

Instructions for Chapter Registration for the 98th MD FFA State Convention

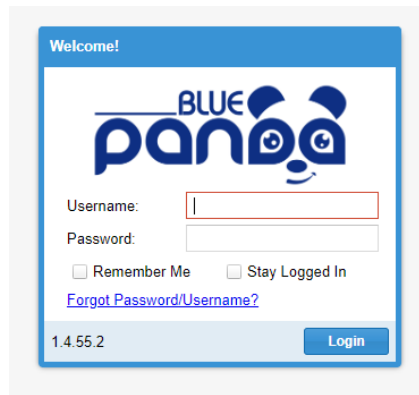
Blue Panda Registration Video-

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

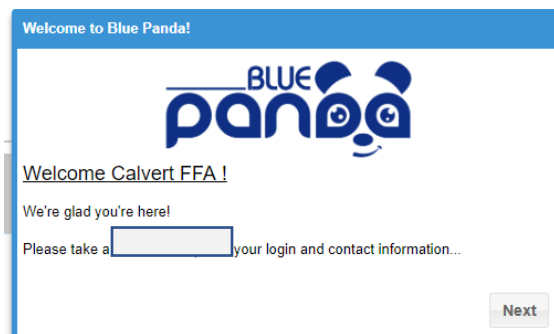
Note: Do not pay with a credit card. Chapters must be paid by check from the MD FFA Invoice generated by Quick books after the April 30th deadline.

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

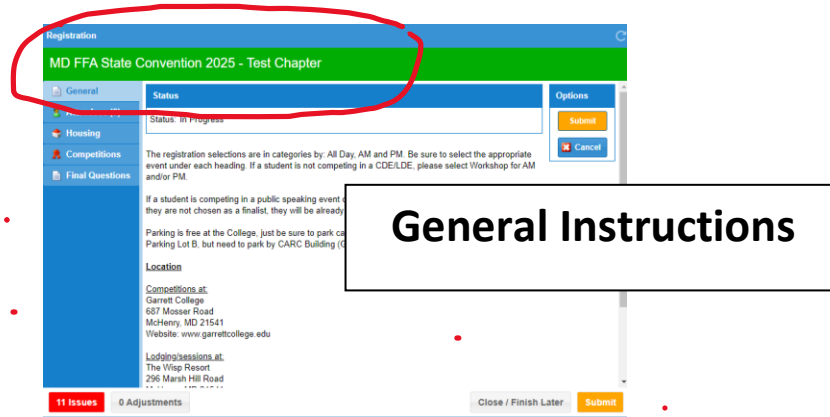
The following graphic will appear:

A screenshot of the Blue Panda login interface. At the top, it says "Welcome!". Below that is the Blue Panda logo, which consists of the word "BLUE" in a sans-serif font above the word "panda" in a stylized, rounded font with panda-like ears and eyes. Underneath the logo are two input fields: "Username:" and "Password:". Below the password field are two checkboxes: "Remember Me" and "Stay Logged In". A link for "Forgot Password/Username?" is located below the checkboxes. At the bottom left, the version number "1.4.55.2" is displayed. At the bottom right, there is a blue "Login" button.

2. **Type in your username as:** Advisor email address (as added in FFA.org)
3. **If you have a password from last year, Type that in. If you don't have a password follow these instructions:** Click Reset, Check Email for a new reset link Reset link (token) is only valid for 24 hours.
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. Underneath the logo, it says "Welcome Calvert FFA!". Below that, it says "We're glad you're here!". Then, it says "Please take a [input field] your login and contact information...". At the bottom right, there 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.



- 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

Note: Dairy, Livestock, Poultry at the Garrett County Fairgrounds across from college.

Housing:

Student can stay in a **quad or triple**. If only one or two students, they can ask to share a room with other students. You can pay for a student double if necessary. **Adults can only 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. Can only enter one at a time.

Pricing for Conference Attendees staying at the Wisp Resort

Includes all meals during their stay with lunch on 6/25/26

Night Stay	Ck In- Ck out	Room Guests	Mem/Adv/Chap.	Cost \$ pp
2	6/23- 6/25	Quad- 4/room	Member	350
2	6/23- 6/25	Triple- 3/room	Member	375
2	6/23- 6/25	Double- 2/room	Advisor/Chap./member if needed	425
2	6/23- 6/25	Single- 1/room	Advisor/Chap.	575
3	6/22- 6/25	Quad- 4/room	Member	410
3	6/22- 6/25	Triple- 3/room	Member	445
3	6/22- 6/25	Double- 2/room	Advisor/Chap./member if needed	520
3	6/22- 6/25	Single- 1/room	Advisor/Chap.	745

OR register as a full commuter for all three days, if not staying at the Wisp: \$200 per person, includes 3- Lunches, 2 dinners, conference t-shirt, No breakfasts. The only shuttle service provided is to/from the Wisp Resort.

Note: There are no single day commuter rates available.

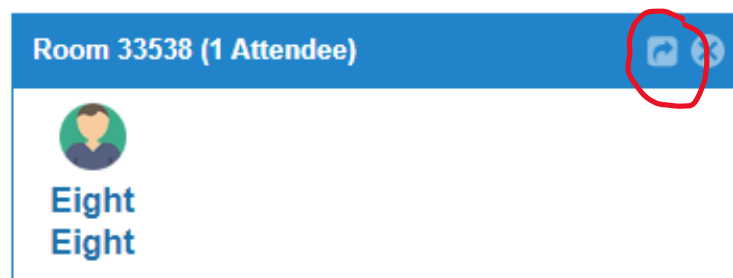
Continue to add participants until all show up on your master list. *If you have to delete a person, simply double click on the person, and click on **DELETE Button** at the bottom.

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.

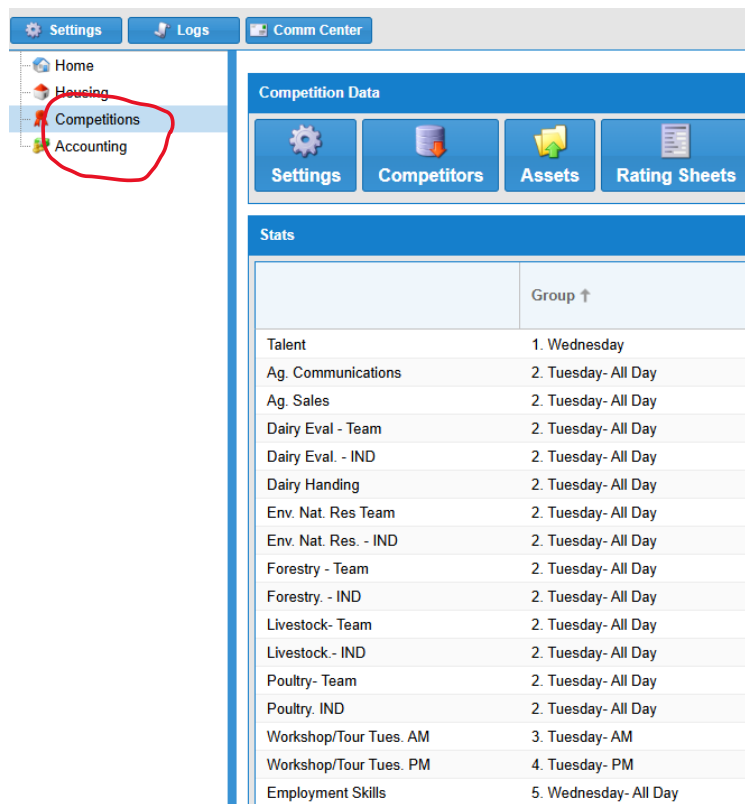
11. All of your attendees that need a room should appear in the “Waiting for Rooms” section. To assign them to a room, you have to first create a room. Simply click and drag an attendee to add a new room. That will generate an added room below. To add an attendee to an existing room, just drag that person 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 selections that may 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/tour for both Tuesday and Wednesday.**

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, the 'Event' is 'Turf Management', 'Type' is 'Individual / Team (1 - 10)', and 'Grade Restriction' is '9-12'. Under the 'Entry' section, the 'Team' tab is selected, and the text 'Adding a single Team entry.' is displayed. 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. Navigation buttons (<<, <, >, >>) are located between the columns.

This screenshot is identical to the one above, but with the student 'Abbott, John (9)' moved from the 'Available' column to the 'Assigned' column. A red circle highlights the name 'Abbott, John (9)' in the 'Assigned' column.

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

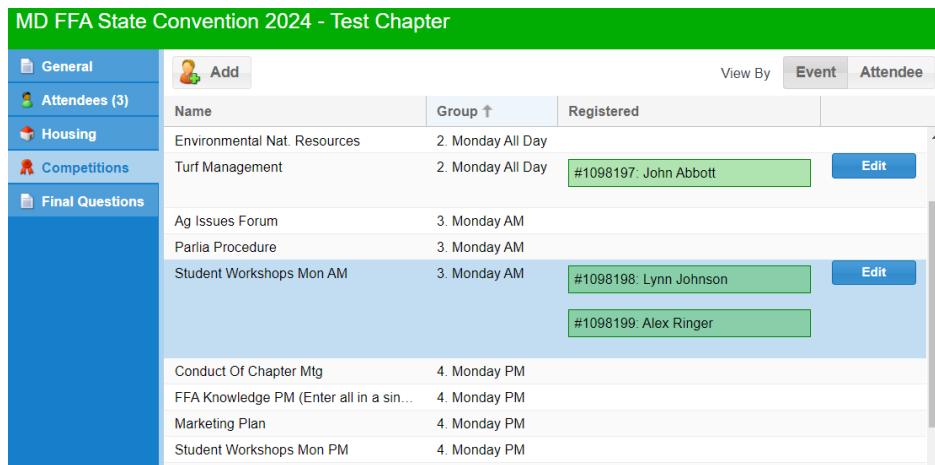
SC2026 Chart for CDE/LDE and workshop Selections

Name	Group	Type
Talent	1. Wednesday	Team(1-5)
Ag. Communications	2. Tuesday- All	Team (4-4)
Ag. Sales	2. Tuesday- All	Team (4-4)
Dairy Eval.- Team	2. Tuesday- All	Team (4-4)
Dairy Eval.- IND	2. Tuesday- All	Ind. (1-6)
Dairy Handling	2. Tuesday- All	Ind (1)
Env. Nat. Res. - Team	2. Tuesday- All	Team (4-4)
Env. Nat. Res. - IND	2. Tuesday- All	Ind. (1-6)
Forestry- Team	2. Tuesday- All	Team (4-4)
Forestry- IND	2. Tuesday- All	Ind. (1-6)
Livestock- Team	2. Tuesday- All	Team (4-4)
Livestock- IND	2. Tuesday- All	Ind. (1-6)
Poultry- Team	2. Tuesday- All	Team (4-4)
Poultry- IND	2. Tuesday- All	Ind. (1-6)
Workshop/Tour AM	3. Tuesday- AM	Ind
Workshop/Tour PM	4. Tuesday- PM	Ind
Employ. Skills	5. Wednesday- All	Ind (1)
Ag. Know. Bowl	6. Wednesday- AM	Team (4-4)
Ag. Issues	6. Wednesday- AM	Team (3-7)
Creed Speaking 6-8 th Grade	6. Wednesday- AM	Ind
Creed Speaking 9 th Grade	6. Wednesday- AM	Ind
FFA Knowledge- Team	6. Wednesday- AM	Team (4-4)
FFA Knowledge- IND	6. Wednesday- AM	Ind (1-6)
Jr. Extemp Public Speak.	6. Wednesday- AM	Ind
Jr. Prepared Public Speak.	6. Wednesday- AM	Ind
Parliamentary Procedure	6. Wednesday- AM	Team (6-6)
Sr. Extemp Public Speak.	6. Wednesday- AM	Ind
Sr. Prepared Public Speak.	6. Wednesday- AM	Ind
Workshop/Tour AM	6. Wednesday- AM	Ind
Cond. Of Chap. Mtgs	7. Wednesday- PM	Team (7-7)
Hort. Know. Bowl	7. Wednesday- PM	Team (4-4)
Marketing Plan	7. Wednesday- PM	Team (3-3)
Workshop/Tour PM	7. Wednesday- PM	Ind

Note: If a student is in a **public speaking event** on Tuesday, please **select Student Workshop in the PM in case they make the final four round competition.**

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 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, 2026.

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 wish to obtain an additional hotel room at the Wisp Resort (Single rate of \$170/night; Double rate of \$185/night; and/or dinner tickets on Tuesday and Wednesday at \$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.