

2026

NLC ADVISOR ORIENTATION



ORIENTATION AGENDA



**ADVISOR ROLE PREPARING FOR
NLC**



**NLC REGISTRATION
OVERVIEW**



ADVISOR ROLE AT NLC



NLC HIGHLIGHTS



ADVISOR ROLE PREPARING FOR NLC

APPROVAL | BUDGET | FUNDRAISING | ORIENTATIONS |
PAPERWORK

ADVISOR ROLE PREPARING FOR NLC

APPROVAL



- MEET WITH ADMINISTRATION / BOARD OF EDUCATION
- OBTAIN TRAVEL APPROVAL AND PUT DATES ON CALENDAR
- GAIN EARLY COMMITMENT FROM STUDENTS AND PRE-APPROVAL FROM PARENTS
- GET APPROVAL TO HOST FUNDRAISERS

FEBRUARY: SCHEDULE MEETINGS WITH LEADERSHIP; PLAN FUNDRAISERS

MARCH: HOST INFORMATIONAL SESSIONS FOR STUDENTS AND PARENTS; REGISTER FOR NLC; FUNDRAISE

APRIL: COMPILE TRAVEL LOGISTICS; HOST STAKEHOLDER ORIENTATIONS; FUNDRAISE

MAY: PREPARE FOR TRAVEL; ATTEND NLC!



TIMELINE

ADVISOR ROLE PREPARING FOR NLC

IMPORTANT DATES



- **FEBRUARY 15** | NLC ONLINE REGISTRATION OPENS
- **MARCH 15** | AWARD APPLICATIONS DUE
- **APRIL 1** | NLC ONLINE REGISTRATION CLOSES & PRE-SUBMISSIONS DUE
- **APRIL 16** | CONFERENCE PAYMENTS DUE
- **APRIL 22** | REFUND REQUESTS DUE
- **APRIL 23** | HOTEL DEPOSITS DUE
- **MAY 6-10** | NATIONAL LEADERSHIP CONFERENCE

ONLINE REGISTRATION THROUGH
CONFERENCE REGISTRATION SYSTEM |
[REGISTER.BPA.ORG](https://register.bpa.org)

STUDENT FEE: \$150
ADVISOR FEE: \$140
CHAPERONE / GUEST FEE: \$140

LATE REGISTRATION ON-SITE ONLY AT
REGISTRATION DESK

LATE REGISTRATION FOR ALL ATTENDEES:
\$170



REGISTRATION

IMPORTANT CHANGES IN 2026

CONFERENCE REGISTRATION FEES



STUDENT FEE: \$150

ADVISOR FEE: \$140

CHAPERONE / GUEST FEE: \$140

A **10%** LATE PAYMENT FEE WILL BE APPLIED TO ANY INVOICE NOT PAID WITHIN **30 DAYS** OF THE INVOICE DATE.



LATE PAYMENT FEE

NLC BUDGET: EXPENSES



REGISTRATION

Student Fee: \$150
Advisor Fee: \$140
Chaperone / Guest Fee: \$140



HOTEL COST

Gaylord Opryland Resort
Run of House: \$336.17

Inn at Opryland
Run of House: \$316.56



TRAVEL

Airfare
Budget: \$400
Discounts available*

Ground Transfers
\$40 Roundtrip through BPA*

Rideshare: \$20-30
Taxi: \$30



MISCELLANEOUS

Meals
Average cost: \$50-75/day

Tours & Experiences
Average cost: \$150

Souvenirs/Incidentals
Budget: \$100

*Details in NLC Preview Guide

NLC BUDGET: INCOME

DONATIONS & CONTRIBUTIONS



- LOCAL BUSINESSES
- CLUBS AND LODGES
 - KIWANIS/ROTARY
 - ELK/MOOSE
 - COMMUNITY FOUNDATIONS
- CTE FUNDS
- TRAVEL GRANTS
- OUT-OF-POCKET

- 50/50 RAFFLE
- BAKE SALES
- BINGO NIGHT
- CAR WASH
- PICK-A-DATE CALENDARS
- RESTAURANT NIGHTS
- SPORTS CONCESSIONS
- **BPA FUNDRAISING PARTNERS**



FUNDRAISERS

FUEL THE FUTURE



Fundraise Genius

With just a few minutes of work, Fundraise Genius helps you create personalized videos that tell your BPA story—why you're raising funds, what BPA means to you, and how supporters can help.

This platform leverages your members' voices to create compelling, shareable content that connects with friends, family, and local businesses. The built-in features make launching and managing your campaign easy, with everything from automated donor follow-up to performance tracking tools.

This is an excellent option for chapters looking to engage supporters through digital platforms and amplify their reach through social media.



TURN SHOES INTO FUNDS FOR YOUR CHAPTER!



Earn **100% profit** for your BPA chapter simply by collecting gently worn, used, and new shoes—no upfront costs, no selling!

You'll help reduce landfill waste and support families around the world through the reuse economy.

Set your chapter up for success with an early start!



Learn more at funds2orgs.com/bpa

funds2orgs™



EARN MONEY. GIVE BACK. WIN BIG!

We Help Two Makes fundraising fun, impactful, and easy combining crazy socks, community service and rewards for BPA chapters!

3 WAYS TO FUNDRAISE WITH SOCKS:

S CHOOSE YOUR OWN CAUSE

Raise funds for your chapter or another great cause -- 50% of all sales goes to your cause!

SUPPORT A GLOBAL SERVICE PROJECT



- Socks for Clean Water (Water access in Rwanda)
- Socks for School (Education in Uganda)
- Socks for Legs (Prosthetics for amputees)

BEST OF BOTH

Split the profits between your chapter and one of our service projects.



NEW CHAPTER INCENTIVE PROGRAM!

- 1 Every 10 packs sold by a chapter member = 1 entry into a \$50 Amazon Gift Card Drawing
- 2 Every additional 10 packs sold = 1 entry
- 3 Every additional 100 packs sold, another \$50 gift card is added

NO UPFRONT COST. 50% PROFIT. FULL FLEXIBILITY

Sell socks in person or with your personalized web page.

No upfront cost — We Help Two ships the socks directly to your chapter. Return any unopened, unsold socks for full credit

How the Money Works

Three-Pair Packs:

Sale Price: \$17

Profit: \$8.50 per pack (50%)

Super Singles (1 Pair)

Sale Price: \$6

Profit: \$3 per pair (50%)

Local Giveback Included

For every 2 packs sold, your chapter will receive 1 pair of socks to donate locally—whether to shelters, hospitals, or other organizations in your community.



READY TO START? LET'S DO THIS.

Email us at

trevor@wehelptwo.com



ORIENTATIONS



PRE-REGISTRATION

ADMINISTRATION | DISCUSS THE OPPORTUNITY, GET APPROVALS, SET BUDGET, & CREATE A PLAN

STUDENTS | CONFIRM INTEREST, GET BUY-IN, & COLLECT INFORMATION

GUARDIANS | DISCUSS THE OPPORTUNITY & ENGAGE VOLUNTEERS



POST-REGISTRATION

STUDENTS | SHARE EXPECTATIONS & SET ITINERARY

GUARDIANS | SHARE ITINERARY & REVIEW OUTSTANDING NEEDS

CHAPERONES | REVIEW RESPONSIBILITIES & TRAVEL PLANS

SET-UP GROUP COMMUNICATIONS!

NLC REGISTRATION OVERVIEW

BEFORE YOU BEGIN | CONFERENCE REGISTRATION SYSTEM (CRS)

BEFORE YOU BEGIN



CONFERENCE PREVIEW GUIDE

- CONFERENCE SCHEDULE
- REGISTRATION INSTRUCTIONS
- HOTEL INFORMATION
- COMPETITIVE EVENT FAQs
- TOUR OPTIONS
- MISCELLANEOUS PROGRAMMING
- TRAVEL LOGISTICS



NLC HQ

- NLC PREVIEW GUIDE
- KEY DEADLINES
- IMPORTANT LINKS
- EXECUTIVE OFFICER ELECTION
INFORMATION

[BPA.ORG/NLC](https://bpa.org/nlc)

INFORMATION COLLECTION

PRE-ORDER BPA MERCH

BASIC INFORMATION

- FULL NAME OF ALL PARTICIPANTS
- PLEASE CONFIRM SPELLING!
- EMAIL ADDRESSES FOR CHAPERONES

COMPETITIVE EVENTS

- VERIFY ELIGIBILITY

ADDITIONAL SESSIONS AND EVENTS

- TOUR SELECTIONS
- T-SHIRT SIZES
- BPA MERCH SELECTIONS (TSHIRT SIZES NEEDED)
- CERTIFICATION LAB
- NLC LEADERSHIP ACADEMY
- ACTS OF SERVICE & WORKSHOPS WITH RSVP REQUIREMENT
- AICPA RECEPTION (ADVISORS ONLY)
- STUDENT/ADVISOR VOLUNTEER SELECTIONS



USING THE CONFERENCE REGISTRATION SYSTEM (CRS)

REVIEW THE CONFERENCE REGISTRATION INSTRUCTIONS

- FOUND IN NLC PREVIEW GUIDE
- VIDEO TUTORIALS ARE LINKED IN THE NLC PREVIEW GUIDE AND CONFERENCE REGISTRATION SYSTEM:
 - USING THE CONFERENCE REGISTRATION SYSTEM
 - ADDING ITEMS TO CONFERENCE REGISTRATION
 - DELETING ITEMS FROM CONFERENCE REGISTRATION
 - EDITING HOUSING RESERVATIONS AND ROOM SHARING WITH ANOTHER CHAPTER

CONFERENCE REGISTRATION IS OPEN.

ACCESS THE CRS ONLINE AT: [REGISTER.BPA.ORG](https://register.bpa.org)

LOGGING INTO THE CONFERENCE REGISTRATION SYSTEM (CRS)

ADVISOR CONFERENCE REGISTRATION



BPA Membership System

National BPA Training Chapter - 55-0004

Home State Admin Change My Password Charter Certificate Logout

Membership Information ↓

Students Chapter Information Chapter Advisor(s) **Conferences** Invoice History Quick Links State Information Resources E-Store

Add Students Membership Download Students With Access To Portal Print Membership Cards

Reset All Students' Passwords Show Inactive Email All **Submit Membership**



BPA Membership System

Show All entries

| Status | Select | Membership ID | Last Name | First Name | Gender | Grade |
|----------------|--------|---------------|-----------|------------|--------|-------|
| PENDING | | 00048864 | Houston | Sam | Male | 10 |

Chapter ID / Membership ID / Email / Username:

Membership ID

Password:

Password

Login

Please be advised that [Google Chrome](#) is the recommended web browser for optimal performance and functionality of the BPA Membership Registration System.

Additional Links

Member Login

Alumni Login

Professional Login

Pay an Invoice

Advisor Login Instructions (State & Local Chapter Advisors)

1. Enter your "Username" into the "Chapter ID / Membership ID / Email / Username" field.
2. Enter your "Password" into the "Password" field. If you happen to forget your password, click on "Forgot Password."
3. Click on "Login"

Start a New Chapter

New Chapter Request Instructions

USING THE CONFERENCE REGISTRATION SYSTEM (CRS)

ADVISOR CONFERENCE REGISTRATION



2026 National Leadership Conference



Welcome to the 2026 Conference Registration Page www.bpa.org/nlc/

We are excited to have your chapter join us for the 60th Annual National Leadership Conference! There are several important pieces of information that you must have before you begin the online conference registration process. Please collect the information listed below in advance in order to make your registration process easier.

1. First and Last Name of all participants attending.
2. Competitive Event list your students qualify to compete in.
3. T-shirt size for conference t-shirts.
4. Tour, experience, and program engagement.
5. Certification Exam registrants.
6. Rooming list for all NLC attendees.
7. Method of payment-All conference invoices must be paid in full to BPA by April 15, 2026. All hotel payments must be received by the hotel on or before April 23, 2026.

CONFERENCE REGISTRATION DEADLINE: April 1 for Regular Registration (general conference events and competitive events). Late Registration (general conference events only) is available on-site only between May 5 and May 9.

Review the [NLC PREVIEW GUIDE](#) for instructions and additional conference information.

[VIDEO TUTORIALS](#)

[Using the Conference Registration System](#) - view this tutorial to learn how to register advisors and students for NLC, as well as how to submit registrations on separate invoices (if necessary).

[Adding Items to Conference Registration](#) - view this tutorial to learn how to add items to a previously submitted conference registration. Added items will be submitted on a new, separate invoice. *Note: Invoices cannot be split after submission.*

[Deleting Items from Conference Registration](#) - view this tutorial to learn how to remove items from a previously submitted conference registration.

[Editing Housing Reservations and Room Sharing with Another Chapter](#) - view this tutorial to learn how to edit your existing housing reservations, as well as how to use the room sharing function with individuals from another chapter.

[Register Advisors](#) [Register Students](#) [Register Guests/Chaperones](#) [Housing](#)



CONFERENCE REGISTRATION: HINTS & TIPS

- START PLANNING YOUR HOUSING ARRANGEMENTS EARLY
 - HOTELS COULD FILL UP BY LATE-MARCH; HOUSING ASSIGNED ON A CASE-BY-CASE BASIS
- HOUSING RESERVATIONS MUST BE SUBMITTED BEFORE CONFERENCE REGISTRATION CAN BE SUBMITTED
- ENSURE ALL PAYMENTS ARE MADE BY THE DEADLINE
 - NON-PAYMENT MAY RESULT IN CANCELLATION OF HOTEL AND/OR CONFERENCE REGISTRATIONS
 - 10% LATE PAYMENT FEE ADDED TO INVOICES NOT PAID IN 30 DAYS
- BOOK EARLY FOR TOUR/SESSION AVAILABILITY
- DO NOT SUBMIT REGISTRATION UNTIL 100% CERTAIN OF ATTENDANCE
 - FIVE (5) BUSINESS DAY CHANGE WINDOW AFTER SUBMISSION

ADVISOR ROLE AT NLC

CHAPTER LEADER | CONFERENCE JOB | STUDENT ADVOCATE

ADVISOR ROLE AT NLC

CHAPTER LEADER & STUDENT ADVOCATE



- BE PRESENT FOR STUDENT NEEDS
- COLLABORATE WITH CHAPERONES
- COORDINATE ACTIVITIES/MEALS
- STAKEHOLDER LIAISON

EVERY ADVISOR IS REQUIRED TO COMPLETE A CONFERENCE JOB

TIME COMMITMENT: 3-5 HOURS

COMPETITIVE EVENTS

- ADMINISTRATOR, PROCTOR, OR GRADER
- JUDGE (IF NEEDED)

CONFERENCE

- REGISTRATION
- ACTIVITY CHAPERONE
- SET-UP ASSISTANT



CONFERENCE JOB

NLC HIGHLIGHTS

CONFERENCE HOTELS | GENERAL SESSIONS | OPPORTUNITIES | SCHEDULE AT-A-GLANCE

NLC HOTELS



**GAYLORD OPRYLAND RESORT &
CONVENTION CENTER**

NLC HQ

States Assigned:
AK, DE, FL, ID, IL, IN, MA, MI, MN, MT, NM,
OH, OK, SC, TX, WI, International Chapters,
Virtual Chapter



THE INN AT OPRYLAND

States Assigned:
IA, KS

GENERAL SESSIONS



OPENING SESSION

WEDNESDAY MAY 6

8:30-10:00 PM

NEW! BPA LIVE TALENT SHOW

10:00-11:00 P.M.

OPTIONAL POST-SHOW
ENTERTAINMENT



AWARDS SESSIONS

NEW! THREE AWARD SESSIONS.

SATURDAY MAY 9

POSTSECONDARY: 2-4 P.M.

MIDDLE LEVEL: 5-6 P.M.

SECONDARY: 7-9 P.M.

EXPERIENCE NLC

- ACTS OF SERVICE
 - FUNDS2ORG SHOE DRIVE
 - GUITAR BUILD
 - LETTERS FOR SERVICE
 - DECORATE A COWBOY HAT
 - RALLY FOR SPECIAL OLYMPICS
- CERTIFICATION LABS
 - CERTIPOINT
 - PRECISION EXAMS BY YOUSCIENCE
- EXECUTIVE COUNCIL ELECTIONS
- EXHIBITOR SHOWCASE
 - COLLEGES & CAREERS
 - EDUCATIONAL RESOURCES
 - RETAIL
- PROGRAMMING REQUIRING PRE-REGISTRATION
 - NLC LEADERSHIP ACADEMY (NOW ON WEDNESDAY)
 - BUSINESS WORLD



EXPERIENCE NLC (CONT.)

- WORKSHOPS
 - LEADERSHIP PASSPORT
 - ADVISOR PROFESSIONAL LEARNING
- FEATURED WORKSHOP SESSIONS
 - TWO KEYNOTES BY SAM DEMMA
 - COLLEGE ADMISSIONS PANEL
 - BUSINESS SHOWCASE PANEL
- SPECIAL EVENTS
 - BPA LIVE! (WEDNESDAY)
 - NASHVILLE NIGHTS (FRIDAY)
 - BPA NIGHT AT DAVE & BUSTER'S (SATURDAY)
- TOURS & EXPERIENCES
 - MUSEUM TOURS
 - CITY TOURS
 - BUSINESS EXPERIENCES
 - DOWNTOWN SHUTTLE SERVICE



SCHEDULE AT A GLANCE



| | Wednesday, May 6 | Thursday, May 7 | Friday, May 8 | Saturday, May 9 |
|---------------------------|--|---|--|--|
| General Sessions | Opening Session 8:30-10:00 pm | Business Meetings Secondary 4:00-5:00 pm Post-secondary 6:00-7:00 pm | National Honor Awards 5:00 pm-6:30 pm | Awards Finales 2:00-9:00 pm EC Winners Announced |
| Competitive Events | Open Events Only 12:00-5:00 pm | Open Events 7:00 am-12:00 pm Prelim Competitions 8:00 am-6:00 pm | Open Events 7:00 am-12:00 pm Final Competitions 10:00 am-3:00 pm | N/A |
| Certification Labs | N/A | Certiport & YouScience 1:00 pm-5:00 pm | Certiport & YouScience 1:00 pm-6:00 pm | Certiport & YouScience 8:00 am-12:00 pm |
| Workshops | NLC Leadership Academy 8:00 am-4:00 pm | Advisor & Student 8:00 am-5:00 pm Keynote: Sam Demma 10:00 am-11:00 am | Advisor & Student 8:00 am-5:00 pm Keynote: Sam Demma 10:00 am-11:00 am | Chapter Leader Academy 10:00 am-12:00 pm |
| Miscellaneous | Tours* 12:00 pm-5:00 pm BPA Live! 10:00 pm-11:00 pm | Exhibitor Showcase 9:00 am-5:00 pm Tours* 9:00 am-7:00 pm EC Elections 4:00 pm-11:00 pm | Exhibitor Showcase 9:00 am-5:00 pm Tours* 9:00 am-7:00 pm Special Event 7:00 pm-10:00 pm | National Virtual Showcase 9:00 am-12:30 pm Tours* 9:00 am-3:00 pm BPA Night at D&B* 8:30 pm-11:30 pm |

CONTACTS



GAYLE ROBINSON **DIRECTOR OF STRATEGIC PROGRAMS & EXPERIENCES**

Conference Registration, Events, and Hotel
Accommodations
GRobinson@bpa.org
614-895-7277 ext. 7483



MICHELE GORDON **OFFICE MANAGER**

Conference Invoices & Payments
Finance@bpa.org
614-895-7277 ext. 7479



Kelly Williams **DIRECTOR OF EDUCATION & PROFESSIONAL LEARNING**

Competitive Events and Certifications
KWilliams@bpa.org
614-895-7277 ext. 7480

THANK YOU

SEE YOU IN NASHVILLE!



FOR MORE INFORMATION

BPA National Center | www.BPA.org/NLC