

Blue Panda Conference Registration

1. Login to Blue Panda at <https://app.gobluepanda.com/Login>. You should have received your login information from regsvr@pixelpointllc.com.

Blue Panda Conference Management

Test

Username: [REDACTED]
Password: [REDACTED]

Blue Panda Conference Management System
Login: <https://app.gobluepanda.com/>
Support: support@gobluepanda.com
If this email was not intended for you, or you wish to stop receiving these emails, please contact us and we will remove your email address.

2. Once logged in click on Registration.

Area 3 and 4 Area Conference 2023
Registration Closed
Virtual
Deadline: 1/7/2023 12:59:00 AM (EST -0500)

Settings Logs Comm Center

Home
Competitions
Accounting

Registrations Data Issues Special Needs

Groups 9
In Progress: 1

Attendees 164
In Progress: 0

3. Select your school and then click Select.

Select Group To View/Edit

Filter: Export Status

Organization ↑	Group ↑	Status
Area 3	University High School	Not Started
Area 3	vandegrift High School	Not Started
Area 3	Westwood High School	In Progress
Area 3	Wimberly High School	Not Started
Area 4	Academy of Careers & Technologies Charte...	Not Started
Area 4	Alamo Heights High School	Not Started
Area 4	Audie Murphy Middle School	Submitted
Area 4	BASIS San Antonio Shavano	Not Started
Area 4	Burbank High School	Not Started
Area 4	Center Point High School	Not Started

Cancel Select

4. Select Attendees – Yours will say 0. Click Add.

Registration

Area 3 and 4 Area Conference 2023 - Jimmy Carter ECHS

General

Attendees (40)

Competitions

Final Questions

No Issues 0 Ad

Registration

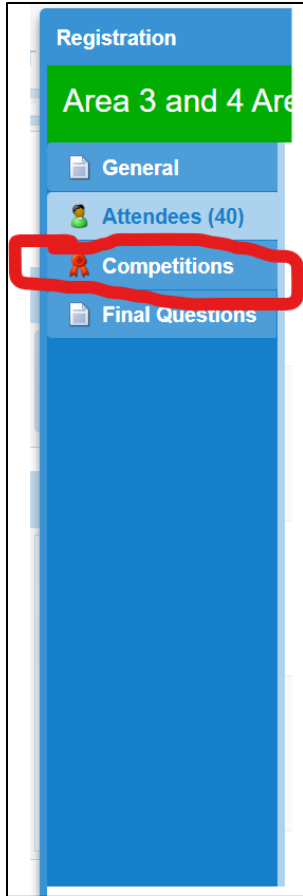
Area 3 and 4 Area Conference 2023 - Jimmy Carter ECHS

General

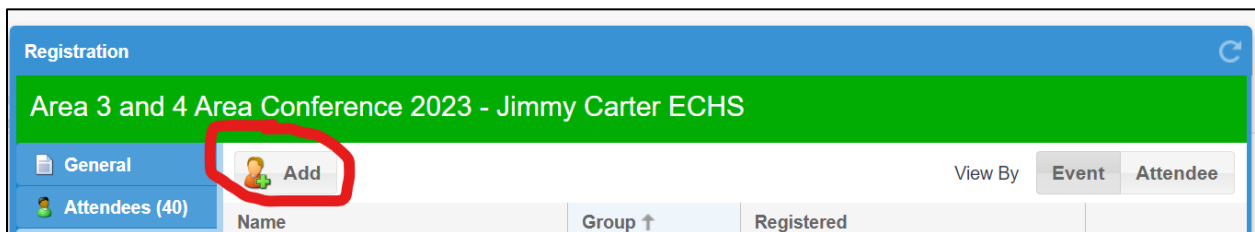
Attendees (40)

Add (Double click to edit/delete an attendee) Sort B

- Select students you want to add and fill in the information. You most likely will not be able to add anyone who you do not have dues paid in the National database. It is not good enough to just have them entered, their dues need to be paid in order to see them on the pull-down menu.
- Once all attendees are added then you need to add their competition. Click on Competition in the right side bar.



7. There are two ways to enter students into competitions.
 - a. Click Add at the top. Select the Competition. Select the student(s). Click Save.
 - i. If it is a team event then you will move all students for the team over to the right.
 - ii. If you have more than one student in an individual event, you need to repeat the steps.



Add Competition Registration

Competition

Event: Accounting I

Type: Individual

Grade Restriction: 9-12

Entry

Individual Team Group/Chapter Adding one or more Individual entries.

Available		Assigned
Amador, Carolina (11)	<<	
Anguiano, Jessica (11)	>	
Avalos, Christopher (11)	>>	
Cabrera, Samantha (11)		
Castillo, Mariana (11)		
Chavarria, Alondra (12)		

Cancel Save

- b. Select the event name and then click add. The event will already be in the Event area and you don't need to select.
 - i. Then follow the previous directions on putting students into the event.

Registration

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General Add View By Event Attendee

Name	Group ↑	Registered
Coding & Programming	National	
Community Service Project	National	
Computer Applications	National	
Computer Game & Simulation Progra...	National	
Computer Problem Solving	National	
Cyber Security	National	
Data Analysis	National	

Add Competition Registration

Competition

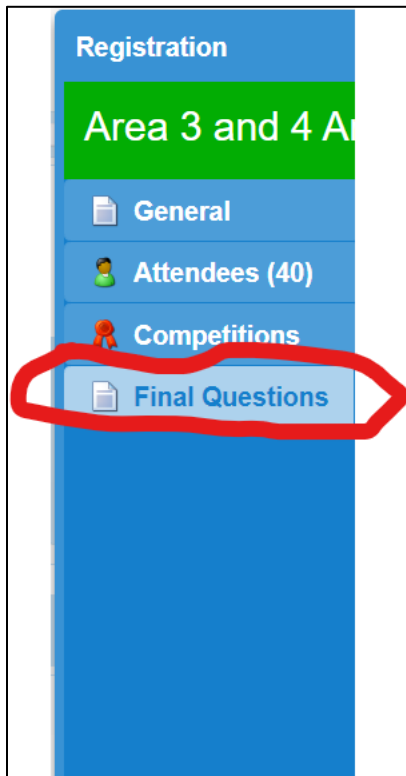
Event: Computer Applications

Type: Individual

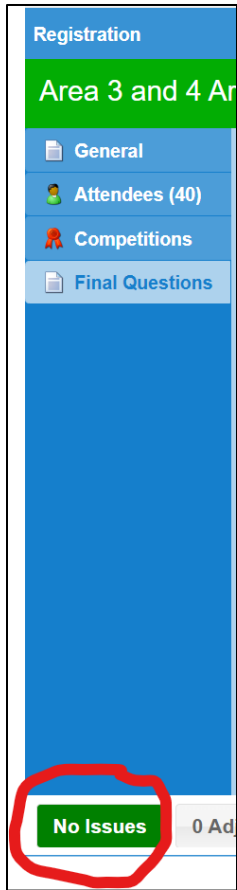
Grade Restriction: 9-12

Entry:

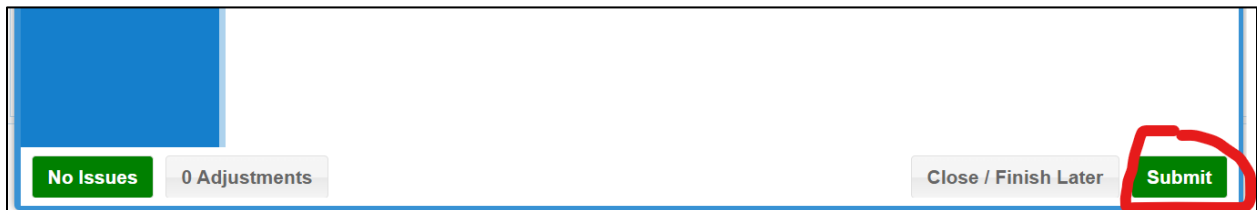
8. Once competitions have been entered select Final Questions from Right-side bar, and answer whatever the questions are.



9. Verify that you don't have any issues. If you do click the button to find out what they are. Then fix the issues.



10. Click Submit once everything is in and you have no issues.
 - a. If you need to come back in and finish up later, click the Close/Finish Later button.
 - b. It will ask for a payment method. Choose Check or Card.



11. Print your invoice. An invoice should be mailed to from pixelpoint.

Registration

Area 3 and 4 Area Conference 2023 - Jimmy Carter ECHS

Registration Submitted!

Status		Options
Submitted:	1/19/2023 2:01:58 PM (EST -0500), By: D'Ann Matlock	Open/Edit
Attendees:	40	Cancel
Grand Total:	\$400.00	Invoice
Balance:	Invoice: \$400.00	
	Payments: \$0.00	
	Balance: \$400.00	
Asset Collection:	Additional Items Due: 20/20	

[Instructions](#) [Charges/Payments](#)

No Issues [Close](#)

12. If after you have submitted your registration reopen your registration and click Open/Edit. This is available until registration closes. You will receive an updated invoice.



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Instructions | **Charges/Payments**

No Issues Close