

New Adviser with Existing Chapter

#1

After you log in and confirm any information that nationals may need, you will want to add yourself as the adviser. To do this, you will want to click on the **Chapter Adviser tab**. If you affiliated with a different chapter last year, you will want to click **Add Existing Adviser**, and you can search for your previous record. **If you are a new adviser you will want to click Add Chapter Staff to create a new record.** If you will be the primary/main adviser make sure to indicate that under Adviser Type. Once you have completed all required information, click Save. ****When choosing a new password you will not be able to use the same password that I have sent you, as that will be tied to the current adviser**** You should be viewing a list of advisers associated with this chapter. **If you are replacing an adviser you will want to make them inactive.** To do this, simply click on the blue checkmark next to their name. The icon should change from the blue check mark to a red circle with a line through it.

#2

Check to see if you have any outstanding invoices that need to be paid. To do this, click on the Invoice History tab. Look in the Balance Due column, if there is a balance due, you will want to get that paid ASAP, as it will likely keep you from affiliating.

#3

View the Step-by-Step instructions available from the national office here: <http://fcclainc.org/membership/join-fccla.php>. They have a printable version or a video. You can also find a Member Affiliation Information sheet that you can use to collect student information that you will need when you affiliate for the year.

Tips

Here are some of the common issues that advisers encounter:

1. When trying to affiliate, make sure you have completed the Graduation and Bulk Edit process. They will save you a lot of headache and have to be done before you can submit your affiliation.
2. You have to confirm their consent forms before you can submit affiliation. (It is a red button in the same row as the Add Chapter Members button).
3. Make sure to use the Check for Duplicate Members button to avoid paying for the same student twice.
4. If you discover that you have mis-spelled a student's name, click on the icon that looks like a person's head under the request change column and click Request Name Change. Complete the necessary information. The state office will have to approve it before the change takes effect.