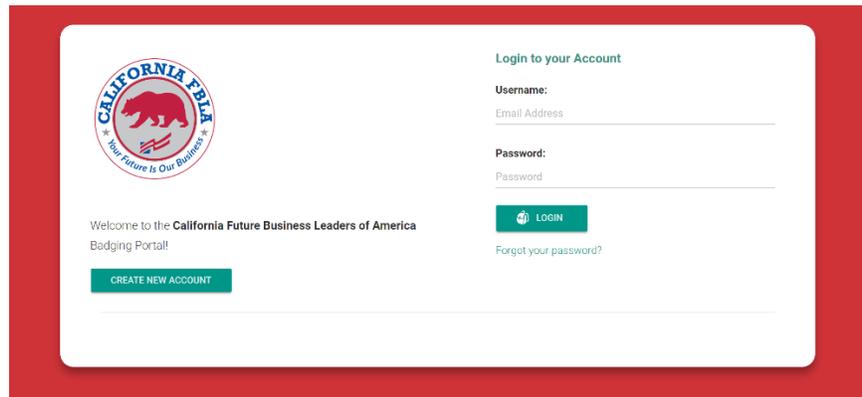


Student Instructions for Submitting *Individual* State Projects Documentation for Digital Badges

The following steps are to be followed by eligible, student members from affiliated chapters in California in order to submit documentation on their completed work for any of the Individual State Projects. Individual state projects may be earned and awarded once per student over their entire tenure in California FBLA. (Chapter state projects may be earned over and over again annually by chapters.)

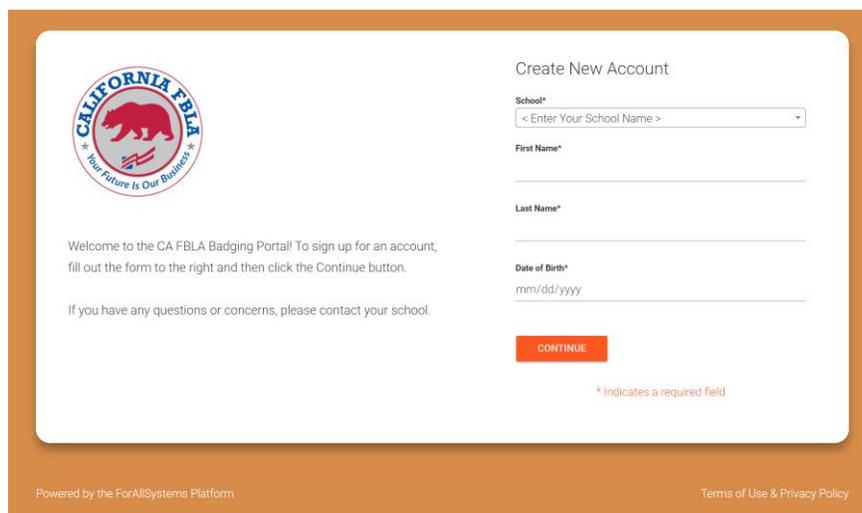
Once documentation for an individual state project has been submitted, advisers will be able to log in using their adviser accounts and review the students' submitted work, provide feedback, and then approve for the awarding of the associated badge or send back to the student for modifications and resubmission. All approvals for badges must be made by the local chapter advisers no later than February 25, 2022, in order to be awarded a digital badge for 2021-2022 and to be recognized with a ribbon at the State Leadership Conference in April.

Students: In your browser, go to <https://cafbla.forallbackpacks.com>, and click the CREATE NEW ACCOUNT button. (After creating an account and in the future, you will use the LOGIN TO YOUR ACCOUNT area on the right to log in.)



The screenshot shows the login page for the California FBLA Badging Portal. On the left, there is the California FBLA logo with the text "CALIFORNIA FBLA" and "Your Future Is Our Business". Below the logo, it says "Welcome to the California Future Business Leaders of America Badging Portal!" and there is a green button labeled "CREATE NEW ACCOUNT". On the right, there is a "Login to your Account" section with fields for "Username:" (Email Address) and "Password:", a green "LOGIN" button, and a link for "Forgot your password?".

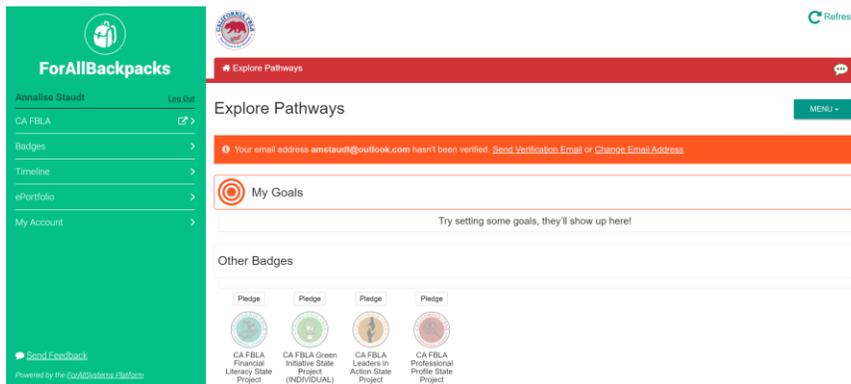
On the next screen, you will select your school from the drop-down list and fill in the remaining information needed. If you do not see your school name on the drop-down list, ask your adviser to contact hello@cafbla.org for assistance in getting the school added. All schools should appear if they ever had an FBLA chapter, but please be aware that badges may only be awarded by advisers at chapters with approved affiliation agreements on file for the current year.



The screenshot shows the "Create New Account" page. On the left, there is the California FBLA logo and the text "Welcome to the CA FBLA Badging Portal! To sign up for an account, fill out the form to the right and then click the Continue button." Below that, it says "If you have any questions or concerns, please contact your school." On the right, there is a "Create New Account" section with fields for "School*" (a dropdown menu with "< Enter Your School Name >"), "First Name*", "Last Name*", and "Date of Birth*" (format mm/dd/yyyy). There is a red "CONTINUE" button and a note "* Indicates a required field". At the bottom, it says "Powered by the ForAllSystems Platform" and "Terms of Use & Privacy Policy".

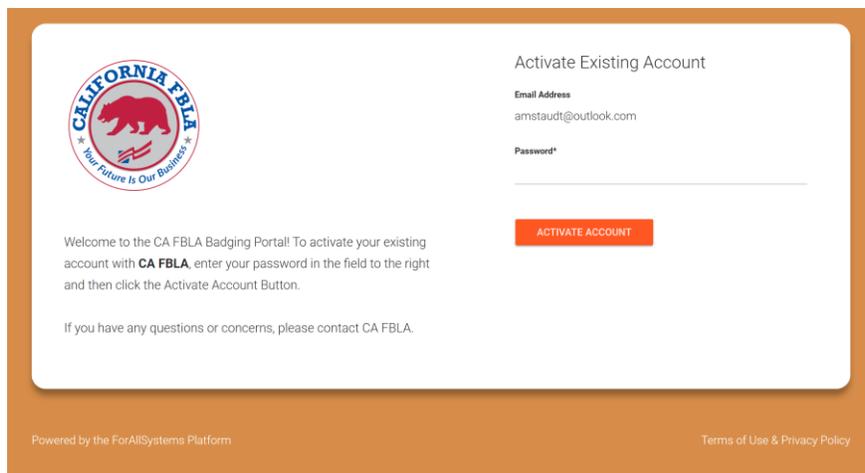
After you have filled in the fields requested, please click CONTINUE. Note: Birthdates are necessary due to the Children’s Online Privacy Protection Act (COPPA). On the next screen, you will be asked to set a password and enter your email address. Please note that symbols cannot be used in the password.

The next screen you will see is this:

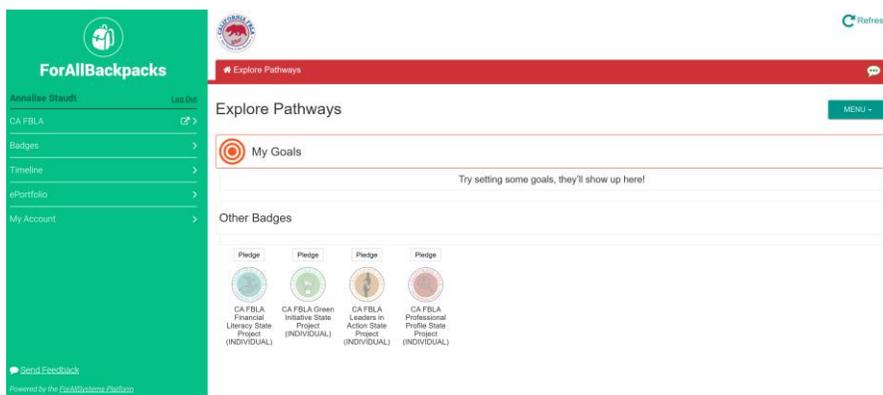


At this point, check your email’s Inbox (also check Junk Mail/Spam if not in your Inbox) for a verification email from CA FBLA notice@forallbackpacks.com, and click on the link in that email to fully activate your account. If you don’t have an email in your inbox, come back to this screen and click the “Send verification Email” link in the orange bar.

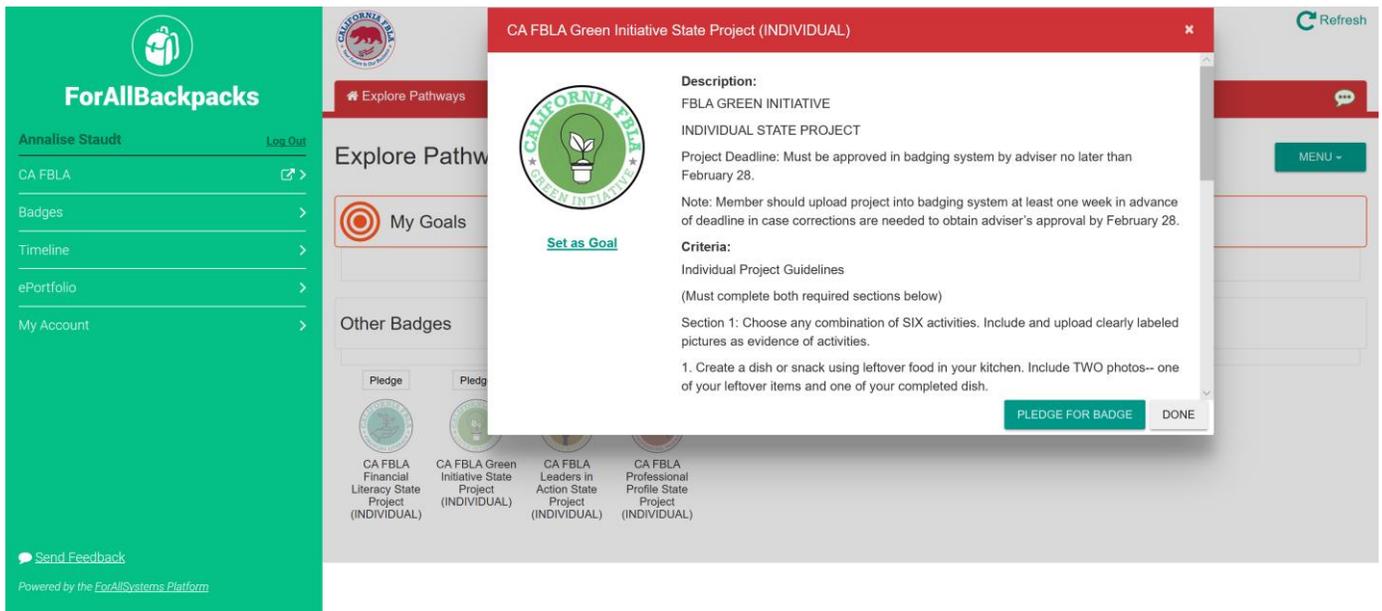
You will see the following screen to complete the activation process:



Now, you should be back to this screen, but without the supplemental link to send another email for account verification/activation.

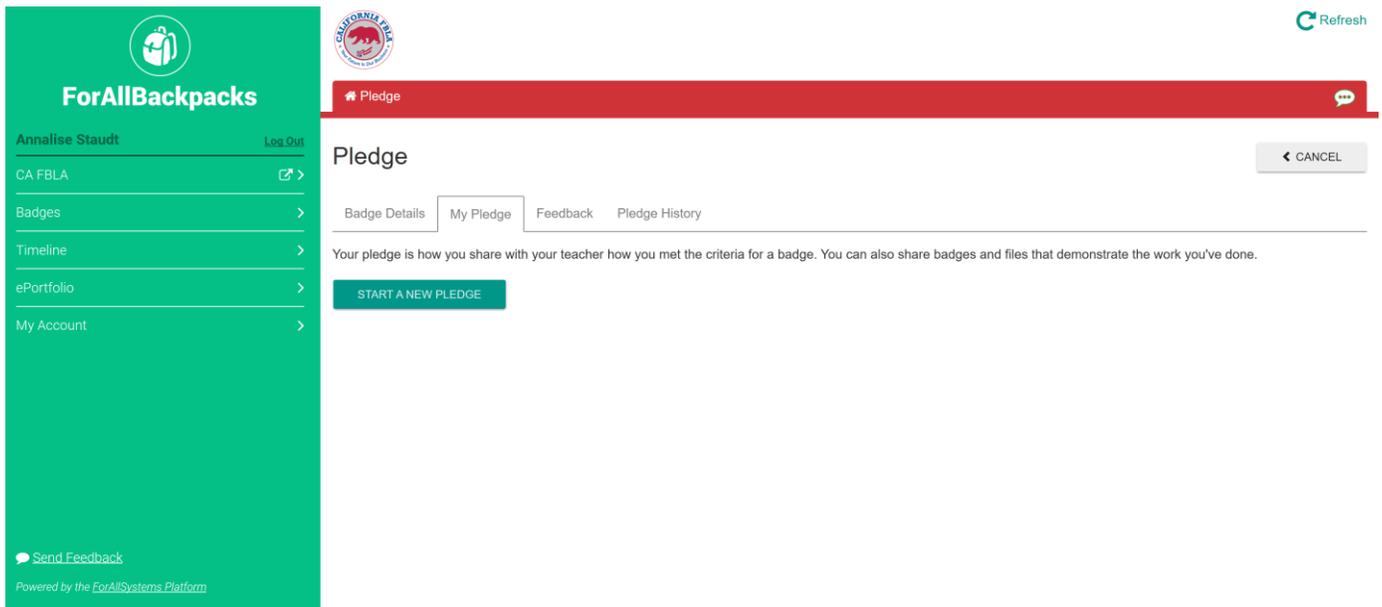


You are now ready to start working on your state project badge submissions! In the screen shown above, you can peruse the requirements for the four different Individual State Projects by clicking on any one of their badge images.



In the screenshot above, you can see that the Green Initiative badge was selected. Scrolling through the pop-up window, you will see the same criteria for earning the project badge that you will see when you review the State Projects at www.cafbla.org. At this point, you can either click “Set as Goal” and come back to work on the documentation later, or you can immediately “PLEDGE FOR BADGE” (the green button, bottom right on the pop-up window). Clicking the “PLEDGE FOR BADGE” button brings up the next window:

but

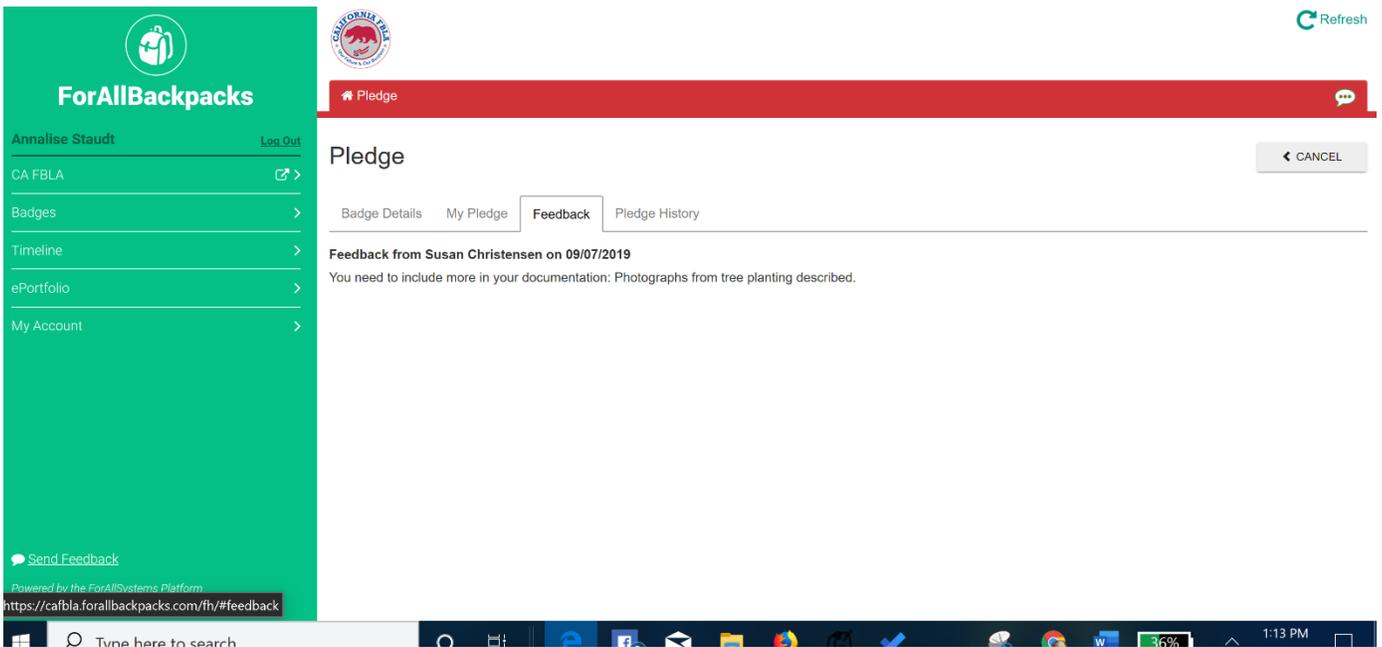


Here, you will see the “START NEW PLEDGE” button (green) and can click it to start uploading documentation. On this screen, you will also see tabs to go back and review the badge’s details (the state project’s guidelines). You may also view any “FEEDBACK” from previous submissions that your teacher/adviser may have left for you or look over the entire “PLEDGE HISTORY” for this badge/state project. For now, let’s just see what happens after clicking “START A NEW PLEDGE”:

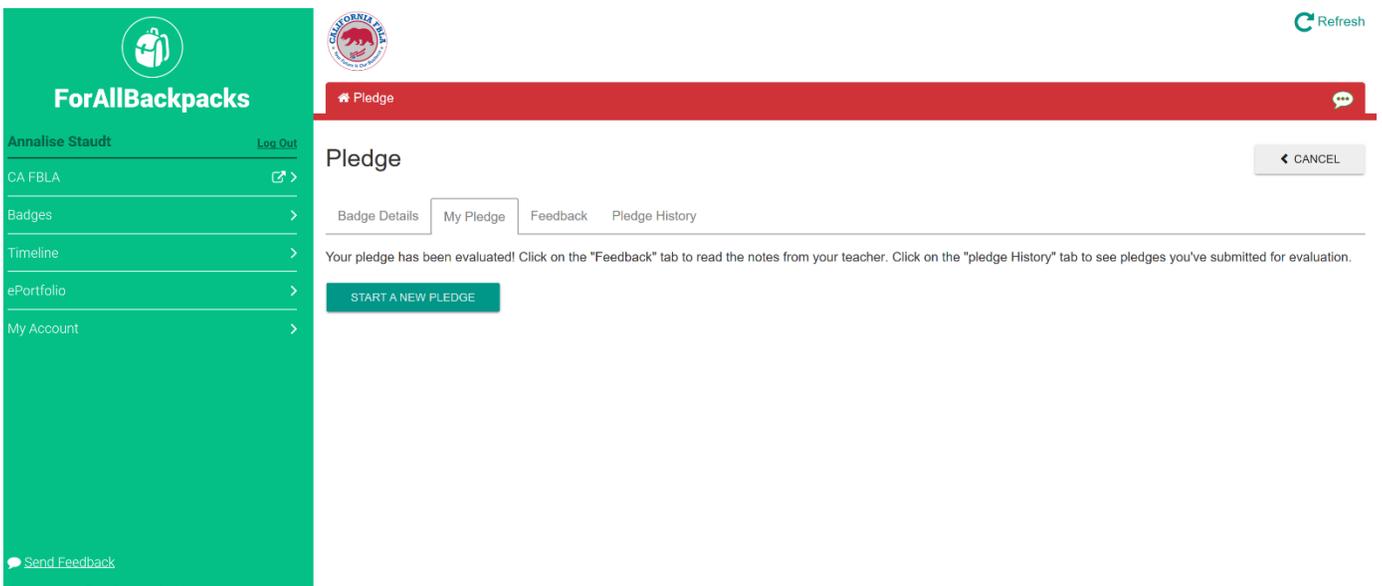
Type your answer to the “How do you think you met the criteria for this badge?” question. Then, use the “UPLOAD FILE” link at the bottom to add your supporting documentation. The “UPLOAD FILE” link at the bottom of the page allows you to upload your documentation from your device, Google Drive, or OneDrive. While the system will allow you to upload unlimited files for badge documentation, we recommend that you try to include everything in as few files as possible in order to make review by your teacher/adviser more simplified. Finally, click the “PLEDGE” button to finalize your submission. Your teacher/adviser should receive a notification of your badge submission within 24 hours, but you should let him/her know on your own as well, too, so that they can log in and review your work sooner if you’d like. Also, your teacher/adviser’s school email account may filter out these automated messages, so a little footwork on your part is going to be helpful in letting them know you have a badge pledge for them to review.

Once your teacher has provided feedback and/or awarded the badge, you will receive an email notification within 24 hours. Since spam filters may block these automated messages, you should periodically log in to the badging portal to check for feedback. Here’s what you will see once feedback has been posted:

Click the “FEEDBACK” tab to see what feedback was left for you.



Once you're ready to resubmit whatever the adviser requested that you do, click the "MY PLEDGE" tab to go back and "START A NEW PLEDGE" to address any issues and try again.



You can see the history on that one state project badge of all submissions and feedback by clicking the "PLEDGE HISTORY" tab. And, if the badge was approved by your teacher/adviser, you'll see your badge added on the "BADGES" screen (in the green left navigation menu).

The CA FBLA State Office will download all approved Individual State Projects badging data after February 25 each year in order to provide recognition ribbons at the next State Leadership Conference (SLC).

Students: Your "Backpack" of badges in ForAllBackpacks will follow you even after your time in FBLA. You may find that you can add badges for other organizations and institutions in your future, and you can provide a link to your backpack for review by future potential educational institutions and employers. Just click "Badges" on the left, click the icon for the AWARDED badge, and then click "SEND TO BACKPACK" to move the awarded badge to the public viewing area. From that point, on the My Badges screen you can get the direct link or embed code to place this page on your own web site, or you can post to social media.

ForAllBackpacks

Susie Christensen Log Out

- Badges >
- Timeline >
- ePortfolio >
- Claim/Import Badge >
- My Account >
- CA FBLA >

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Explore Pathway

Badge Details

Details | Pledge History



CA FBLA Leaders in Action State Project (INDIVIDUAL)
 Awarded to Susie Christensen
 Awarded on September 14th, 2019
 Awarded by CA FBLA

Description:
 Leaders in Action
 Individual State Project

The Leaders in Action Project is a California FBLA state project designed to help FBLA members build on their capacities to positively impact the society in which they live. As members of Future Business Leaders of America, it becomes our responsibility to engage ourselves within the community to truly show leadership in action. Members must complete FIVE options from the list below.

Project Deadline: Must be approved in badging system by adviser no later than February 28.

Note: Member should upload project into badging system at least one week in advance of deadline in case corrections are needed to obtain adviser's approval by February 28.

[SEND TO BACKPACK](#) [DONE](#)

Other Badges:

- CA FBLA Financial Literacy State Project (INDIVIDUAL)
- CA FBLA Green Initiative State Project (INDIVIDUAL)
- CA FBLA Leaders in Action State Project (INDIVIDUAL)
- CA FBLA Professional Profile State Project (INDIVIDUAL)

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Susie Christensen Log Out

- Badges >
- Timeline >
- ePortfolio >
- Claim/Import Badge >
- My Account >
- CA FBLA >

[Send Feedback](#)

My Badges

2 Badges · No Filter Applied

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CA FBLA Leaders in Action State Project (INDIVIDUAL)
September 14th, 2019 · CA FBLA
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- 
FBLA Goes Green Individual State Project
October 2nd, 2018 · CA FBLA
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