From:	Paxton Cavin
To:	Paxton Cavin
Cc:	James Gordon; Emily Bates; Mark Burch; Ronda Hill; Kyla Hensley; Jake Phillips
Subject:	BPA FLC Registration Information
Date:	Tuesday, September 5, 2023 9:22:01 AM
Attachments:	image001.png

Good Morning Advisors!

Link to the FLC registration system: https://www.registermychapter.com/bpa/OK-FLC

Username for login: a general rule for all of the systems is to use your CHAPTER ID as the username. This will look something like this: 03-#### and will be different for each chapter. Advisors who oversee multiple chapters will have multiple chapter IDs. You can find your chapter ID by logging into the membership site (https://register.bpa.org/), it will be at the top of the page in bold black font.

Password: This is set by you. If you do not remember your password I have programmed an ***override*** to be: okbpa23

Deadline to Register: Monday, September 12, 2023 at 11:59PM

Cost: $35 per person
**Remember that attendees must be submitted members to be registered for FLC 2023.*

FLC Information Page: https://bpaok.org/fall-leadership-conference/

- Information for the conference will be added here over the next month. If something is FLC related most likely it will be here!

To pay for FLC send checks here:
Oklahoma BPA
1500 W 7th
Stillwater, OK 74074

or call/email Rose Devers (bookkeeper) at (405) 743-5195 and rose.devers@careertech.ok.gov

*You do NOT have to pay for FLC or have payment by 9/12/23. Do not let this limit your chapter's ability to attend FLC. We will accept payment at the time of registration, anytime between registration and conference, and even after conference. We try to be as flexible as possible to allow your members opportunities. Invoice dates and POs can be added/adjusted to meet your finance department's process at any time – you do not need a PO to complete your registration.

Conference Location:
Embassy Suites by Hilton Norman – Hotel & Conference Center |2501 Conference Drive, Norman, OK 73069

If you cannot login to the FLC registration site...

1. Try the override password with your Chapter ID as the username. The override password is: okbpa23

2. If that does not work consider the following:
    a. **Have you logged in to submit members in the membership registration site?** (https://register.bpa.org/)
    b. **Is this your first year as the PRIMARY advisor at this chapter?**
        i. If this is the case email me so I can make sure you have access to the site as the primary advisor.
    c. **Are you a new chapter?**
        i. You can use the "add a chapter" option on the FLC site.
        ii. This will NOT work for existing chapters that have attended FLC before.
    d. **Are you a new advisor to an existing chapter?**
        i. You will need to submit your advisor membership registration (https://register.bpa.org/) before the system will recognize you as an advisor. You do not have to pay for your membership, but you do have to fully submit it,
        ii. You do NOT need to submit student memberships to access the site, just advisor.
        iii. This is incredibly frustrating, but there is not a work around. The system has to recognize an advisor on file and it does this through the invoice data in the membership site. This is how the system was programmed and I do not have the ability to change this.

3. If you need assistance FLC emails are priority for me right now. Send me an email and I will do my best to get it answered by end of day. This will include the upcoming weekend prior to the registration deadline. *As a note if you have emailed me for assistance and communicated the issue I will make sure that your registration is counted even if we are pushing the deadline.*

If you are looking for the FLC schedule: https://bpaok.org/fall-leadership-conference/

If you are looking for TRADING PIN information:
https://bpaok.org/trading-pin-design-contest/

- Deadline is 9/20/23 - email designs to Paxton Cavin

If you are looking for Chain of Love information:
https://bpaok.org/chain-of-love/

- Email Emily Bates (emily.bates@careertech.ok.gov) with your donation pledge amount by 10/6/23 - we do NOT need your payment at that time, just your chapter's pledge amount.

FLC Hotel Information:

- We have a room block at Embassy Suites in Norman for $107 a night.
- Information can be found here: https://bpaok.org/fall-leadership-conference/

Over the next month we will be releasing quite a bit of information about FLC and what to expect. This will include the full workshop schedule, community service opportunities, and more! Check the FLC information site for that information: https://bpaok.org/fall-leadership-conference/

If you have questions please let me know. I know the FLC registration system is incredibly difficult, but as long as you let me know what the issue is we can work it out!

If your chapter has a barrier for attending FLC please reach out. If it is something I can assist with or help you problem solve I am happy to do so.

Have a fantastic rest of the day!

Paxton Cavin
Oklahoma BPA State Advisor
Oklahoma DECA Chartered Association Advisor

OKLAHOMA CareerTech

1500 West Seventh Avenue
Stillwater, OK 74074-4398
405.743.5473 | Pronouns: she/her
www.bpaok.org | www.decaok.org