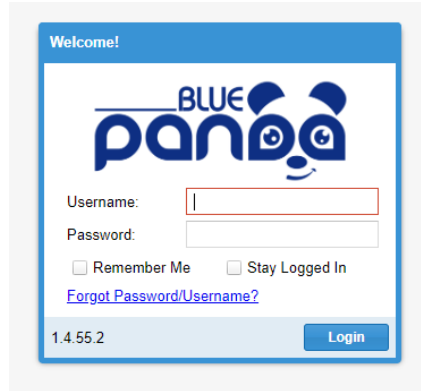


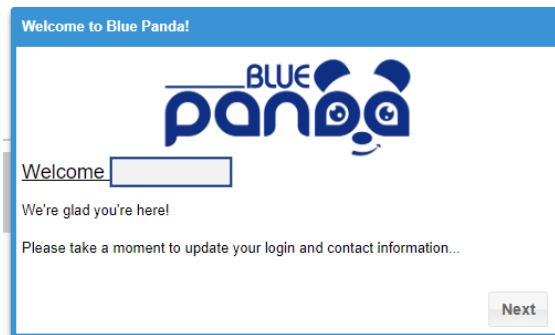
Instructions for Chapter Registration for the 95th MD FFA State Convention

1. Go to <https://app.gobluepanda.com>

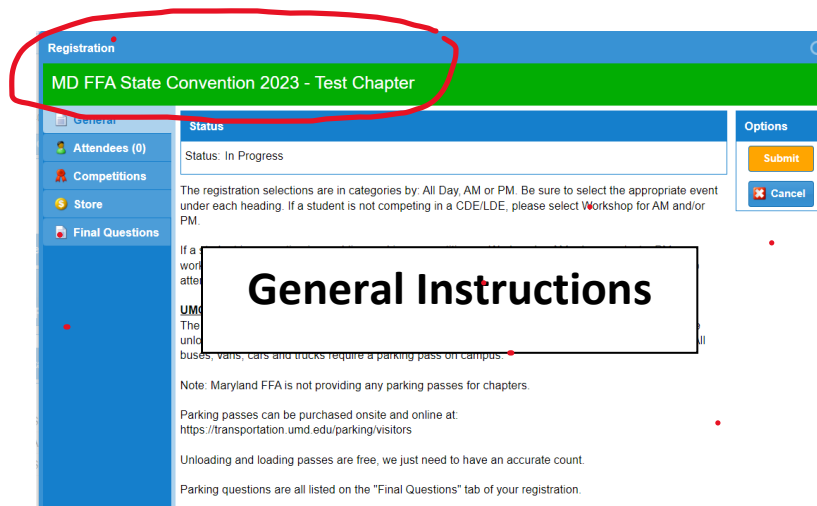
The following graphic will appear:



2. **Type in your username as:** Advisor email address (as added in FFA.org)
3. **Type in your password as:** SC2023
4. **This screen will pop up**, click on **NEXT** where it will ask you to update your login and contact information.



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. To the left, Under **“General” Tab**, Please take a moment to read the General Instructions to follow in registering your chapter.
6. Under General Tab, Click on **“Attendees” Tab**. Proceed to add each of your participants by clicking on the **ADD Button** at the top.
7. To select a student, **choose Student** in the Attendee pull down menu, then click on **Member- pull down menu** to locate each student name. (Current FFA members will appear) **Be sure to complete all the required fields as needed.** (Travel, Shirt size, special needs and dietary restrictions)
8. To select an adult, **change Attendee to Adult**, then type in their first and last name.
9. Below is a sample screen to add attendees.

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

For Each Student:

Student Double Room 2 nights (\$275) 6/27-29th includes all meals during stay

Note: It will show up as \$275 if the room contains two students. If you have a student without a roommate and you click on the share button, once it is filled, your invoice will reduce back to \$275. If the room is not filled, you will be charged an additional \$50 for that student.

Student Double Room 3 nights- (\$355) early check in 6/26th w/breakfast 6/27

Note: An additional \$50 will be charged if the room does not have a roommate.

For Each Adult: Keep the room with one adult if you want a single rate

Adult Single Room 2 nights (\$325) 6/27-29) includes all meals during stay

Adult Double Room 2 nights (\$275) same as above

Adult Single Room 3 nights- early check in 6/26th w/breakfast 6/27 (\$420)

Adult Double Room 3 nights- early check in 6/26th w/breakfast 6/27 (\$355)

OR

Select single day commuter rates 6/27th (\$60) includes lunch and dinner;

6/28th (\$60) includes lunch and dinner;

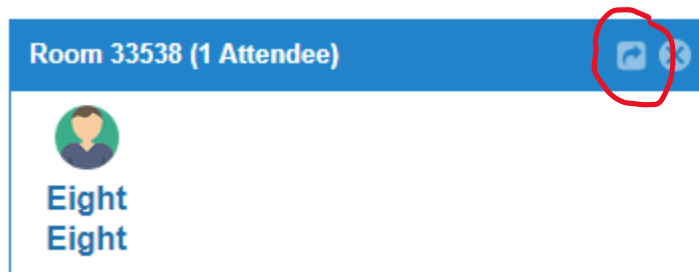
6/29th Free, no meals included

The screenshot shows a web form titled "Add New Attendee". The form has several sections: "General" with fields for "Attendee" (set to "Adult"), "First Name", "Last Name", "Email", and "Cell Phone Number"; "Travel" with a "Travel Option" dropdown menu; and "Details" with a "[Please select an option]" field. A dropdown menu is open over the "Travel Option" field, listing the following options: "Student Double Room 2 Nights (\$275) (6/27/2023 - 6/29/2023)", "Adult Single Room 2 Nights (\$325) (6/27/2023 - 6/29/2023)", "Adult Double Room 2 Nights (\$275) (6/27/2023 - 6/29/2023)", "Student Double Room 3 Nights (\$355) (6/26/2023 - 6/29/2023)", "Adult Single Room 3 Nights (\$420) (6/26/2023 - 6/29/2023)", "Adult Double Room 3 Nights (\$355) (6/26/2023 - 6/29/2023)", "Single Day Tuesday Only (\$60) (6/27/2023)", "Single Day Wednesday Only (\$60) (6/28/2023)", and "Single Day Thursday Only (\$0) (6/29/2023)". The form also includes "Cancel" and "Save" buttons at the bottom.

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.

10. Once everyone is added to your master attendee list, proceed to the **“Housing” Tab**. Note: If anyone in your group is not staying overnight, they will show up in the “These attendees don’t need a room” Block at the top of the screen. Everyone else will need to be assigned to a room.
11. All of your attendees that need a room should appear in the “Waiting For Rooms” section. To assign them to a room, you have to first create a room. Simply click and drag an attendee to add a new room. That will generate an added room below. To add an attendee to an existing room, just drag that person to an available room. Each room can accommodate up to two people. Continue to move students, then adults to the appropriate rooms. Be sure NO Students and Adults are sharing a room. Check and make sure there are no issues or adjustments showing up.

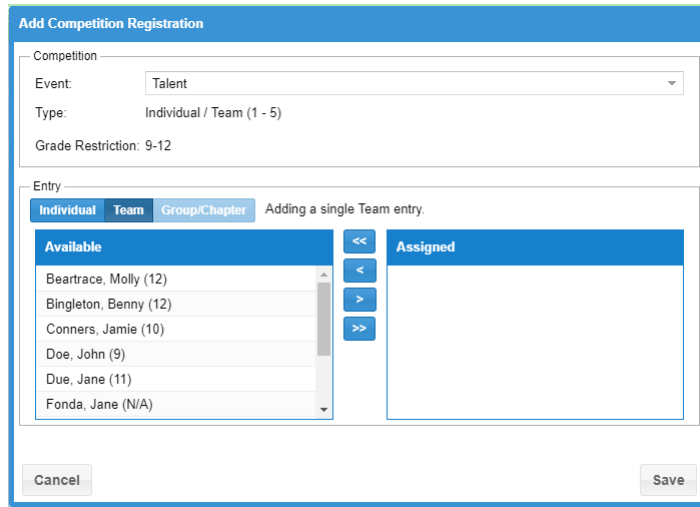
If you only have one student in a room and wish to fill the room, you can click on the Share Button. In the notes, you can add any specifics you want others to see like, “1 boy from York Tech” then go down and click on the + sign to select a chapter you want to request your student to share a room. **Click on SAVE.**



12. Note: Once the room is filled with another chapter, your invoice will reflect that change. If it is not filled, you will be charged an extra \$50 if a student is in an open room. Dorm room comes with two twin beds in each bedroom and a shared hallway 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.

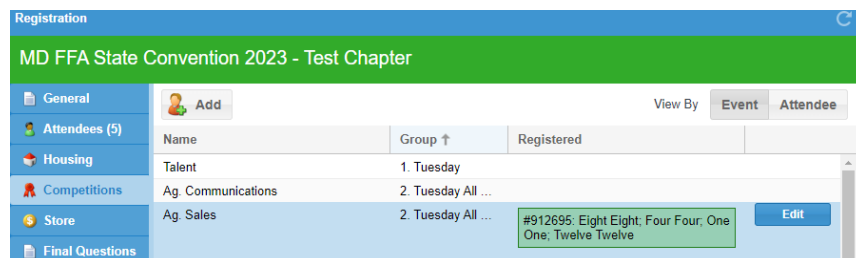
13. Once housing is done, proceed to the **“Competitions” Tab**. This screen will appear, Just click on **ADD Button** to start the selection process for competitions.

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 Tuesday and Wednesday.**

16. Here is an example of a completed section of a competition:



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

SC2023 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. Comm. (4/T)	2	All Day
Tuesday	Ag. Sales (4/T)	2	All Day

OR

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Ag. Issues (3-7/T)	3	AM
Tuesday	Parlia. Procedure (6/T)	3	AM
Tuesday	Turf Manage. (4/T, 6 Ind)	3	AM
Tuesday	Student Workshops	3	AM

AND

Day	Event/Activity	Group #	All/AM/PM
Tuesday	FFA Knowledge (4/T)	4	PM
Tuesday	Marketing Plan (3/T)	4	PM
Tuesday	Cond. of Chap. Mtgs. (7/T)	4	PM
Tuesday	Student Workshops	4	PM

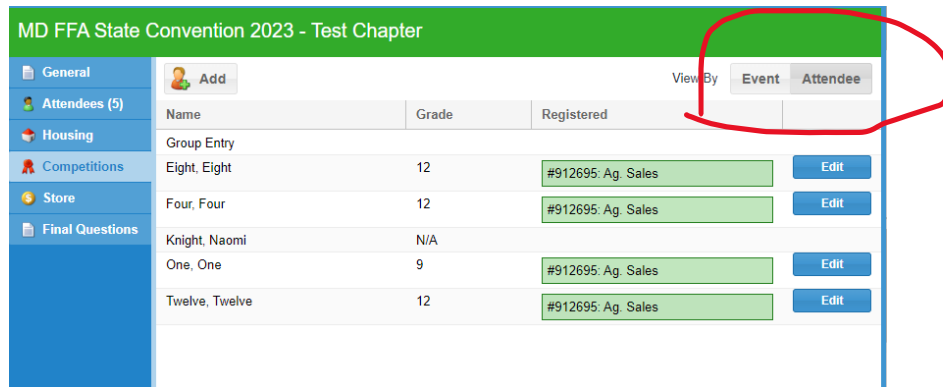
Day	Event/Activity	Group #	All/AM/PM
Wednesday	Employ. Skills (1/Chap.)	5	All Day
Day	Event/Activity	Group #	All/AM/PM
Wednesday	Ag. Know. Bowl (4/T)	6	AM
Wednesday	Creed Speaking	6	AM
Wednesday	Jr. Extemp. PS	6	AM
Wednesday	Jr. Prepared PS	6	AM
Wednesday	Sr. Extemp. PS	6	AM
Wednesday	Sr. Prepared PS	6	AM
Wednesday	Student Workshops	6	AM

Day	Event/Activity	Group #	All/AM/PM
Wednesday	Hort. Know. Bowl (4/T)	7	PM
Wednesday	Student Workshops	7	PM

Note: If in a **public speaking event** on Wednesday, select **Student Workshop** in the PM.

17. 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.

18. Here is a screenshot of the Competitions selected, showing the “Event” and “Attendee” Tabs at the top right of the screen.



19. 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 respond to all of the fields and questions within the section. (2 voting delegates, Hall of Chapters, and arriving and departing the campus) **You must respond to every question before hitting SAVE.**

On-Site Advisor Name:	[No Answer] (Expected)
On-Site Advisor Cell Phone Number:	443-243-0952
Hall of Chapters:	Yes
Delegate 1:	[No Answer] (Expected)
Delegate 2:	[No Answer] (Expected)
What day is your chapter arriving on campus?:	06/27/2023
What time is your chapter arriving on campus?:	8:00 AM
Are you coming by bus?:	Yes
If yes, is the bus staying for the entire convention or dropping off/picking up at the dorm?:	Yes
Are you coming by car?:	Yes
If yes, how many cars will be staying over on campus for the entire convention?:	0
How many cars will be coming for Tuesday only?:	0

20. If everything is correct in your registration, hit **SUBMIT Button**. Then under confirmation, add your name, and continue.
21. 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.
22. Once you have submitted the registration, a screen will appear that reads, "Registration Submitted!"
23. You still have a **"Open/Edit" button** if you need to change anything and a **"Cancel" Button** if you need to start all over.
24. So, if the registration is accurate, and it's all ready to send, click **INVOICE** to obtain your verification of registration and invoice. Congratulations on successfully completing your Blue Panda Registration. I will review your registration after submitted and may need to adjust for any conflicts, then create a quickbooks invoice for payment, due by June 15, 2023. Thank you for your patience and understanding. Please contact me at any point through the registration process for assistance.

Naomi Knight, MD FFA Program Coordinator
nknight@maefonline.com
Cell: 443-243-0952

