FBLA ADVISER QUICK GUIDE TO my.FBLA

The adviser is instrumental in organizing and stimulating chapter development. The local chapter adviser should:

- Be knowledgeable about the history, mission, and programs of the national organization for active operation of the local chapter.
- Direct, chaperone, and coordinate supervision of chapter activities.
- Organize the selection process for chapter officers and provide officer training.
- Encourage civic responsibility.
- Assist in the maintenance of necessary chapter records.
- Establish rules and guidelines that will help students lead themselves while remaining consistent with school policies and state and national bylaws.
- Hold regular chapter meetings and see that they are conducted in a business-like manner.
- Assist members and officers in developing an annual program of work, which includes a budget, calendar, and committee assignments.
- Assist members in planning, collecting, preparing, and arranging materials to promote the chapter and its activities.
- Ensure school administrators, faculty, students, and the public are informed of chapter activities and outstanding student achievements.
- Be knowledgeable of the guidelines for district/regional, state, and national competitive events and activities and coordinate participation at all levels.
- Oversee financial development projects and supervise the receipt, recording, depositing, and expenditure of chapter funds.

Logging In

1. Go to www.fbla-pbl.org (FBLA-PBL National Website)
2. Scroll to the bottom of the page or go to Advisers Tab > Chapter Management
3. Click on my.FBLA
Click on Advisers and Manage Your Chapter.

Click here to make credit card payments.

Click on Your Chapter. Most of what you will do will be in this area. This area includes:

1. School/Chapter Information including charter date.
2. Let’s you add or remove advisers, principal, and student managers.
3. Let’s you manage your chapter roster.
4. Let’s you view paid and unpaid students.

See the top of the next page for a visual of the chapter profile.
Selecting Returning Student Members

View Chapter Information.

View/Edit School Information.

Add/Remove Chapter Advisers, Principals, Student Managers.

Manage Your Chapter Roster.

Manage Students
Upload Students
Export Prior Year Student Members

View Paid Students
View Unpaid Students

South Lakes High School
School ID: 11130
Reston, VA
FBLA - High School - Charter Date: 11/8/1979
Re-Activation Date: District: Northern Virginia

The options below load data from a de-normalized dataset that is refreshed every 4 hours (7am, 11am, 3pm, 7pm, 11pm).

Click on Manage Students.
Scroll through the member list of names and click the check box next to each of the students that you want to register. Next click on the edit button for each member that you chose.

Update the student grade. If you did not select the gender, please populate this field. These two fields are required. You may add ethnicity and office if you wish. When you are done click on save. Do these for each student that you have clicked on to register.
Registering New Students

Need help? View Frequently Asked Questions, Tutorials, and Help

If you have new students in your program, they must be added. If you have less than 40 new students, we recommend adding them here by clicking the Add Student button. If you have more than 40 students, we recommend using the upload feature.

Please be sure to create membership orders after you have added students to your roster \textit{(NOT APPLICABLE FOR AZ AND CA CHAPTERS)}.

Click on Create Membership Orders – then click on OK.

Click on Add New Student.
Sometimes before a school can pay, they request a W-9 Form. We have copies of our W-9 available here.

### Payments

#### W-9 Forms

**Form Requests**
Sometimes before a school can pay, they request a W-9 Form. We have copies of our W-9 available here.

**Making a Credit Card Payment**

1. Sign into our my.fbla-pbl.org account
2. Select “Advisers” and “Manage Your Chapter” from the left menu
3. Select the make payments app
4. Select All or however many members you want to pay for
Making Check Payment

Paying by Check

We accept check payments. Download a copy of your invoice and include it in the mailed envelope. Send checks to: FBLA-PBL, Inc., Attention Membership, P.O. Box 79063, Baltimore, MD, 21279

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View and Print Invoice Here.
Adding a Website, Social Media Site, etc.

1. Click On Manage Chapter Profile
2. Click on Account.
3. Click on Contact Information.
4. Click on View Web Links and add links to Chapter Blog, Facebook, Website, etc.
5. Addresses, phone numbers, and email addresses can also be changed in this area. Just click on the top tabs, make your changes, and save.

Correcting a Spelling Error on a Student Name

Click on Manage Your Chapter. Click on Manage Chapter Profile.
Click on the Individuals tab and the Manage button on the line of the student that needs a spelling correction.

Click on Account.
Removing a Member

Click on Personal Info. Type in name change and click on save at the bottom of the screen. You may change update the grade the same way. Just click on grade box – type in change and save.

Click on Manage Students.
Do you Need More Help?

Contact:

Lisa Smothers (lsmothers@fbla.org)
Eric Jones (ejones@fbla.org)
Katera Poma (kpoma@fbla.org)

Click on Remove on the line of the student that you want to remove.