FIRST

If you do not have the log-in information for the Affiliation Portal, contact the Missouri FCCLA State Office to get the information. To log in, go to https://affiliation.registermychapter.com/fccla#. At the first log-in of the year (after August 1), a confirmation pop-up will appear. Review this information carefully and correct anything that needs updating.

NEXT

After you log in and confirm any information that nationals may need, add yourself as the adviser. To do this, you will want to click on the Chapter Adviser(s) tab. If you affiliated with a different chapter last year, click Add Existing Adviser, and you can search for your previous record. If you are a new adviser, click Create New Adviser to create a new record. If you will be the primary adviser make sure to indicate that under Adviser Type. Once you have completed all required information, click Save. When choosing your password, you must a different password than the existing one for your chapter. After adding yourself, you will see a list of advisers associated with this chapter. If you are replacing an adviser you will make them inactive. To do this, 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.

AND THEN

Check to see if the chapter has any outstanding invoices that need to be paid. To do this, click on the "Invoice(s)" tab. Current invoices should appear there. Click on Historical Invoices to check all previous invoices for the chapter to ensure payment has been made.

FINALLY

View the Step-by-Step Affiliation Instructions available on the National FCCLA and Missouri FCCLA websites to affiliate your members when ready.

EXTRA TIPS

- When beginning affiliation, be sure to complete the Graduation and Bulk Edit processes before doing anything else.
- Before you can submit affiliation, you must click the Confirm Consent button (located right next to the Submit Affiliation button under the Members tab).
- Make sure to use the Check for Duplicate Members button to avoid affiliating the same student twice.
- If you discover that you have misspelled a student's name, click on the pencil icon on the far right of that student's row (the Edit column). At the top of the pop-up box, click Request Name Change. Complete the required information and submit. The state office will review and approve or deny the requested name change.
- Any button or tab that is RED indicates that there is a task that needs completed on that section…if it's red, check it!