



ARIZONA FBLA AND FBLA-MIDDLE LEVEL ADVISER QUICK GUIDE TO my.FBLA

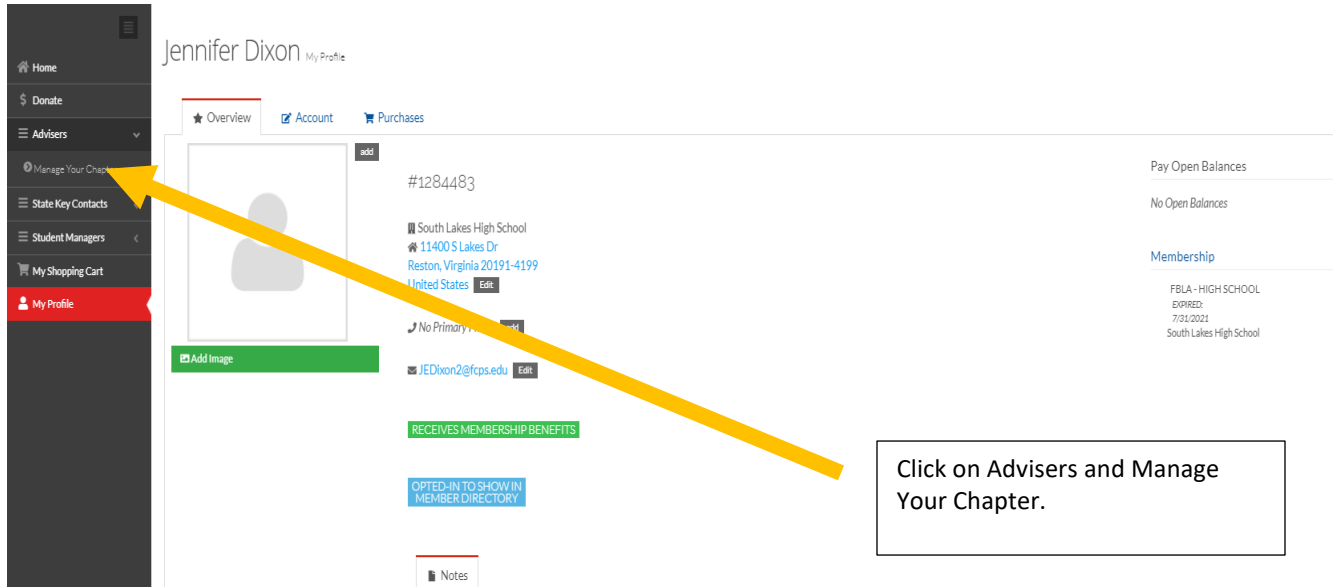
The adviser is instrumental in organizing and stimulating chapter development. The local chapter adviser should:

- 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 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, principals and student managers.
3. Let's you manage your chapter roster.
4. Let's you view paid and unpaid students.

See page 3 for a visual of the chapter profile.

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

Manage Chapter Profile

Manage Chapter Advisers

Manage Students

Upload Students

Export Prior Year Student Members

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

View Paid Students

View Unpaid Students

View Chapter Information.

View/Edit School Information.

Add/Remove Chapter Advisers, Principals, Student Managers

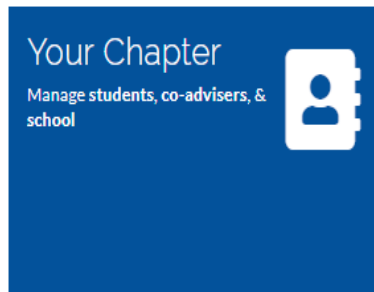
Manage Your Chapter Roster

View paid and unpaid students (these will update every four hours)

Registering Student Members

Log in

1. Use your email address and password
2. If you don't have a password Click here to [reset your password](#)
3. On the left side of the screen select Adviser Portal>Manage Chapter
4. Select the Your Chapter App



Homestead High School
School ID: 11691
Cupertino, CA
FBLA - High School-
Charter Date: 12/17/1980
Re-Activation Date:
District: Bay

Join/Renew Your AZ or CA FBLA/ML Chapter

Click on Join/Renew
Your AZ or CA
FBLA/ML Chapter

Manage Chapter Profile

Manage Chapter Advisers

School Name: Homestead High School

Your chapter can be renewed online at this time. Please complete the form below and follow the steps to renew.

1

Information

2

Membership

3

Review

4

Submit

5

Confirmation

Purchasing for "Homestead High School"

Click on Purchase for Your
High School

Purchase for
Homestead High School,
Cupertino, CA
Click Here

Purchase for
California - FBL, Clovis, CA
Click Here

Purchase for
California - ML
Click Here

School Name: Homestead High School

Your chapter can be renewed online at this time. Please complete the form below and follow the steps to renew.

1

Information

2

Membership

3

Review

4

Submit

Purchasing for "Homestead High School" by "Graeme Logie"

Estimated number of students is required for Arizona and California school's FBLA and FBLA-Middle Level fees.

NUMBER OF FBLA OR ML STUDENTS FOR AZ AND CA FBLA
AFFILIATION:

Choose your tier from the
drop down and click on
Next

School Name: Homestead High School

Your chapter can be renewed online at this time. Please complete the form below and follow the steps to renew.

1
Information

2
Membership

Purchasing for "Homestead High School" by "Graeme Logie"

All Categories ▾

CA FBLA Affiliation Fee
Membership

\$1,805⁰⁰

+ Add to Cart

Click on Add to Cart Review and then Review and check out Check Out. Click On

Selecting Returning Student Members

- Start ▾
- Home
- Donate
- Advisers <
- Manage Your Chapter <
- State Key Contacts <
- Student Managers <
- My Shopping Cart 1
- My Profile

Need help? View Frequently Asked Questions

Homestead High School
School ID: 11691
Cupertino, CA
FBLA - High School-
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Join/Renew Your AZ or CA FBLA/ML Chapter

Manage Chapter Profile

Manage Chapter Advisers

Manage Students

Click on Manage Your Chapter

Click on Manage Students

Manage your Roster. Keep anyone who is a student for this year listed and remove any student that will not be a member.

[+ Add New Student](#) [+ Create Membership Orders](#) [Search for Individual](#)

Click on any column header to sort the list based on that column.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	[1 to 50 out of 699 records]	Show 50 per Page
<input type="checkbox"/> Select All	Record Number	First Name	Last Name	Title	Email Address	Membership Expiration Date	Has Pending Membership	Record Added On	Actions						
<input type="checkbox"/>	3254161	Niyatee	Jain	Student	njain281@student.fuhsd.org		No	3/16/2021	Edit	Remove					
<input type="checkbox"/>	3254160	Anush	Anand	Student	aanand900@student.fuhsd.org		No	3/16/2021	Edit	Remove					
<input type="checkbox"/>	3251601	Anaya	Patel	Student	apatel908@student.fuhsd.org		No	2/23/2021	Edit	Remove					
<input type="checkbox"/>	3251373	Elisabeth	Floyd	Student	efloyd627@student.fuhsd.org		No	2/23/2021	Edit	Remove					
<input type="checkbox"/>	3251370	Emily	Tumacder	Student	etumacder699@student.fuhsd.org		No	2/23/2021	Edit	Remove					
<input type="checkbox"/>	3251368	Sal Sreya	Gudipati	Student	sgudipati754@student.fuhsd.org		No	2/23/2021	Edit	Remove					

Click on Remove for any student that will not be a member this year. This is how you manage your roster. Once you click on Ok when it asks are you sure you want to remove the record, the student is removed from this year's roster. Be sure to click on edit for the students you keep and update the grade level.

Selecting New Members

If you have new students in your program, they must be added. If you have more than 40 students, we recommend using the up button. If you have more than 40 students, we recommend using the up

Please be sure to create membership orders after you have added students to your roster (NOTA.

[+ Add New Student](#) [+ Create Membership Orders](#) [Search for Individual](#)

Click on Add New Student

Add New Individual

Personal Info

RECORD NUMBER:

FIRST NAME: *

LAST NAME: *

TITLE:

EMAIL: *

Additional Info

ETHNICITY:

GENDER: *

GRADE: *

OFFICE:

CREDENTIALS:

[Save](#) [Save & Add New](#) [Close](#)

Type in required fields: First Name, Last Name, Email, Grade, and Gender. If you want, you may add ethnicity and office. If this is the only new student, click on save. If you have additional students, click on save and add new. When you are done adding all students, click on save.

Printing an Invoice

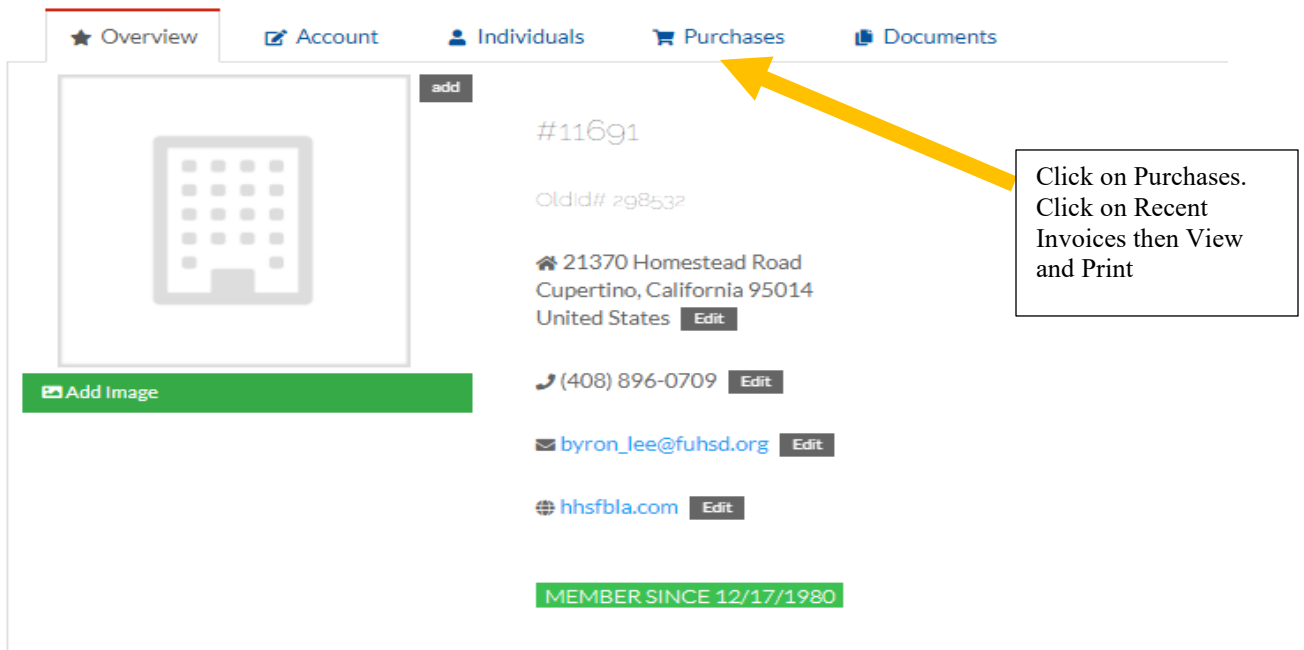
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[Join/Renew Your AZ or CA FBLA/ML Chapter](#)

[Manage Chapter Profile](#)

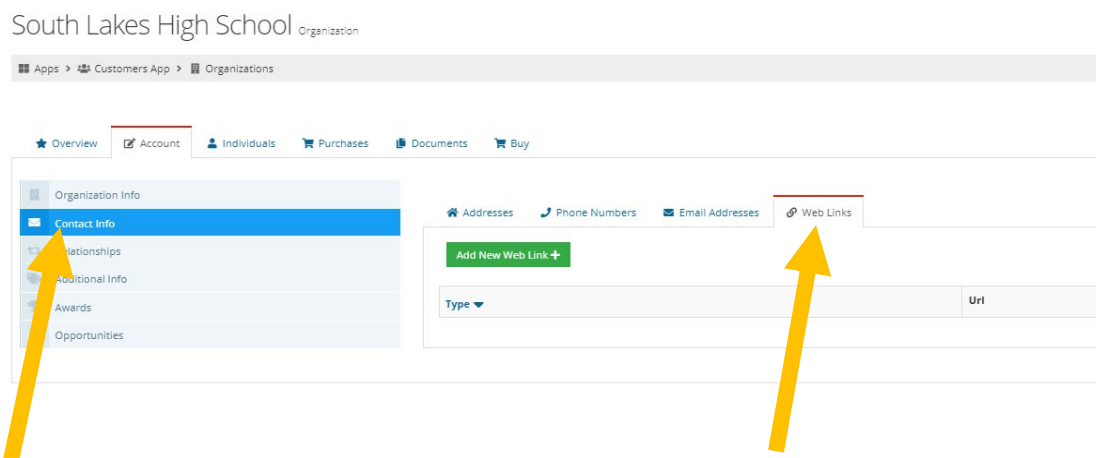
[Manage Chapter Advisers](#)

Click on Manage Chapter Profile



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

Need help? [View Frequently Asked Questions, Tutorials, and Help](#)

Click on Manage Your Chapter.
Click on Manage Chapter Profile.

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

Nitish Aitharaju Individual

Click on Account

★ Overview Account

Personal Info

Contact Info

Awards

Privacy

PREFIX: Prefix

FIRST NAME: * Nitish

MIDDLE NAME: Middle Name

LAST NAME: * Aitharaju

SECOND LAST NAME: Second Last Name

PREFERRED FIRST NAME: Preferred First Name

SUFFIX: Suffix

FBLA Specific Information

GRADE: [dropdown]

GENDER: [dropdown]

ETHNICITY: [dropdown]

PLEASE PROVIDE YOUR COLLEGE MAJOR: [text box]

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.

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

Viewing Paid members

List of all my active, paid members

1. Sign into your my.fbla-pbl.org account
2. Select “**Advisers**” and “**Manage Your Chapter**” from the left menu
3. Select the blue “**Your Chapter**” button
4. Choose the option on the list that says “**View Paid Students and PD Members**”
 1. Note that this option loads data from a de-normalized dataset that is refreshed every 4 hours (3am, 7am, 11am, 3pm, 7pm, 11pm Eastern).
5. It can be difficult to get a count with the way this roster page is formatted, but you can download the information onto a spreadsheet by selecting “**Tools**” then “**Export to CSV**”