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](http://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 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.
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

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

Manage Chapter Profile

Manage Chapter Advisers

Click on Purchase for Your High School

Choose your tier from the drop down and click on Next
Selecting Returning Student Members

Need help? View Frequently Asked Questions

Click on Manage Your Chapter

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

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.

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. Please be sure to create membership orders after you have added students to your roster (NOT A)

Click on Add New Student
Printing an Invoice

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.

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 Manage button on the line of the student that needs a spelling correction

Click on Account
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

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.
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”