



## FBLA ADVISER QUICK GUIDE TO my.FBLA

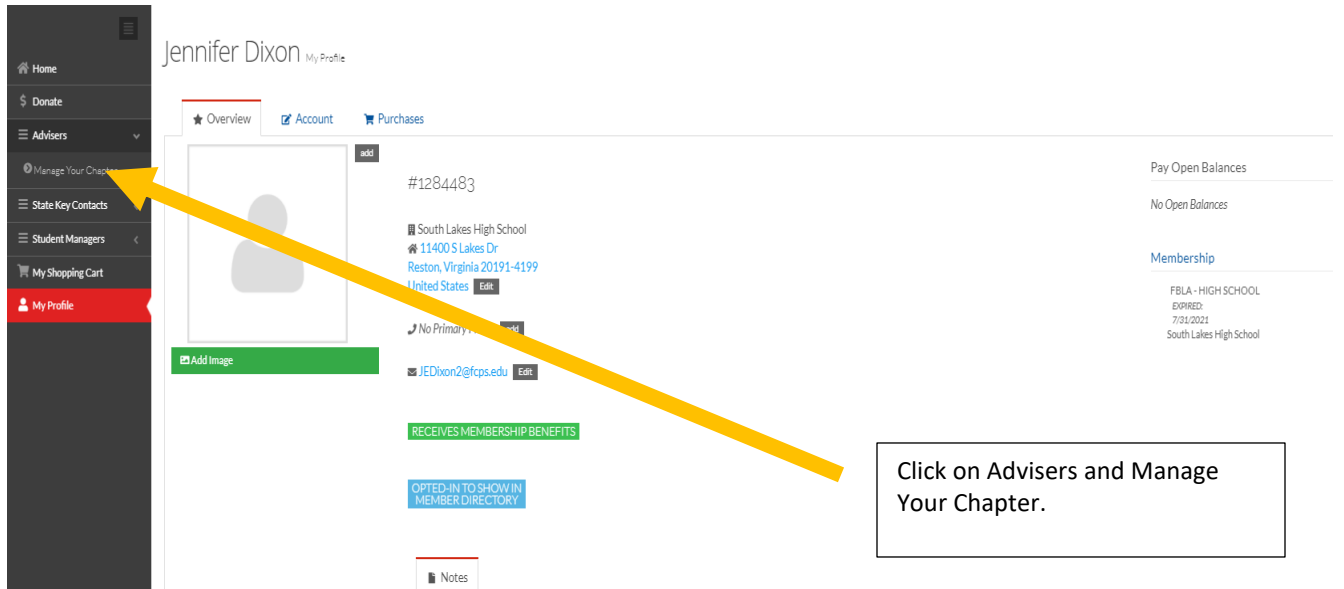
The adviser is instrumental in organizing and stimulating chapter development. The local chapter adviser should:

- 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.

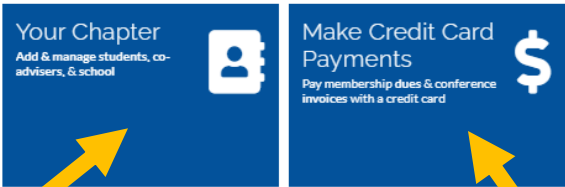
### Logging In

1. Go to [www.fbla-pbl.org](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, 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.

Click here to make credit card payments.

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

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[Manage Chapter Profile](#)

[Manage Chapter Advisers](#)

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[Manage Students](#)

[Upload Students](#)

[Export Prior Year Student Members](#)

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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)

## Selecting Returning Student Members

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[View Paid Students](#)

[View Unpaid Students](#)

Click on Manage Students.

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

1	2	3	[ 1 to 50 out of 109 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"/>	3258199	Jason	test				No	8/12/2021	<a href="#">Edit</a> <a href="#">Remove</a>
<input type="checkbox"/>	3256700	Arnav	Batra		1500201@fcpschools.net		Yes <small>Open Order Date: 8/5/2021</small>	4/29/2021	<a href="#">Edit</a> <a href="#">Remove</a>
<input type="checkbox"/>	3256483	Madeline	O'Donnell	student member	1715331@fcpschools.net		Yes <small>Open Order Date: 8/5/2021</small>	4/26/2021	<a href="#">Edit</a> <a href="#">Remove</a>
<input checked="" type="checkbox"/>	3242415	Rebecca	YAKOBSON		1475345@fcpschools.net		No	1/11/2021	<a href="#">Edit</a> <a href="#">Remove</a>
<input checked="" type="checkbox"/>	3242411	MARIAM	SESHAN		1724848@fcpschools.net		No	1/11/2021	<a href="#">Edit</a> <a href="#">Remove</a>
<input checked="" type="checkbox"/>	3242417	ESHA	PATHI		1502009@fcpschools.net		No	1/11/2021	<a href="#">Edit</a> <a href="#">Remove</a>
<input type="checkbox"/>	3242453	Ashley			1568152@fcpschools.net		No	1/11/2021	<a href="#">Edit</a> <a href="#">Remove</a>
<input type="checkbox"/>	3242410	Tasliq	BASHAR		1497212@fcpschools.net		No	1/11/2021	<a href="#">Edit</a> <a href="#">Remove</a>

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.

Edit Individual

Personal Info

**RECORD NUMBER:** 3242415  
**FIRST NAME: \*** Rebecca  
**LAST NAME: \*** YAKOBSON  
**TITLE:**   
**EMAIL: \***

Additional Info

**ETHNICITY:**   
**GENDER: \***   
**GRADE: \***   
**OFFICE:**   
**CREDENTIALS:**

Membership Order Information

**MEMBERSHIP TYPE:** Student FBL - High School National  
**SEND ORDER CONFIRMATION:**

[Save](#)
[Save & Create Membership Order](#)
[Close](#)

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.


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

[Return to Start](#)

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 (NOT APPLICABLE FOR AZ AND CA CHAPTERS).**

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



Click on Create Membership Orders – then click on OK.

## Registering New Students

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



Click on Add New Student.

### Personal Info

RECORD NUMBER:

FIRST NAME: \*

LAST NAME: \*

TITLE:

EMAIL: \*



### Additional Info

ETHNICITY:

GENDER: \*

GRADE: \*

OFFICE:

CREDENTIALS:



Enter in the First Name, Last Name, Gender and Grade and Student Email (All Required Information). Click Save and Add New for all New Students and save on the last one. Then click the check box next to all of their names and click on create membership orders.

## 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](http://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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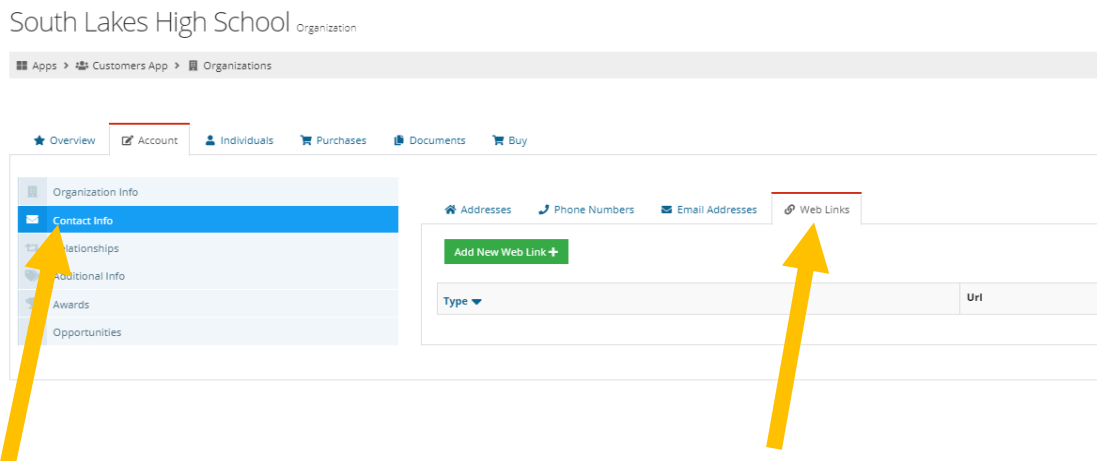
View Unpaid Students

View/Print Invoice

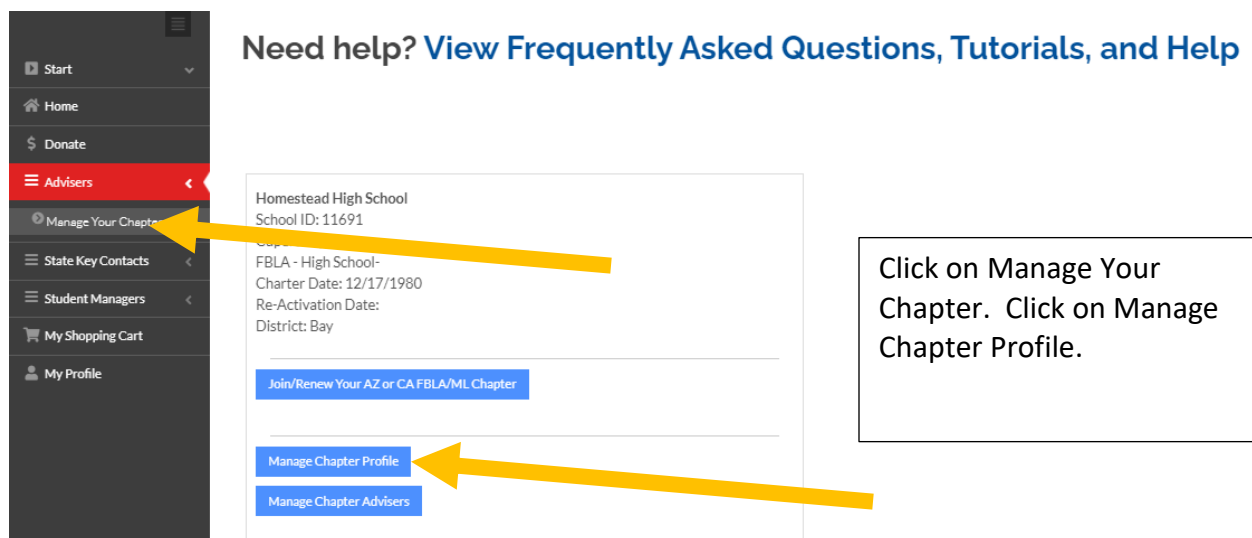
View and Print Invoice Here.

## 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





Name	Relationship	Manage	End Relationship
Nitish Aitharaju	< Nitish is Affiliated Individual of Homestead High School > Homestead High School is Primary Affiliated Organization of Nitish	Manage	End Relationship

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

## Nitish Aitharaju Individual

Click on Account.

★ Overview **Account**

**add**

#234168

🏠 Homestead High School  
📍 769 Lowell Court  
Sunnyvale, California 94087  
United States **Edit**

📞 No Primary Phone **add**

✉ ansbtech@gmail.com **Edit**

**NO ACTIVE MEMBERSHIP**

**OPTED-IN TO SHOW IN MEMBER DIRECTORY**

★ 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]

● OFFICE: [dropdown]

● PLEASE PROVIDE YOUR COLLEGE MAJOR.: [text box]

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.

## Removing a Member

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

## Do you Need More Help?

Contact:

Lisa Smothers ([lsmothers@fbla.org](mailto:lsmothers@fbla.org))

Eric Jones ([ejones@fbla.org](mailto:ejones@fbla.org))

Katera Poma ([kpoma@fbla.org](mailto:kpoma@fbla.org))

