

**First obtain your login information from Mrs. Carter, Mrs. Pitts, or Mrs. Tillman.**

|  |  |  |
| --- | --- | --- |
| 1. | Visit <http://web.fbla-pbl.org/baa3/default.asp?p=studentlogin> or click the link on the FBLA web page on the CHS website. |  |
| 2. | Click **Student Login** on the right. |  |
| 3. | Type **Chapter Number (3325)** and **Password**.   * Click **Login**. |  |
| 4. | From the main screen, you can manage your activities.   * First you must select all the activities you plan on completing by clicking **Show** beside the **Service** **Activities**, **Education** **Activities**, and **Progress** **Activities**. |  |
| 5. | After clicking Show, you will then click **Select Service Activities, Select Education Activities,** or **Select Progress Activities** depending on the activity section you chose. |  |
| 6. | Note that each section requires certain activities be completed as noted in the heading.   * Select the additional activities you wish to complete and click **Save Activity Selections**. |  |
|  |  |  |
| 7. | Once you have selected activities in a section, the following will display when you click the **Show** button.   * You can click on the activity to read more about its requirements, go to report forms, upload documentation, etc. (See image below) * Each activity may require different documentation than another activity. |  |
| 8. | Once you have completed and uploaded all activities that you have chosen, tell your FBLA adviser. Your adviser will submit your name for the BAA Award. Your BAA Award will be presented at an FBLA club meeting. |  |