



FLC Registration Guide

Before registering, please make sure your student members are entered into the national BPA membership system, and your membership has been submitted.

(Note: Your membership invoice does not need to be paid before you register for FLC.)

Important Deadline: Registration closes **September 16, 2027**

Steps to Complete FLC Registration:

1. Visit [FLC Registration Site](#)
2. Click “**Conference Registration**”
3. Log in with the same credentials you use for BPA membership
4. Click “**Add Member**”
5. Register yourself as an **Advisor** (select t-shirt size)
 - Advisors with multiple chapters: select “**Advisor with TWO Chapters (add to 1 of 2 chapters)**” for your second chapter
6. Select students you wish to register and enter each student’s t-shirt size
7. Click “**Save**”
8. Click “**View/Change Invoice Splits**” to adjust invoices (some districts require advisors to be on a separate invoice)
9. Click “**Save**”
10. Click on “**Upload your Statement of Assurance**” and complete upload instructions
11. If you have your PO#, enter it in the “**Pay By P.O.**” field.
12. Click “**Submit**”

How to Add / Drop Members from FLC Registration:

You can add or drop student members from your FLC registration until registration closes on **September 16, 2027**.

1. Click red button labeled “**Unsubmit Registration**”
2. To add student member, click on “**Add Member**”
3. To drop student member, click “**Delete**” next to the student you want to remove
4. Click “**Submit**” when changes are complete to submit registration

Payment Information:

All payments should be made payable to:

Oklahoma BPA
1500 W 7th Ave
Stillwater, OK 74074

The payment deadline for FLC is **November 5, 2027**.

Additional Notes:

Registration will close on **September 16, 2027**.

Once registration closes, no changes—including drops, cancellations, or refunds—will be permitted.