Colorado FBLA Adviser Project Approval Instructions

1. Navigate to the URL under your district at www.coloradofbla.org/dlc
2. Type your "User Name" (Chapter ID/User Name that is used to log into the Conference Registration site – most often your "old" chapter ID number)
3. Type the appropriate Password in the "Password" field (Note: the password is service)
4. Click on the "Login" button.

5. To view uploaded projects, click on the links located under "Projects"
6. Once the projects have been reviewed, the "Statement of Assurance" must be submitted.
7. To sign/submit the "Statement of Assurance", click on the "Sign Projects" button.
8. If you agree with the text in the statement, select the "I Agree" checkbox and click on the "Confirm" button by the deadline listed in the Call to Conference.

Important: *All projects that have a file and/or video URL will be signed and submitted for scoring. Once the projects are "signed", the student project cannot be edited. Contact Jen Staley-Girvin (jen.girvin@cccs.edu) to have the student project released.*