



March 6, 2023

Subject: WA FBLA State Business Leadership Conference 2023 Registration Reminders
Hello Advisers!

We are fast approaching our State business Leadership Conference in Spokane and today we wanted to remind everyone of a few key deadlines.

Registration

Conference registration is due **TODAY** in BluePanda. Please make sure that you add all attendees and their competitive events into the registration system. After today:

- Substitutions are allowed for a \$25 substitution fee. **Substitutions are not allowed after 5 p.m. on Friday, March 31, 2023. There are no cancellations or refunds for any reason.**
- Any competitive event changes, hotel room assignment changes, or corrections are subject to a **\$5 change fee.**
- One week after the registration deadline (**Midnight on Monday, March 13, 2023**), the change fee **increases to \$25.**
- Two weeks after the registration deadline (**Midnight on Monday, March 20, 2022**), the change fee **increases to \$100. There are absolutely NO changes allowed after 5 p.m. on Friday, March 31, 2023.**

Wild Cards

Reminder that each chapter has 2 wild card entries. Your chapter may enter two events at state that are beyond your eligibility; i.e., if you have no region winners in an event, or you want to enter more than 2 in a straight-to-state event. This is 2 entries, not 2 people, so it could be 2 team events.

If you are looking to use wild card to enter more than 2 in a straight-to-state event, please reach out to me. Since we set the limitations in the system to 2 per chapter, I have to override this option in order for your chapter's registration to submit.

Production Tests

The production test deadline was **EXTENDED to March 13**. If you are submitting students for a production test event and have not received testing materials, please email me as soon as possible so that I can send those to you.

Asset Submission

If your chapter has students registered for competitive events that have a pre-judged component, you will be uploading those assets into BluePanda. If you need assistance with this, please review the attached guide/tutorial.

Housing

Housing will open TOMORROW at 3:30PM on the website. You will find the link to the form on wafbla.org/sblc in the Housing section once the form becomes available. You will also find the spreadsheet on this page as well.

Please let us know if you have any questions and I look forward to seeing you in Spokane!

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Perez', with a stylized flourish at the end.

Tiffany Perez
Deputy State Director