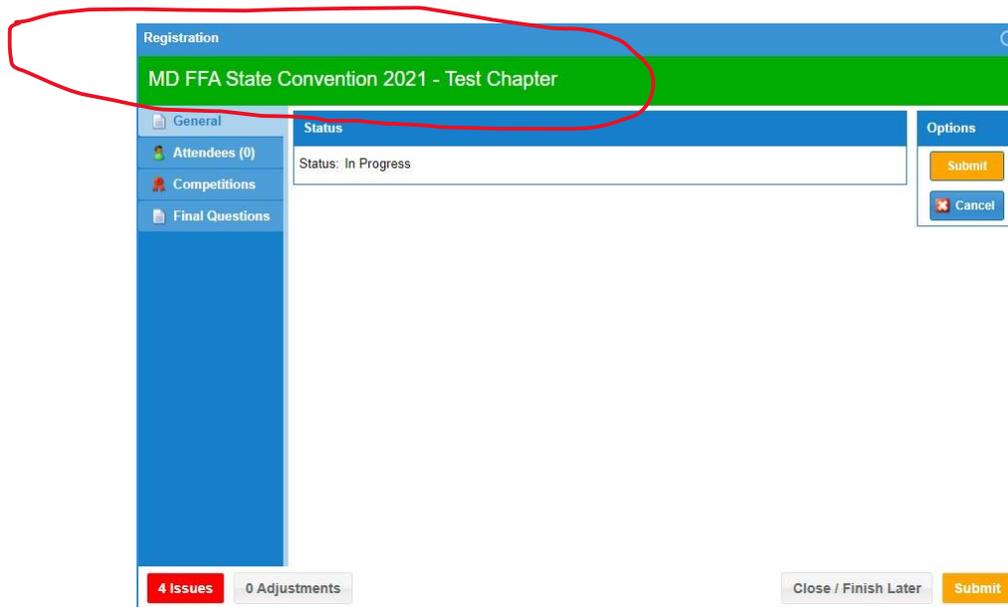
5. **To the left, Under "General" Tab, Please take a moment to see if there are any General Instructions to follow for registering your chapter.**

6. **Under the 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.**

7. **Below is a blank sample screen to add attendees. Click ADD to begin a student registration.**

8. **To select a student, choose Student in the Attendee pull down menu, then click on Member- pull down menu to locate each student. All students who are current FFA members will appear within the pull down menu.**
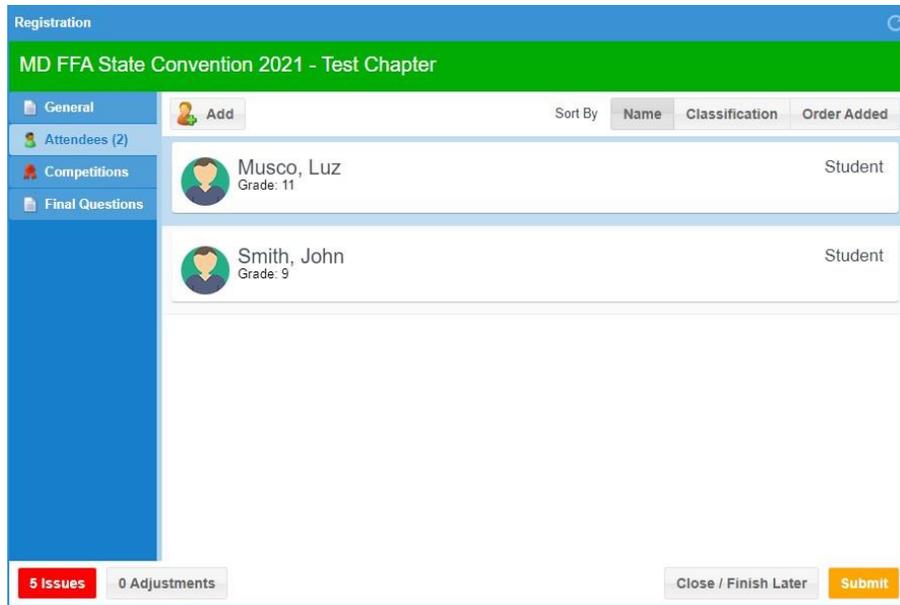
9. **Proceed to the "Competitions" Tab. This screen will appear, Just click on ADD Button to start the selection process for competitions.**
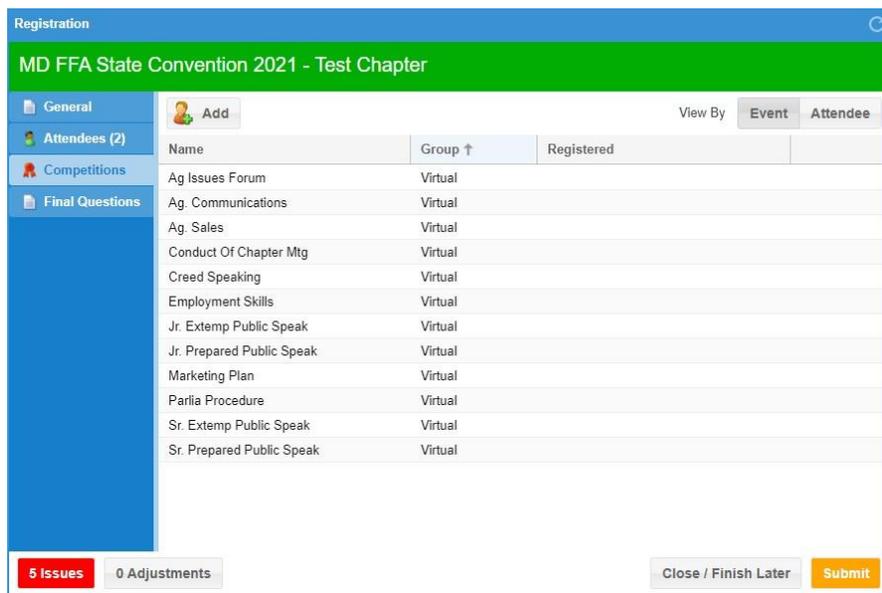
10. **This is a copy of a blank competition registration screen that will appear.**

11. **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. When all done adding participants, hit "Submit."**

NOTE: A FFA member can only compete in ONE Event the same day.

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

CDE/LDE Schedule Chart

Date	Event	Team/Individual	Qualifications	Manuscripts or Portfolios
June 7, 2021	Creed Speaking	Individual	Top 4 Region	
	Junior Prepared	Individual	Top 4 Region, manusc.	Due May 15th
	Senior Prepared	Individual	Top 4 Region, manusc.	Due May 15th
June 8, 2021	Employment Skills	Individual	1/Chapter, application	Due May 15th
	Junior Extemporaneous	Individual	Top 4 Region	
	Senior Extemporaneous	Individual	Top 4 Region	
June 9, 2021	Marketing Plan	Team of 3	Submit Portfolio	Due May 15th
	Agricultural Issues	Team of 3-7	Submit Portfolio	Due May 15th
June 10, 2021	Agricultural Sales	Team of 4		
	Ag. Communications	Team of 4	Submit Portfolio	Due May 15th
June 11, 2021	Parliamentary Procedure	Team of 6		
	Conduct of Chapter Mtgs.	Team of 7	7-9th Grade	

12. 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 event they are entered. In both tabs, you can make changes by clicking on the "Edit" button, select the name and make your adjustments.

13. **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 enter the Advisor Name, their email address and 2 voting delegates in case there is a business session conducted prior to the state convention.**

14. **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.**

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

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

17. **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 the 2021 Blue Panda Registration. Please contact me at any point through the registration process for assistance.**

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