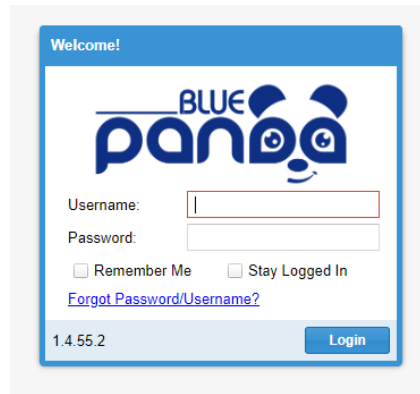


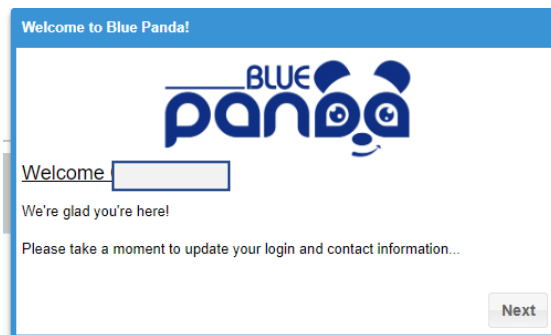
**Instructions for Chapter Registration for the 94th MD FFA State Convention
June 28-29, 2022**

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: SC2022
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 REGISTER Button at the bottom to continue. Click on yes to start a new registration.

5. Be sure The MD FFA State Convention 2022 is shows up across the top.

Registration

MD FFA State Convention 2022 - Test Chapter

General

Attendees (5)

Competitions

Store

Final Questions

Status

Status: In Progress

Options

Submit

Cancel

General Instructions

Note: Every student must select a registration selection under each heading by: All day, AM (9 am-12 pm) or PM (1-4 pm). Be sure to select the appropriate event under each heading. If a student is not competing, then please select an activity for Tuesday and Wednesday. So each student has a full schedule.

If a student is in a public speaking competition Thursday AM, please add them for an activity in the PM. Then if they are selected to be in the FINALS, they can be removed from the attendee list for the activity selected.

DEADLINE: June 1st, 2022

1. Final payment for the State Convention

2. Any Special Need Accommodation Forms

No Issues 0 Adjustments

Close / Finish Later Submit

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.

Below is a blank sample screen to add attendees. Click ADD to begin a student or adult registration. Be sure to complete all the required fields as needed.

Registration

MD FFA State Convention 2022 - Test Chapter

General

Attendees (5)

Competitions

Store

Final Questions

Add (Double click to edit/delete an attendee)

Sort By Name Classification Order Added

Greer, Jonna

Student - Wednesday Only

Grade: 9

Shirt Size: Large

Tuesday Lunch: No Thanks (\$0.00)

Tuesday Dinner: No Thanks (\$0.00)

Wednesday Lunch: Yes! - Wednesday Lunch (\$10.00)

Wednesday Dinner: Yes! - Wednesday Dinner (\$15.00)

Groff, Porthos

Student - Tuesday Only

Grade: 12

Shirt Size: Medium

Tuesday Lunch: No Thanks (\$0.00)

Tuesday Dinner: No Thanks (\$0.00)

Wednesday Lunch: Yes! - Wednesday Lunch (\$10.00)

Wednesday Dinner: No Thanks (\$0.00)

Plexi, Marco

Student - Wednesday Only

Grade: 11

Shirt Size: 2XL

Tuesday Lunch: No Thanks (\$0.00)

Tuesday Dinner: No Thanks (\$0.00)

Wednesday Lunch: Yes! - Wednesday Lunch (\$10.00)

Wednesday Dinner: No Thanks (\$0.00)

No Issues 0 Adjustments

Close / Finish Later Submit

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. **To select an adult, change Attendee to Adult, then type in their first and last name.**

NOTE: Please select the appropriate attendee category (SELECT ONLY ONE)

Registration Fee for Each Student: (Under Travel Section)

If attending **both days**, Select- “Student- Tues-Weds” for **\$40**

If only **one day**, Select “Student Tues. Only” OR “Student Wed. Only” for **\$20**

Registration Fee for Each Adult: (Under Travel Section)

If attending **both days**, Select- “Adult- Tues-Weds” for **\$40**

If only **one day**, Select “Adult Tues. Only” OR “Adult Wed. Only” for **\$20**

After selecting the attendee category, proceed to complete the rest of the fields for each person: name, meals for each person, t-shirt size and special needs or dietary restrictions.

Note: All lunches and dinners must be pre-ordered through this site. Any extra Dinner tickets can be purchased near the end of this site for session visitors.

Lunch is \$10 each, Dinner is \$15 each

Here is a sample of Attendees added:

The screenshot displays a web application for registration. At the top, a blue header bar contains the word "Registration" and a refresh icon. Below this is a green banner with the text "MD FFA State Convention 2022 - Test Chapter". A left sidebar menu includes options: "General", "Attendees (5)", "Competitions", "Store", and "Final Questions". The main content area features a table of attendees. The table has columns for "Add" (with a plus icon and a note to double-click to edit/delete), "Sort By" (with dropdowns for Name, Classification, and Order Added), and a list of attendees. Each attendee entry includes a profile picture, name, grade, shirt size, and meal selections with associated costs. At the bottom of the table, there are buttons for "No Issues", "0 Adjustments", "Close / Finish Later", and "Submit".

Registration	
MD FFA State Convention 2022 - Test Chapter	
General	Attendees (5)
Add (Double click to edit/delete an attendee) Sort By: Name Classification Order Added	
	Greer, Jonna Student - Wednesday Only Grade: 9 Shirt Size: Large Tuesday Lunch: No Thanks (\$0.00) Tuesday Dinner: No Thanks (\$0.00) Wednesday Lunch: Yes! - Wednesday Lunch (\$10.00) Wednesday Dinner: Yes! - Wednesday Dinner (\$15.00)
	Groff, Porthos Student - Tuesday Only Grade: 12 Shirt Size: Medium Tuesday Lunch: No Thanks (\$0.00) Tuesday Dinner: No Thanks (\$0.00) Wednesday Lunch: Yes! - Wednesday Lunch (\$10.00) Wednesday Dinner: No Thanks (\$0.00)
	Plexi, Marco Student - Wednesday Only Grade: 11 Shirt Size: 2XL Tuesday Lunch: No Thanks (\$0.00) Tuesday Dinner: No Thanks (\$0.00)
No Issues 0 Adjustments Close / Finish Later Submit	

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.

9. Once the Attendee section is complete with all attending the convention, proceed to the **“Competitions” Tab**. This screen will appear, Just click on **ADD Button** to start the selection process for competitions.

Registration

MD FFA State Convention 2022 - Test Chapter

General Add Attendees (5) Competitions Store Final Questions

View By Event Attendee

Name	Group ↑	Registered
Talent	1. Tuesday	
Ag. Communications	2. Tuesday All ...	
Ag. Sales	2. Tuesday All ...	
Dairy Evaluation	2. Tuesday All ...	
Dairy Handling	2. Tuesday All ...	#756672: Porthos Groff Edit
Poultry Evaluation	2. Tuesday All ...	
Ag Issues Forum	3. Tuesday AM	
Parlia Procedure	3. Tuesday AM	
Student Workshops Tues AM	3. Tuesday AM	#756673: Sally Smith Edit
Conduct Of Chapter Mtg	4. Tuesday PM	
Marketing Plan	4. Tuesday PM	
Student Workshops Tues PM	4. Tuesday PM	#756674: Sally Smith Edit

No Issues 0 Adjustments Close / Finish Later Submit

10. This is a copy of a competition registration screen that will appear.

Add Competition Registration

Competition

Event: Talent

Type: Individual / Team (1 - 5)

Grade Restriction: 9-12

Entry

Individual Team Group/Chapter Adding a single Team entry.

Available		Assigned
Greer, Jonna (9)	<<	
Groff, Porthos (12)	<	
Plexi, Marco (11)	>	
Smith, Sally (12)	>>	
Spader, James (N/A)		

Cancel Save

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. 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 Tuesday and Wednesday.**

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
Tuesday	Talent- Open to all	1	PM
Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Ag. Communications	2	All Day
Tuesday	Ag. Sales	2	All Day
Tuesday	Dairy Evaluation	2	All Day
Tuesday	Dairy Handling (2/Chap)	2	All Day
Tuesday	Poultry Evaluation	2	All Day

OR

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Ag. Issues	3	AM
Tuesday	Parlia. Procedure	3	AM
Tuesday	Student Workshops	3	AM

AND

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Cond. Chapter Mtgs.	4	PM
Tuesday	Marketing Plan	4	PM
Tuesday	Student Workshops	4	PM

Select One:			
Day	Event/Activity	Group #	All/AM/PM
Wednesday	Employment Skills	5	All Day
OR Select one:			
Wednesday	Creed Speaking	6	AM
Wednesday	FFA Knowledge	6	AM
Wednesday	Jr. Extemp. PS	6	AM
Wednesday	Jr. Prepared PS	6	AM
Wednesday	Sr. Exptemp. PS	6	AM
Wednesday	Sr. Prepared PS	6	AM
Wednesday	Student Workshops	6	AM

AND

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Wednesday	Ag Knowledge Bowl	7	PM
Wednesday	Hort Knowledge Bowl	7	PM
Wednesday	Student Workshops	7	PM

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 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.
13. After all the competitions have been added, proceed to the **“Store”** tab. Here is where you may add **additional dinner tickets** for Tuesday and Wednesday for any visitors to attend the evening general sessions.
14. 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. Click on **Save**.

15. 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 of your screen.
16. Once you have submitted the registration, a screen will appear that reads, **“Registration Submitted!”**
17. You still have a **“Open/Edit”** button if you need to change anything and a **“Cancel”** Button if you need to start all over.
18. 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 Blue Panda Registration. I will review your registration after submitted and may need to adjust for any conflicts. Please contact me at any point through the registration process for assistance.

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Cell: 443-243-0952

