

3. Once members are identified in DMROster, go back to DMChapters to complete the registration process.

4. On DMChapters, choose the button that looks like the one pictured to the right.
This is a multiple screen process.



5. Please enter lodging information in the green cells.
If you are commuting daily, please enter "commuting daily" in the first green cell.

SLC Motel	
SLC Motel Address	
SLC Motel City State Zip	
SLC Motel Phone	

6. Below the lodging information, please mark the advisor(s) and student teacher that are attending. Advisor registration is \$20; there is no charge for student teachers. Please enter the name of the student teacher that is attending.

Unmark Advisor 1	Scott Johnson	<input checked="" type="radio"/>	Click on the circle next to the advisor(s) that are attending SLC. The circle will turn black
Unmark Advisor 2	Dale Gruis	<input checked="" type="radio"/>	
Unmark Advisor 3		<input type="radio"/>	
Number of Advisors -- Figured from above		2	\$40
Number of Student Teachers @ \$0		1	
Student Teacher Names		Mike Crometer	

7. To the right of advisor attendance information, review your cell phone to ensure that: a) your number is listed with no dashes and b) your provider is listed. You can make changes to the cells. For most advisors, we will be able to utilize this information to set up an emergency contact system via text message. Click on the circle to indicate the information is correct.

Cell Phone	Provider
7127902345	Verizon Wireless
515-419-4006	

Place an X in the Box to the right if the Cell Phone and Providers are correct for all advisors

8. Enter/adjust the desired number of BBQ tickets in the green cells.

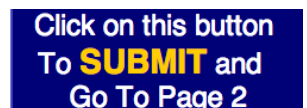
Number of 1 sandwich BBQ tickets at \$2.00 per ticket	15	\$30
Number of 2 sandwich BBQ tickets at \$3.00 per ticket	20	\$60
FFA MEMBERS Identified on DMROster		

9. Indicate the Greenhand Quiz Members, Discussion Meet Members, and confirm whether or not your chapter will have a Chapter Activity Exhibit.

Number of Greenhands Quiz Members Entered	2
Number of Discussion Meet Member Entered	
Will You Have a Chapter Exhibit	No
Will You Need Electricity for Your Exhibit	No

Note that you must have entries in the above cells in order to mark members in DMROster

10. When done with Screen 1, click on the dark blue button to move to the next screen and the second of three screens that are part of the registration process.



11. This screen is specifically for guests accompanying you to convention. Guest registration is \$20. You can either enter the names of the guests and the total will tabulate automatically or you can simply enter a number for the number of registration materials you will need for guests.

Unnamed Guests @ \$5 each or Guests Named Below	2	← Type the number of guests that will represent your chapter at SLC	
Total Number of Guests	2	\$10	Total This Page
Marge Inal	Wendy Meadows	View Guest List and Print if Desired	

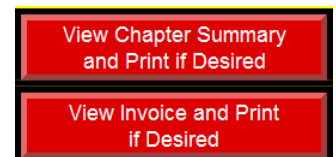
OR

Type the names in the green cells to the left to generate a list that is typed

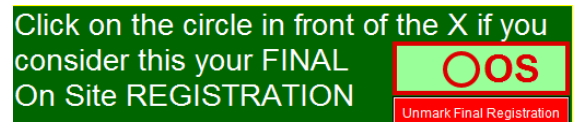
12. When done with Screen 2, click on the dark blue button to move to the final screen of the registration process, which is the "check out" screen.



13. A summary and invoice can be viewed and printed here if desired by clicking on the respective red button. Each summary/invoice has a gray button at the bottom that will bring you back to the "check out" screen.



14. Check the circle next to “OS” if you can confirm your registration and make it final. Doing this allows us to review your registration for any possible errors.



15. Review the email addresses that should receive the invoice. You can enter an email address if you want one sent directly to your business office. Enter a PO number if desired.

16. If you have any changes, use the dark blue submit buttons to navigate from page to page. **If a change is made on a page, click on the dark blue submit button to navigate out of that page OR click on the Submit button in the gray area at the top of the screen.** This will register your intentions into the actual database. Making changes on a page without submitting one of the two ways will not save the change.



17. Once all the changes are made and submitted, you can log out and/or close the browser.

Thank you for your timely entries using Iowa FFA On-Line.