

## Instructions for Chapter Registration for the 97<sup>th</sup> MD FFA State Convention

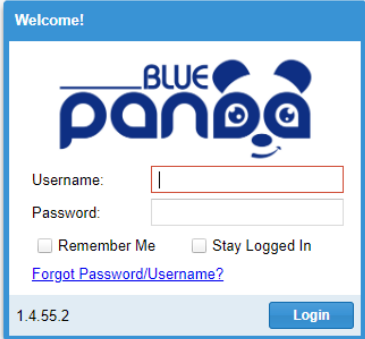
Blue Panda Registration Video-

<https://vimeo.com/1044382588/ef52ed0c55>

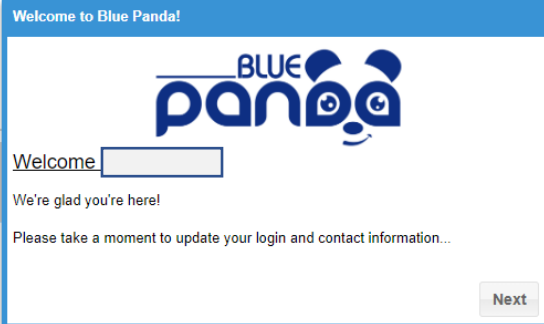
**Note:** Do not pay with a credit card. Chapters must be paid by check from the MD FFA Invoice generated by Quickbooks after the April 29<sup>th</sup> deadline.

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

The following graphic will appear:

A screenshot of the Blue Panda login interface. At the top, it says "Welcome!". Below that is the "BLUE panda" logo. There are input fields for "Username:" and "Password:". Below the password field are two checkboxes: "Remember Me" and "Stay Logged In". A link "Forgot Password/Username?" is below the checkboxes. At the bottom left is the version number "1.4.55.2" and at the bottom right is a "Login" button.

2. **Type in your username as:** Advisor email address (as added in FFA.org)
3. **Type in your password as:** SC2025
4. **This screen will pop up**, click on **NEXT** where it will ask you to update your login and contact information.

A screenshot of the Blue Panda welcome screen. At the top, it says "Welcome to Blue Panda!". Below that is the "BLUE panda" logo. There is a "Welcome" label followed by a text input field. Below the input field, it says "We're glad you're here!". Further down, it says "Please take a moment to update your login and contact information...". At the bottom right is a "Next" button.

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.

The screenshot shows a web application for the MD FFA State Convention 2025 - Test Chapter. The 'General' tab is selected and highlighted with a red circle. The page displays registration details, including the status 'In Progress' and options to 'Submit' or 'Cancel'. A callout box labeled 'General Instructions' is overlaid on the right side of the page.

5. 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](http://www.garrettcollege.edu)

#### Lodging/general sessions:

The Wisp Resort  
296 Marsh Hill Road  
McHenry, MD 21541  
Website: [www.wispresort.com](http://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**, type in first & last name.
9. Below is a sample screen to add attendees.

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

**For Each Student: (Includes Wed, 6/25/25 Lunch at Wisp)**

**2 night: Ck In 6/23/2025- Ck Out 6/25/2025 QUAD Rate (\$345)** includes all meals during their stay. Note: If you only have three students, you will be charged the triple rate of \$370. If you have less than three students, you can click on the share button, once it is filled, your invoice will reduce back to \$345.

**3 night: 6/22/2024- 6/25/2024 QUAD Rate- (\$405)** w/breakfast 6/23rd Note: A triple room for 3 nights is \$440.

**For Each Adult: (Includes Wed, 6/25/25 Lunch at Wisp)**

**2 night: 6/23/2024- 6/25/2025 DOUBLE Rate (\$420)**, includes all meals during stay

**2 night: same date SINGLE Rate (\$570)**, includes all meals during stay

**3 night: 6/22/2025- 6/25/2025 DOUBLE Rate- (\$515)** w/breakfast 6/23rd

**3 night: same date SINGLE Rate- (\$740)** w/breakfast 6/23rd

## OR Students and Advisors can elect to commute:

Full commuter rate: (**\$180**) 6/23/2025- 6/25/2025, 3- Lunches, 2 dinners, w/t-shirt

Single day commuter rates: 6/23rd (**\$85**) includes lunch and dinner; no t-shirt

6/24th (**\$85**) includes lunch and dinner; no t-shirt

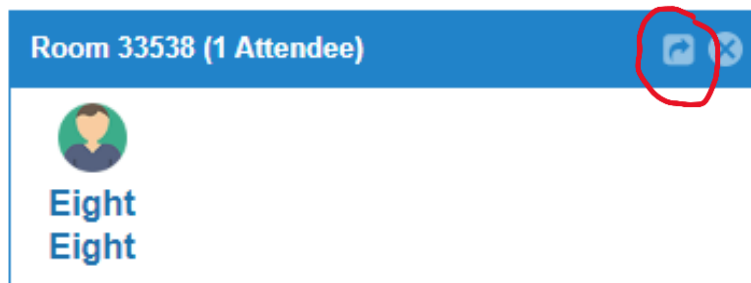
6/25th **Free**, no meals, no t-shirt

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.

MD FFA State Convention 2024 - Test Chapter

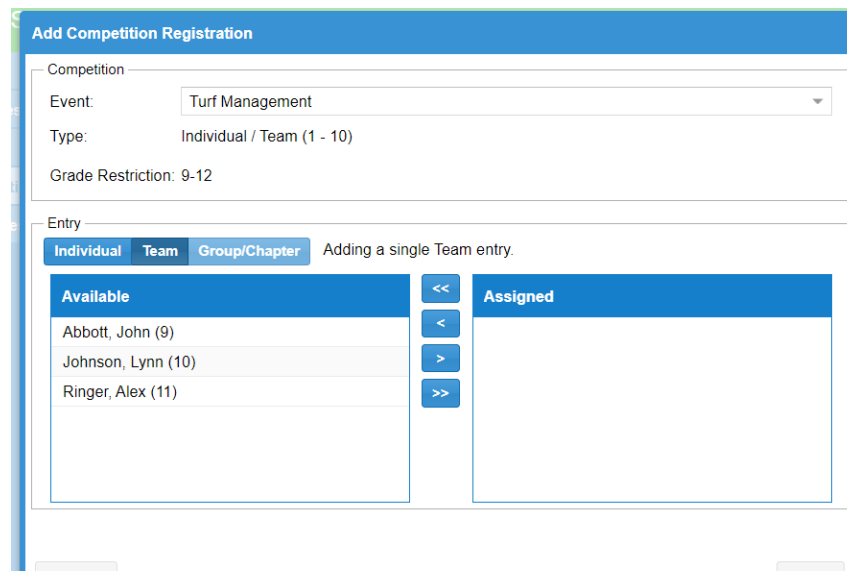
General Attendees (3) Housing Competitions Final Questions

Add View By Event Attendee

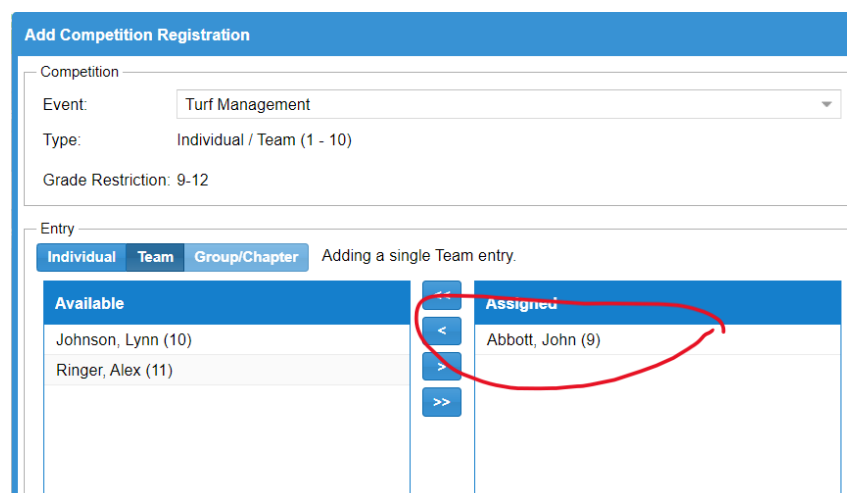
Name	Group ↑	Registered
Talent (During Dance)	1. Tuesday	
Forestry	2 Monday All Day	
Ag. Communications	2. Monday All Day	
Ag. Sales	2. Monday All Day	
Environmental Nat. Resources	2. Monday All Day	
Turf Management	2. Monday All Day	
Ag Issues Forum	3. Monday AM	
Parlia Procedure	3. Monday AM	
Student Workshops Mon AM	3. Monday AM	
Conduct Of Chapter Mtg	4. Monday PM	
FFA Knowledge PM (Enter all in a sin...	4. Monday PM	
Marketing Plan	4. Monday PM	
Student Workshops Mon PM	4. Monday PM	
Employment Skills	5. Tuesday All ...	
An Knowledge Bowl AM	6. Tuesday AM	

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:



The screenshot shows the 'Add Competition Registration' form. Under the 'Competition' section, 'Event' is set to 'Turf Management', 'Type' is 'Individual / Team (1 - 10)', and 'Grade Restriction' is '9-12'. In the 'Entry' section, the 'Team' tab is selected, and the text 'Adding a single Team entry.' is displayed. Below this, there are two columns: 'Available' and 'Assigned'. The 'Available' column contains three students: Abbott, John (9), Johnson, Lynn (10), and Ringer, Alex (11). The 'Assigned' column is currently empty. Between the columns are five arrows: a double left arrow, a single left arrow, a single right arrow, a double right arrow, and a refresh icon.



This screenshot shows the same 'Add Competition Registration' form, but with a change. The 'Available' column now contains two students: Johnson, Lynn (10) and Ringer, Alex (11). The 'Assigned' column now contains one student: Abbott, John (9). A red circle highlights the single right arrow between the columns, indicating the action taken to move the student from the 'Available' list to the 'Assigned' list.

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

### SC2025 Chart for CDE/LDE and workshop Selections

Name	Group	Type
Talent	1. Tuesday	Team(1-5)
Ag. Communications	2. Monday- All	Team (4-4)
Ag. Sales	2. Monday- All	Team (4-4)
Dairy Eval.- Team	2. Monday- All	Team (4-4)
Dairy Eval.- IND	2. Monday- All	Ind. (1-6)
Dairy Handling	2. Monday- All	Ind (1)
Env. Nat. Res. - Team	2. Monday- All	Team (4-4)
Env. Nat. Res. - IND	2. Monday- All	Ind. (1-6)
Forestry- Team	2. Monday- All	Team (4-4)
Forestry- IND	2. Monday- All	Ind. (1-6)
Livestock- Team	2. Monday- All	Team (4-4)
Livestock- IND	2. Monday- All	Ind. (1-6)
Poultry- Team	2. Monday- All	Team (4-4)
Poultry- IND	2. Monday- All	Ind. (1-6)
Turf Manage.- Team	2. Monday- All	Team (4-4)
Turf Manage.- IND	2. Monday- All	Ind. (1-6)
Workshop/Tour AM	3. Monday- AM	Ind
Workshop/Tour PM	4. Monday- PM	Ind
Employ. Skills	5. Tuesday- All	Ind (1)
Ag. Know. Bowl	6. Tuesday- AM	Team (4-4)
Ag. Issues	6. Tuesday- AM	Team (3-7)
Creed Speaking	6. Tuesday- AM	Ind
FFA Knowledge- Team	6. Tuesday- AM	Team (4-4)
FFA Knowledge- IND	6. Tuesday- AM	Ind (1-6)
Jr. Extemp Public Speak.	6. Tuesday- AM	Ind
Jr. Prepared Public Speak.	6. Tuesday- AM	Ind
Parliamentary Procedure	6. Tuesday- AM	Team (6-6)
Sr. Extemp Public Speak.	6. Tuesday- AM	Ind
Sr. Prepared Public Speak.	6. Tuesday- AM	Ind
Workshop/Tour AM	6. Tuesday- AM	Ind
Cond. Of Chap. Mtgs	7. Tuesday- PM	Team (7-7)
Hort. Know. Bowl	7. Tuesday- PM	Team (4-4)
Marketing Plan	7. Tuesday- PM	Team (3-3)
Workshop/Tour PM	7. Tuesday- PM	Ind

**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.

Name	Group	Registered	
Environmental Nat. Resources	2. Monday All Day		
Turf Management	2. Monday All Day	#1098197: John Abbott	Edit
Ag Issues Forum	3. Monday AM		
Parlia Procedure	3. Monday AM		
Student Workshops Mon AM	3. Monday AM	#1098198: Lynn Johnson	Edit
		#1098199: Alex Ringer	
Conduct Of Chapter Mtg	4. Monday PM		
FFA Knowledge PM (Enter all in a sin...	4. Monday PM		
Marketing Plan	4. Monday PM		
Student Workshops Mon PM	4. Monday PM		

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 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 be sent, 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



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NOTE: For any parents or guests that wish to obtain an additional hotel room (Single-\$165/night; Double-\$180/night; and/or dinner tickets \$30 each, can be purchased using the following link by May 15th:

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

**Note:** The credit card will be charged for housing and meal tickets upon completion of the form.