



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential

Membership Registration System

Student Member

User Manual





BPA Membership System Student Manual

register.bpa.org/members

Important MRS Notes

- [Google Chrome](#) is the recommended web browser for optimal performance.
- Any data fields outlined in **RED** are required.
- The BPA Membership Registration System is hosted and managed by DLG Enterprises, Inc.
- For assistance contact your Local Advisor.

Login Instructions

Member Login

Membership Id:

User Name

Password:

Password

Login

Forgot Password

Important Note

Student members will not be able to access the student portal until your local advisor has submitted your membership invoice.

1. Visit: register.bpa.org/members
2. Enter your 8-digit "**Membership ID**" in the "**Membership ID**" field.
 - a. Your Advisor must submit your registration to generate a Membership ID.
3. Enter your "**Password**" in the "**Password**" field.
 - a. Your initial Password is set by your Advisor.
4. Click on the "**Login**" Button.
5. You will be prompted to enter a new password
 - a. If you forget the password you create, your Advisor can reset it for you.



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Home Screen

This is the screen you will see after successfully logging into the BPA Student Member Portal.

Welcome [Redacted]

Home Edit Information History Torch Awards Change My Password Logout

Home

Welcome Student Members of BPA!

Student Information Sharing Policy

National BPA does not share any contact information of any student member.

The chapter advisor has the ability to email the student member but will not have access to see the actual email address.

Student demographic data is used for reporting purposes only.

The T-Shirt field is an optional field that when completed will populate into conference registration through this system. National BPA does not provide t-shirts as part of membership.

Any questions can be directed to BPA Inc. at bpamembership@bpa.org.

For help please click on the ? icon.

BPA Membership Registration System

Edit Information Button

Please ensure that the following required information is correct, which would have been entered by your Advisor when they registered you:

- **Ethnicity** (select an option from drop-down menu)
- **Gender** (select an option from the drop-down menu)

The following information is Optional:

- **Email** (by providing you can receive emails from the membership system, but nobody will have access to see your actual email address)
- **Cell Phone**
- **Home Phone**



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- **Date of Birth**
- **Field of Employment**
- **Address** (click on the “**Addresses**” Accordion to open)

Welcome [Redacted]

Home **Edit Information** History Torch Awards Change My Password Logout

Edit Information

Information

Prefix: Mrs. First Name: [Redacted] Middle Name: Last Name: [Redacted] Suffix:

Email: [Redacted] Cell Phone: [Redacted] Home Phone: [Redacted]

Password: [Redacted] Gender: Female

Ethnicity: Caucasian Date Of Birth: [Redacted]

Field Of Employment: [Redacted]

Addresses

Save

If you update any information be sure and click on the “**Save**” Button.

History Button

Service History

This section allows you to add entries to keep track of your BPA Activities and accomplishments, such as:

- Community Service
- Competitive Event Placement
- Conference Attended (Fall Leadership Conference, Leadership Workshop, etc.)

Steps to add a Service History entry:

1. Click on the “**Create History**” Button
2. Enter the “**Date**” in the “**Date Field**” (Required)



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3. Enter pertinent **“Information”** in the **“Conference Attended / Community Service / Competitive Event Placement”** field (Required)
4. Add additional **“Details”** in the **“Details”** field (Optional)
5. Click on the **“Save”** Button

Welcome [Redacted]

Home Edit Information **History** Torch Awards Change My Password Logout

Service History

Create History

Show 10 entries

Back

History

Date Conference Attended / Community Service / Competitive Event Placement

Service Date Subject

Details

Details

Save



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Steps to edit a Service History entry:

1. Click on the “**Pencil**” icon located under the “**Edit**” column next to the entry you would like to edit
2. Update the information
3. Click on the “**Save**” Button

Date	Conference Attended / Community Service / Competitive Event Placement	Delete	Edit
08/14/2020	Test	x	

Steps to delete a Service History entry:

1. Click on the “**X**” icon located under the “**Delete**” column next to the entry you would like to delete
2. Click on the “**Confirm**” Button (entries that are deleted CANNOT be recovered)

Date	Conference Attended / Community Service / Competitive Event Placement	Delete	Edit
08/14/2020	Test	x	

Membership History

This area will show what years you were registered as a member.

Membership

Show entries

Date	Description
08/13/2020	Membership

Showing 1 to 1 of 1 entries



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Conferences

This section will pull National Leadership Conferences that you attend, as well as State Leadership Conferences (State Conferences are pulled if your State utilizes DLG, otherwise you would need to list the conference under your Service History).

Conferences

There is currently no conference history

Transfer History

This section will show your transfer history.

Transfer History

There is currently no transfer history

Torch Awards Button

This is where you go to log activities to build your Torch Awards Résumé

Welcome [REDACTED]

Home

Edit Information

History

Torch Awards

Change My Password

Logout



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You must first watch the Torch Awards video and affirm that you have watched the video before you would be allowed to start building your Torch Award Résumé.

The screenshot shows the BPA Membership Registration System interface. At the top, it says "Welcome Mr. [redacted]". Below this is a navigation menu with the following items: Home, Edit Information, History, **Torch Awards** (circled in red), Invoices, Change My Password, and Logout. The main content area features a video player titled "Torch Awards Handbook". The video player includes a play button, a progress bar showing 10:01, and a "HELP ME" button with a sad face emoji. Below the video player, there is a red button with the text "I affirm that I have watched the above video" (circled in red). The BPA logo is visible in the top right corner of the video player area. At the bottom of the page, it says "BPA Membership Registration System".

Overview Tab (Torch Awards)

The Overview Tab is a dashboard that will show your progress in relation to each Torch Award Level:

- Executive
- Diplomat
- Statesman
- Ambassador

Within each Torch Award level, it will also show you how many points are needed to qualify for each Torch Award. Once you have achieved the required points for Diplomat, Statesman or Executive, your Advisor will be notified and be able to submit your Torch Award Résumé for approval.



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Welcome [Redacted]

Home Edit Information History Torch Awards Change My Password Logout

Torch Awards Handbook

Overview Your Torch Resume Add Activity

Total points: 210

* Unsubmitted Submitted Approved Rejected

Executive
Points Needed: 70
100%

Diplomat
Status: Rejected | View Notes
Points Needed: 210
100%

Statesman
Status: Unsubmitted
Points Needed: 350
60%

Ambassador
Status: Unsubmitted
Points Needed: 490
43%

Your Torch Résumé Tab (Torch Awards)

This Tab will show you all of the categories in which you have added activities, as well as the overall points that you have submitted within each category.

1. To see the activities that you have entered click on a “**Torch Category**” Accordion, which will open and show you all activities that you have entered within that category.
2. You can view an activity by clicking on the “**Eye**” icon under the “**View**” column next to the activity you would like to view.
3. To edit an activity, click on the “**Pencil**” icon under the “**Edit**” Column. You can now edit or update the activity and select “Submit” to save changes.
4. To delete an activity, click on the “**X**” icon under the “**Delete**” column. You will be asked to confirm the deletion and you would click on “**Confirm.**”

**** Please know that if this is your first time in the system your Overview and Torch Resume Tabs or Folders will be empty ****



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Welcome John Test

Home

Edit Information

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Torch Awards Handbook

Overview

Your Torch Resume

Add Activity

Cooperation

Available Points: 465 | Possible Points: 495 Submitted Points: 30

Friendship

Available Points: 350 | Possible Points: 385 Submitted Points: 35

Love, Hope, Faith

Available Points: 480 | Possible Points: 505 Submitted Points: 25

Patriotism

Available Points: 420 | Possible Points: 450 Submitted Points: 30

Service

Available Points: 455 | Possible Points: 490 Submitted Points: 35

Leadership

Available Points: 810 | Possible Points: 845 Submitted Points: 35



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Add Activity Tab (Torch Awards)

This is where you will go to enter your activities.

1. Click on the “**Add Activity**” Tab
2. Select the “**Torch Category**” by clicking on the appropriate Accordion
3. Click on the arrow next to the activity you would like to add
4. Double check that you selected the correct activity by verifying the information
5. Select the “**Activity Date**”
6. If you need to upload a file click on the “**Choose File**” button
7. Complete the “Description” making sure to do so using a complete sentence

Code	Description	Points	Max Usage	# already submitted
401	Demonstrate or explain the parts of the BPA emblem and their meaning to your BPA advisor or chapter (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented)	10	1	1
402	Recite the BPA pledge by memory on a one-to-one basis to your advisor or chapter (chapter meeting recitation does not qualify) (identify to whom presented and circumstances)	10	1	0
403	Make a short presentation on the BPA colors to your advisor or chapter (identify to whom, when, and how presented)	10	1	0
404	Make a short presentation on the purposes of BPA to your chapter advisor or chapter (identify to whom, when, and how presented)	10	1	0
405	Explain the significance of the Torch Ceremony to your advisor or chapter (identify to whom, when, and circumstances)	10	1	0
408	Participate in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region and name of competitive event)	5	2	0
409	Place in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region, place, and name of competitive event)	5	2	0
410	Participate in a BPA nationally-approved competitive event, individual or team, at the state level (identify the name of competitive event)	5	2	0

Overview Your Torch Resume **Add Activity**

Knowledge

409
Place in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region, place, and name of competitive event)

Activity Date
Activity Date

Description
Type your description here.

File (Photos and Documents, 20MB max size)
Choose File | No file chosen

Submit