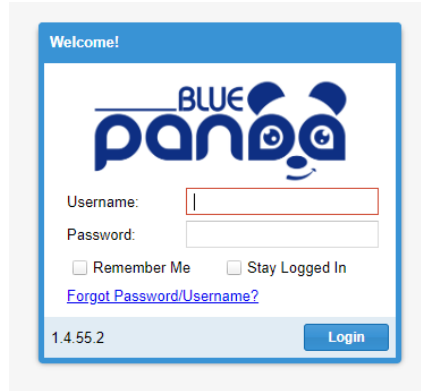


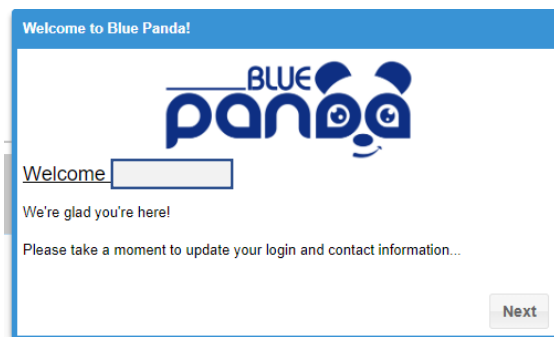
Instructions for Chapter Registration for the 96th MD FFA State Convention

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

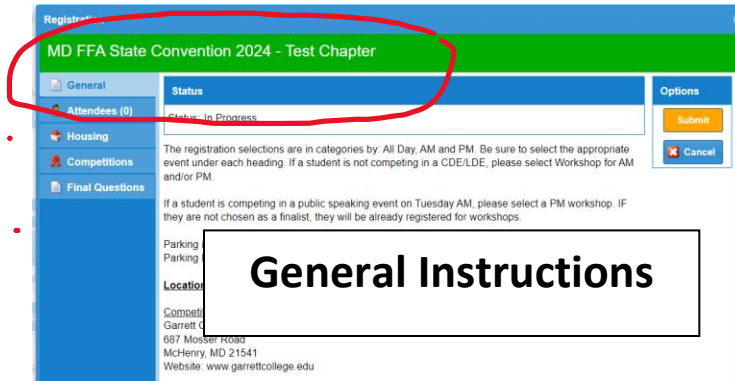
The following graphic will appear:



2. **Type in your username as:** Advisor email address (as added in FFA.org)
3. **Type in your password as:** SC2024
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.



- To the left, Under **“General” Tab**, Please take a moment to read the General Instructions before registering your chapter.

Here are the details under General Tab:

The registration selections are in categories by: All Day, AM and PM. Be sure to select the appropriate event under each heading. If a student is not competing in a CDE/LDE, please select Workshop for AM and/or PM.

If a student is competing in a public speaking event on Tuesday AM, please select a PM workshop. IF they are not chosen as a finalist, they will be already registered for workshops.

Parking is free at the College, just be sure to **park cars in Parking Lot B. Buses can drop off there at Parking Lot B, but need to park by CARC Building.**

Locations

Competitions:

Garrett College
 687 Mosser Road
 McHenry, MD 21541
 Website: www.garrettcollege.edu

Lodging/general sessions:

The Wisp Resort
 296 Marsh Hill Road
 McHenry, MD 21541
 Website: www.wispresort.com

Housing:

If you have **students** in a room, they only can have a **quad or triple**. If only one or two students, then can ask to share a room with other students. **Adults can only have a double or single.**

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:

2 night: 6/24/2024- 6/26/2024 QUAD Rate (\$325) includes all meals during their stay. Note: If you only have three students, you will be charged the triple rate of \$350. If you have less than three students, you can click on the share button, once it is filled, your invoice will reduce back to \$325.

3 night: 6/23/2024- 6/26/2024 QUAD Rate- (\$380) w/breakfast 6/24th Note: A triple room for 3 nights is \$415.

For Each Adult:

2 night: 6/24/2024- 6/26/2024 DOUBLE Rate (\$400), includes all meals during stay

2 night: same date SINGLE Rate (\$550), includes all meals during stay

3 night: 6/23/2024- 6/26/2024 DOUBLE Rate- (\$490) w/breakfast 6/24th

3 night: same date SINGLE Rate- (\$715) w/breakfast 6/24th

OR Students and Advisors can elect to commute:

Full commuter rate: (**\$160**) 6/24/2024- 6/26/2024, Lunch and dinner.

Single day commuter rates: 6/24th (**\$80**) includes lunch and dinner;

6/25th (**\$80**) includes lunch and dinner;

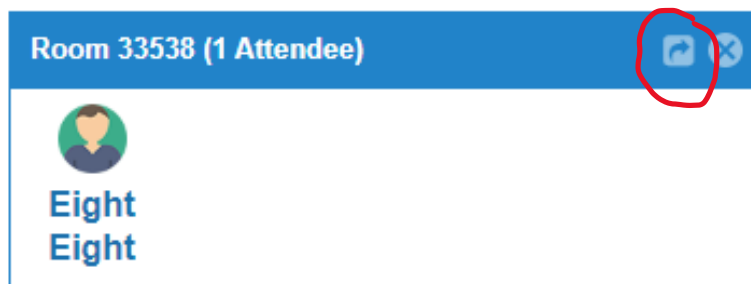
6/26th **Free**, no meals or t-shirt included

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 four students. 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.

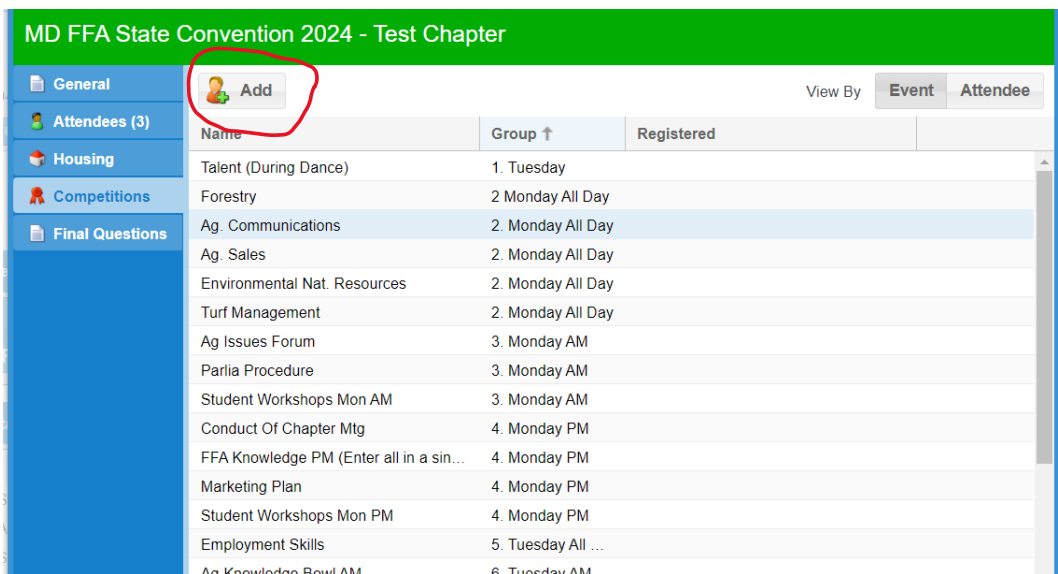
If you only have one or two students in a room and wish to fill the room, you can click on the Share Button. In the notes, you can add any specifics you want others to see like, “1 boy from York Tech” then go down and click on the + sign to select a chapter you want to request your student to share a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

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.**

16. Here is an example of the competition section where I moved a student from available to assigned:

Add Competition Registration

Competition

Event: Turf Management

Type: Individual / Team (1 - 10)

Grade Restriction: 9-12

Entry

Individual Team Group/Chapter Adding a single Team entry.

Available		Assigned
Abbott, John (9)	<<	
Johnson, Lynn (10)	<	
Ringer, Alex (11)	>	
	>>	

Add Competition Registration

Competition

Event: Turf Management

Type: Individual / Team (1 - 10)

Grade Restriction: 9-12

Entry

Individual Team Group/Chapter Adding a single Team entry.

Available		Assigned
Johnson, Lynn (10)	<<	Abbott, John (9)
Ringer, Alex (11)	<	
	>	
	>>	

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

SC2024 Chart for CDE/LDE and workshop Selections

Day	Event/Activity	Group #	All/AM/PM
Tuesday	Talent- During Dance	1	PM
Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Monday	Ag. Comm. (4/T)	2	All Day
Monday	Ag. Sales (4/T)	2	All Day
Monday	Forestry (4/T, 6 Ind) ONLY register here if St. Conv Participants	2	All Day
Monday	Env. Nat. Res. (4/T, 6 Ind) ONLY register here if St. Conv Participants	2	All Day
Monday	Turf Management (4/T, 6 Ind)	2	All Day

OR

Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Monday	Ag. Issues (3-7/T)	3	AM
Monday	Parliamentary Procedure (6/T)	3	AM
Monday	Student Workshops	3	AM

AND

Day	Event/Activity	Group #	All/AM/PM
Monday	FFA Knowledge (4/T, 6 Ind)	4	PM
Monday	Marketing Plan (3/T)	4	PM
Monday	Cond. of Chap. Mtgs. (7/T)	4	PM
Monday	Student Workshops	4	PM

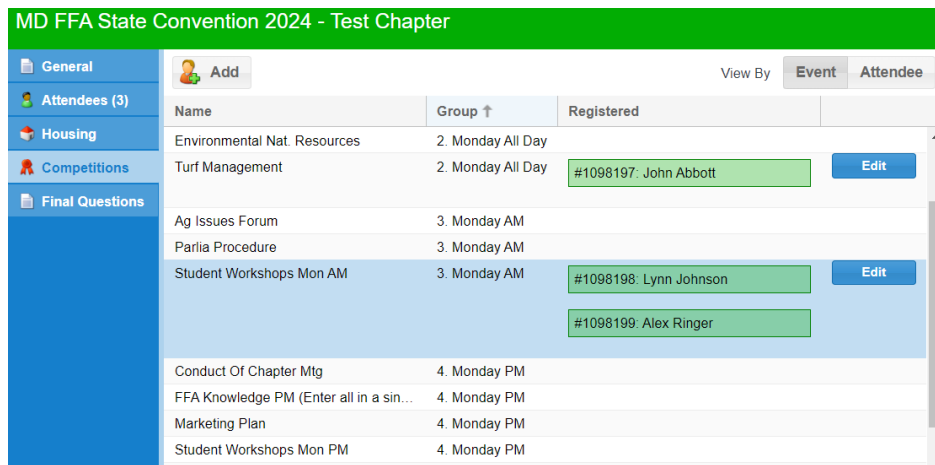
Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Employ. Skills (1/Chap.)	5	All Day
Select only One:			
Day	Event/Activity	Group #	All/AM/PM
Tuesday	Ag. Knowledge Bowl (4/T)	6	AM
Tuesday	Creed Speaking	6	AM
Tuesday	Jr. Extemp. Public Speaking	6	AM
Tuesday	Jr. Prepared Public Speaking	6	AM
Tuesday	Sr. Extemp. Public Speaking	6	AM
Tuesday	Sr. Prepared Public Speaking	6	AM
Tuesday	Student Workshops	6	AM

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

Note: If a student is in a **public speaking event** on Tuesday, please **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.**

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 submission and may need to adjust for any conflicts, then I will create a QuickBooks invoice for payment. It will be due by June 15, 2024.

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



NOTE: For any parents or guests that wishes to obtain an additional hotel room and/or dinner tickets, can be purchased using the following link:

<https://form.jotform.com/240656124075150>