**FCCLA Adviser Information**

The national office has developed a tool to help you manage your FCCLA Chapter. The **FCCLA Chapter Adviser** page shares important information in several categories. You can find the latest updates, share your expertise, affiliate online, and even network socially with other advisers across the country. To access the FCCLA Chapter Adviser page, simply follow the instructions below.

* **Navigate to the FCCLA home page:** [**http://fcclainc.org/**](http://fcclainc.org/)
  + **Hover over the *Advisers* icon and click on it.**
    - You will find a variety of resources including the:
      * new adviser’s handbook
      * marketing strategies
      * Variety of FCCLA Information and Resources
  + **To affiliate online, hover over the *Membership icon* and click on it.**
    - Hover over the ***Join FCCLA*** icon and click on it (You will find a variety of information and resources related to joining FCCLA)
      * Download the member ***Affiliation Information Form***
        + Ask students to complete the form
      * Download the ***FCCLA Chapter Member CSV Template*** and save to your computer
        + Use the Member Affiliation Information Form to complete the FCCLA Chapter Member CSV Template
      * Hover over the Click on the ***Join FCCLA*** icon
        + **First Time Chapter Affiliation**

Hover over the *First Time Chapter Affiliation* icon and click on it

Complete the online affiliation form

* + - * + **Renewing Affiliation Membership**

Hover over the ***Affiliate Online*** icon and click on it

Type in your Chapter ID/User Name and Password and then click on the ***Login*** icon

**Forgot Password**

Hover over the ***Forgot Password*** icon and click on it

Follow the instructions and complete the online form

**Forgot User Name**

Hover over the ***Forgot User Name*** icon a click on it

Follow the instructions and complete the online form

* + - * Hover over the ***Alumni & Associates*** icon and click on it
        + Hover over the red ***Click here to join*** ***Alumni & Associates***icon and click on it
        + Hover over the ***Join Alumni & Associates*** icon and click on it
        + Complete the online form

**Hope this communication tool benefits you and your chapter!**