FBLA Connect Quick Guide – Chapter Setup

Setting Up Your Chapter

1. From your chapter’s website, click the Setup Wizard.
2. Complete the steps in the wizard. We’ve recommended which ones you should complete and which you can skip.

**Officers Onboarding**

Officers are students who hold officer positions at your FBLA chapter. There is a default list of officer positions for you; however, you can edit or remove them as well as add additional ones. We
recommend you review the default privileges set on the default list of positions. Note that each of your chapter’s positions should be tagged with a National Center Role.

a) Adding a position

a. Enter the name of the position in the Title field.
b. Select the Role(s) to affiliate the new position with. (Roles are used to identify groups of people to message through FBLA Connect.)
c. Select which group the new position applies to: Officers Only or Advisers Only (FBLA won’t use Both Officers and Advisers).
   Officer Example: Chair Position with President Role
   Adviser Example: Finance Advisers with Co-Adviser Role
d. Click Add Position.
e. Privileges are attached to a position, not a person. After you create a new position you will be taken to a screen to assign privileges to this position (you may also return here to modify a position’s privileges by clicking on the lock icon next to that position). Select to Allow or Disallow privileges and then click Update Privileges.
b) Editing existing positions
a. Click on the pencil icon next to a Position.
b. You can edit the Position Name, Role, and what group it applies to.
c. When done editing, click Update Office Position.

c) Deleting existing positions

a. Click the red X next to a Position.
d) Assign Members to Positions

- You can type in the name of the student or click Add Officer/Adviser link.
- When complete, click Update Officers and Send Activation Emails.

Invite Your Members

Only send activation emails to members after you’ve added them (see Adviser Quick Guide – Add Chapter Member and Buying Memberships). Student must have a login to access the learning management module within FBLA Connect.

a) Click Send Activation Emails

- Select which groups to invite by clicking the box next to the group.
- Click Send Email Invitations.