



Frequently Asked Questions National Program Award Applications

GETTING STARTED

Where are the program award applications located?

Program Award Applications are located online and must be submitted electronically at <http://www.fcclainc.org/youthawards>. Paper applications will not be accepted.

How do I login in?

Select your **state**, then enter your **Chapter ID number** (this number is unique to each chapter, and is provided to you when you affiliate). Click submit.

1. If you already have an account from last year, you will be asked to enter your password.
2. If you have not set-up an account yet, you will be taken to a new page where you will need to enter your chapter's detailed information, and create a password.
 - You must fill out all fields with an asterisk (*****) to continue. Be sure to create a Chapter Password that you will remember. Click Submit when finished.
 - Upon completion you will be taken to the Online Application Main Menu.

What is my password?

If this is your first time logging onto the system, you will **create** your own password. If you have already registered and simply forgot your password, click on the "Forgot Your Password" link on the bottom of the login page to have your password **emailed** to you. Please check your spam box in case the email is sent there.

I keep getting an "Error: No Matching Chapter Records Found. Please Try Again" message.

First check that you have entered your Chapter ID (not School or Adviser ID number) and State correctly. Your chapter ID is a five or six digit number listed on all mailing sent to you from national FCCLA. Territories not listed in the drop down state box should select "Other" as their state. If you are a new chapter, or the problem persists, email progawards@fcclainc.org.

FILLING OUT AN APPLICATION

Will I be able to save my work? How?

Yes, you will be able to save your work at **any** point during the application process, and return to work on your application later. When you are ready to save work, simply hit "Save Changes" on the bottom of each section page. It is a good idea to periodically save your work should you encounter internet problems.

I have only typed 290 words in the text box for an answer, and it won't let me type anymore although the maximum is 300. What do I do?

Your answer is limited to the space available and/or the word count, whichever comes first. If 290 words fill the space, this is your limit. Therefore the *number* of words *may* vary from response to response, but the amount of space is the same.



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PRINTING

Where can I find a blank copy of the program award application to print?

You may print off a blank copy of each program award application by clicking “Get Started” and agreeing to the “Terms and Conditions,” next to the program name you wish to have an application for. A drop down menu will appear next to each national program icon on the Main Menu page. From the drop down menu, select “Finalize Project Submission.” Click Go. By selecting the “Click Here to Review and Print Your Project” button, a copy of the application will appear in a separate window that you may print.

How many times can I print the application?

You may print the applications as many times as you like, during any point of the process. Make sure to save changes before printing if you have not already submitted your application.

SUBMITTING YOUR APPLICATION

When is the earliest I can submit my application?

You may submit your application as soon as the website opens in the fall of 2009.

When is the latest I can submit my application?

Applications are due March 1, and must be submitted BY **11:59 p.m. EST on March 1, 2010**. The system will close down immediately following the deadline, so be sure you get your application in early. The date and time that you submit each application will appear on your main menu. You will be able to access your application after the deadline, but you will not be allowed to submit or continue working

I accidentally hit submit on my application before it was ready, can I submit another application?

No. To prevent this, there is a pop-up box that appears after hitting “submit” that will ask you once more if you will like to submit your application.

MISCELLANEOUS

Can Chapter Advisers upload student names for Power of One recognition?

No. Power of One application must be submitted to your State Adviser, who will then submit names electronically to National FCCLA. All national recognition will be awarded to students based on the information given to National FCCLA from your State Adviser. Visit <http://www.fcclainc.org/content/power-of-one/> for more information.

If you have any additional questions, please email progawards@fcclainc.org.