

BPA ILLINOIS ASSOCIATION 2025 STATE LEADERSHIP CONFERENCE REGISTRATION INSTRUCTIONS

[SLC Conference Registration](#) opens on Wednesday, January 8, 2025, and closes on Wednesday, January 29, 2025. Registration Fees are \$85.00 per Advisor, Chaperone, and Member.

A Late fee of \$10/person will be added to the \$80 Registration for each Advisor, Chaperone, and Member (\$95 total) registering after January 29, 2025. Late Registration closes on Friday, January 31, 2025.

WHAT YOU NEED TO KNOW BEFORE REGISTERING YOUR CHAPTER/MEMBERS

- ✓ Members, Advisors, Chaperones **attending SLC**
- ✓ **T-Shirt Size** for each Member, Advisor, Chaperone

- ✓ Members competing at SLC who will **NOT be attending** NLC.
(Please ask each member before registering. Only definite Not Attending NLC need to be recorded)
- ✓ **Pinstripes participation** for each Member, Advisor, Chaperone

- ✓ **Contests** – Members and their qualifying Competitive Events.
(You will **not** pre-register your members for Open Contests.)
- ✓ **Roommates** – rooms needed and who will be in each room.
(If sharing rooms with another Chapter, determine which Advisor will submit those hotel reservations.)

USING THE ONLINE CONFERENCE REGISTRATION SYSTEM

1. Go to [Registration \(registermychapter/bpa/il/main.asp\)](https://registermychapter/bpa/il/main.asp)
2. Click on **Conference Registration**.
3. Log on using the chapter number that begins 23-xxxx and your password. (You must type the hyphen)

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STEP ONE: CONFERENCE REGISTRATION

1. Click **Conference Registration**, verify your chapter information.
 - a. Please add your cell phone number
 - b. Enter arrival date as 2/27/2025 and Departure date as 3/1/2025 (**Save**).
2. Click **Add Member**.
3. **Select each Member and Advisor** attending SLC by changing **Participant Type**.
(Must **Save** selections within 20 minutes or system resets. Repeat Steps 2 & 3 until all members and advisors attending SLC have been entered.)
 - a. Advisor options are Advisor or PSC. PSC registrations are complimentary.
 - b. Member options are:
 - i. State Officer - registration is complimentary.
 - ii. **Voting Delegate - Please designate up to 8 members to be voting delegates. If your chapter has a State Officer (or two), you can only designate 7 or 6 other members as voting delegates.**
 - iii. Member
4. **Select T-shirt size** for each Advisor and Member attending SLC. Select N/A for anyone who does not want a T-Shirt (the Registration Fee will NOT be reduced.) Again, **save before 20 minutes elapses**, continue, **save again when finished**.
5. If Chaperones are attending, press Add Non-member. Complete all necessary fields. **Save**.
6. **Select the Contest(s) for each Member**. Click **Edit & Select Events** next to each member and Select their SLC competitive event(s). For teams, designate one team member as captain. Use the default #1 for all team members on that team. If two teams from your school qualified in one contest, designate the team captain for the second team and use #2 for all team members. **SAVE** before continuing to the next member. Do **NOT** register for Open Contests.
7. Click on **Back to Registration List** to continue selecting contests for each of your members.
8. **Select Items** for each Member, Advisor, and Chaperone.
 - a. Click **Not Attending NLC** for each Member who will definitely NOT be attending NLC even if they qualify in their event. Attending NLC is otherwise assumed.
 - b. Click **Attending Pinstripes** or **Not Attending Pinstripes** for each Member, Advisor, and Chaperone. It is **expected** that all advisors, members, and chaperones attend or not attend together. No students **cannot** be left unattended at the hotel or at Pinstripes. All advisors and chaperones are expected to participate in supervision of your students as well as have some adult presence while at Pinstripes.
 - c. After all **Items** have been entered and saved, you may continue with the hotel registration instructions on the next page.

STEP TWO: HOTEL REGISTRATION

If your chapter is **NOT** staying overnight, please email Jeff Graham, jeffgraham432@gmail.com or Rosie McManamon, ilbpaexecdirector@gmail.com. We can manually adjust the registration settings that will allow you to skip the hotel registration.

If your chapter **IS** staying overnight, hotel reservations must be made through this registration system. Hotel Room Rates are \$155.00 per night (all taxes included) for single, double, triple, or quad occupancy.

Click **Housing**.

- The hotel reservations are for the nights of 2/27 and 2/28.
 - NOTE: **Advisors of state officers** should register for a room for 2/27 and 2/28. BPA-IL will register and pay for your hotel room for Wednesday, 2/26.
 - NOTE: **Advisors of state officers** should include the state officer on the chapter hotel registration by selecting the option No Hotel Room. BPA-IL will make their hotel reservations for all 3 nights.
- Select Room Type (Single (1 person), Double (2 people), Triple (3 people), Quad (4 people). (**Room type determines the number of people in a room –not the number of beds in the room.**)
- Select Room Number (1 for your first room, 2 for your second room, etc.)
- Chapter Advisors should select their rooms first before continuing to select rooms for your members.
- Select the members that will be rooming together in a room and then Click **Add to Room**.
- If a member is NOT staying at the hotel, you must choose No Hotel Room - you will not be charged.
- If you are sharing a room with another school, see the notes on the next page.
- When everyone on your conference registration list is assigned to a room or is marked No Hotel Room, you will see a screen like the example below at the bottom of your room list.
 - Click the Submit Hotel Reservation button, you will see a rough draft hotel invoice.

Room	Name
#1	Chris Skrzypchak (\$296.48) (2/23 - 2/25 [2 Nights]) [Remove] [Override Dates]
#2	Zahra Kazmi (\$296.48) (2/23 - 2/25 [2 Nights]) [Remove] [Override Dates]

HOTEL CHARGES	
Room Charge	\$592.96
Housing Total	\$592.96

[Back to Registration List \(without submitting\)](#)

- Print a copy of the Hotel Invoice.
This step only produces a rough draft invoice.
IT DOES NOT OFFICIALLY SUBMIT YOUR HOTEL RESERVATION.
- Click **Back to Registration List**.

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IF SHARING A ROOM WITH ANOTHER SCHOOL

1. *Both schools must Register Members on their own Conference Registration.*
2. *Determine which school will make the hotel reservation.*
3. *The school making the hotel reservation will be responsible for the room and payment in full.*
4. *The Advisor making the hotel reservation will contact the “sharing” Chapter Advisor regarding payment for their portion of the room rate.*
5. *The Advisor making the reservation will proceed to make the hotel reservation by selecting the “add from another chapter” button found on the Hotel Reservation page.*

FINALIZE CONFERENCE AND HOTEL REGISTRATION

1. Click Housing and/or View Registration as many times as you like before hitting final Submit.
2. If you have more Advisors, Chaperones, or Members to add later. Click Save and Finish Later. Remember if you do Add anyone later, you will also have to give them a hotel assignment.
3. When you are completely finished, you will see a screen like the example below. Click **Submit** below the Balance Due. Notice the Balance Due amount is only for registration not for the Hotel.
4. This will generate an e-mail to you; Jeff Graham, Conference Director; Jeff Laschinski, Comptroller; and Rosie McManamon, Executive Director/State Advisor.

[Save and Finish Later](#)

- Your housing reservation has been submitted - Click [here](#) to view your invoice

Balance Due: \$130.00

SLC Conference Payment (Applies to all Chapters attending SLC)

Please submit your SLC Conference Invoice to your business office immediately after submission. Payment (check) must be postmarked no later than **Friday, February 14, 2025**.

SLC Hotel Payment (Applies to all Chapters attending SLC & Staying in the Hotel)*

Please submit your SLC Hotel Invoice to your business office immediately after submission. Hotel Checks are made out to Business Professionals of America – Illinois Association **NOT** to the hotel. Payment (check) must be postmarked no later than **Friday, February 14, 2025**.

*Both invoices (registration and hotel) may be combined into one check if your school/district prefers. Mail check(s) to Jeff Graham, Assistant Comptroller, 432 Franklin Street, Downers Grove, IL 60515

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ADDING ON AFTER SUBMITTING AN INVOICE

Adding Additional Members before Friday, January 31 deadline

1. Go to [Registration \(registermychapter/bpa/il/main.asp\)](http://registermychapter/bpa/il/main.asp)
2. Click on **Conference Registration**.
3. Log on by entering your username and password (the same username and password utilized to register your chapter membership).
4. Click on **Add New Invoice**.
5. Select the new Member(s).
6. Repeat all previous steps.

Changing Hotel Reservations

Please be very professional and proofread your initial hotel registration information to avoid future changes. However, after you have submitted your initial SLC Conference and Hotel Reservation, please contact Jeff Graham at jeffgraham432@gmail.com and Rosie McManamon @ ilbpaexecdirector@gmail.com if there are any changes to your hotel reservations.