



Alabama JLDC Registration Frequently Asked Questions

I registered last year but I forgot my username and password. What is it?

We clear our registration system out at the start of each year, which means that any information from the previous year is deleted. When you login to the system for the first time, you will have to create a new username and password. Once that is created and you are in the system, you will be able to log back in using that information each time.

If you have lost your username or password from this year, the registration team can look it up or you can reset it.

(To do this, Login to DLG, go to Utilities/Export Data/Schools – download this info and look in columns P and Q for this information)

Do you accept late registration?

No, we do not. We have extended the registration deadline to the latest possible date to allow chapters the most time possible to register. We must order collateral materials (i.e. programs, name badges, lanyards, etc.), print materials, and submit the lunch counts after the registration deadline, which does not allow us to accept late registrations.

What about cancellations?

Yes, you can cancel a student in the online system any time before the registration deadline. After registration closes, all registrations are final and you cannot cancel students. After the registration deadline only substitutions may be made.

Can I substitute a student?

Yes, you may substitute students. Prior to registration closing, you can update it online in the system. Once registration is closed, you can still substitute students, but they will not be included in our registration materials. You will be able to update their name badge on site at JLDC.

How do I delete my registration?

While the registration system is open, you may delete your entire registration or delete students from the system. First, you must login to your account and view registration. You can then hit “edit” student, which is where you can delete. You must “save registration” in order for the change to save.

**Note that sometimes advisors will want their registration completely deleted, which they might have a challenge figuring out. If this is the case, you can fully delete them from the system on the admin side. To do this, search for the school, confirm that that is the correct school, and hit “delete” on the right hand side.*

I need to make hotel reservations. Can I do that here?

Alabama JLDC has arranged for a room block at the Sheraton Hotel, connected to the BJCC. The Sheraton handles hotel reservations directly. To reserve your room, submit the Hotel Reservation Form or do it online at the link provided on the JLDC web site.



ALABAMA JLDC

JOINT LEADERSHIP DEVELOPMENT CONFERENCE

I have a student with special needs. How do I notify someone?

There is a form that you will need to fill out and send back to registration@alabamajlhc.org. The form is available on our web site. You may also contact us with direct questions as well.

How do I get my invoice?

To receive an invoice, you must complete and submit your registration. Once you fully submit your registration, you will receive your final invoice. Even after submitting your registration you can still make updates to your registration.

I'm not sure that we will receive the funding to go. Should I register anyway?

All registration that is in the online system by the close of registration will be counted as submitted and therefore will be billed. It might be best to wait until you receive final confirmation that you will get the funding before submitting registration. In the event that you register and do not receive funding and are still in the system after the close of the deadline, your school or organization will still be responsible for paying.

My administrator wants to attend. Do they register with me?

No, your administrator should register under the VIP registration located at www.alabmajlhc.org/registration (they can select the VIP Registration).

They have a separate program structure and schedule than the program for students and advisors. Administrators will still be charged the \$30 fee.

I'm an advisor but I am sending my students with another advisor or organization. How do I do that?

The system automatically adds the main advisor to the registration, so you will first have to un-register the advisor. When you go to submit the registration, there will be a box that asks for the name of the advisor chaperoning the students. Please place the name of the advisor there. Registration on-site is managed by student organization, which is why each CTSO chapter needs their own registration.

I have multiple chapters of an organization at my school. How do I register them?

Each chapter will need to be distinguishable in the system. We track this by adding a number to the end of your organizations name. For example, if you have three SkillsUSA chapters at your school, you would add them as "SkillsUSA1", "SkillsUSA2" and "SkillsUSA3".

We have an attendee with a dietary restriction- should we notify someone?

Yes, please email the name and school of the attendee, along with the specific dietary restriction to registration@alabamajlhc.org and our team will attempt to accommodate the request.

We have busses coming in and staying overnight. Where do they park and do they need to be registered?

Buses will park in Lot #13 located on the corner of 9th Avenue North and 19th Street; directly across from The BJCC Arena. Bus drivers do not need to be registered unless they are participating in the conference.



ALABAMA JLDC

JOINT LEADERSHIP DEVELOPMENT CONFERENCE

Where do I submit (Code of Conduct/Photo Release/Special Needs) form?

All conference participants must sign the Code of Conduct and fill out a Photo Release Form. These forms can be submitted via email to registration@alabamajlhc.org (PDF only, please), via fax to 918-516-0293, or in person at the conference.

The special needs form is required for any students who have special needs. Special needs forms are due with your online registration and can be emailed to registration@alabamajlhc.org or faxed to 918-516-0293.

The Code of Conduct Form, Photo Release Form, and Special Needs Form can all be found on the Registration and Resources pages of the web site, www.alabamajlhc.org.

My bookkeeper needs a W-9 for JLDC. Can you email it to me?

The JLDC W-9 form is available for download on the Resources page of the event web site. Please share this information with school bookkeepers.

Where do I mail our payment?

Alabama JLDC Registration
PO Box 912
Jacksonville, OR 97530

We need our invoice to have a different date. How can we change it?

We have to update on the admin side. To do this, login to the DLG system, go to Main/Schools, then type in the school name in the "Search Keywords" field then click on search. Find the organization you are looking for and click on "Edit". About 2/3 of the way down the page you will see the field "Registration Submit Date"; this is where you will key in the date for the invoice.

Our school name isn't on the list. Can you add it?

The simple answer is yes we can. You will need to send Sean an email seeking approval first. Once you receive approval, login to the DLG system, go to Main/School Names, scroll all the way to the bottom and click on "Add New School Name", then type in school name and hit "Save".

Can you send me the template for the Participation Certificates (also called Certificate of Attendance)?

Yes. You can email this to the advisor requesting it. It can be found in the Dropbox folder for "JLDC YYYY", "Creative Projects", "Certificate", "JLDC YYYY Certificate". Send them the word file.

I need to pay by credit card but the system is closed. Can I still do that?

Yes, they can. To do this, you will need to login to DLG. Go to Main/Schools, type in the school name and click search, find the organization and click on "Edit". A little more than halfway down the page is the line "Pay By". You will need to mark the box for Credit Card. Now the advisor can log in to their account, select "View Registration" and pay online.