

BASIC 2026 REGISTRATION GUIDE



About BASIC

BASIC Conferences are designed to be a 1-day training for student leaders to join state officers from each of Idaho's seven Career Technical Student Organizations (CTSOs) for a dynamic day of team building, leadership development, and networking like never before. The reimagined BASIC experience features exciting activities, engaging sessions, and unrivaled opportunities to connect with fellow student leaders.

Whether you want to **LEARN** more about your CTSO, **CONNECT** with other leaders, **BOND** with your chapter, or **MAKE NEW FRIENDS**, BASIC equips you with the **skills and connections** to **LEAD NOW** and elevate your chapter's success.

Why attend BASIC?

- Gain insights into each Idaho CTSO
- Celebrate the beginning of a new year as a chapter and kickstart your chapter's year with inspiration and direction
- Experience peer-to-peer chapter success training led by state officers
- Observe state officers in action and learn how to strengthen your leadership skills
- Network with students from different schools and CTSOs in your area
- Gain the tools needed to create and implement an effective program of work for your chapter

Get ready to take what you learn back to your chapter and become the **Ultimate Idaho Student Leader!**

Registration Information

Registration opens on **September 1st** and closes September 26th for North Idaho College and October 16th for the remaining locations.

BASIC 2026 conferences will be hosted in 4 different locations statewide:

October 9th – Northern Idaho College: Coeur d'Alene

October 27th – Boise State University: Boise

October 28th – College of Southern Idaho: Twin Falls

October 29th – College of Eastern Idaho: Idaho Falls

Registration Costs:

\$35 per attendee

T-Shirt (optional): \$15 each

Sessions and Workshops

CTSO Breakout Sessions: Chapters will start with organization-specific training with State Officers to learn about, share ideas, and develop a Program of Work for the year. This session allows chapters to have dedicated time to work on their chapter's PoW

Choose Your Adventure: Sessions will be hosted in a round-robin format and feature workshops tailored to individual chapter needs.

Workshop Title	Presenter
Leading with Emotional Intelligence	BPA State Officers
Advocacy & Marketing	DECA State Officers
Effective Communication	FCCLA State Officers
Leadership Development	FFA State Officers
Financial Management & Community Engagement	HOSA State Officers
Partner and Alumni Engagement	SkillsUSA State Officers
Membership Growth & Development	TSA State Officers

Conference Schedule Overview

7:30 am	Registration Opens
8:00 am – 8:30 am	Welcome and Opening Session
8:40 am	CTSO Breakout Time

Workshops – Choose Your Adventure

Attendees will be able to choose from 7-8 different leadership workshops to attend.
4 rounds of workshops will be hosted in 30 minute time blocks.

9:30 am – 10:00 am	Workshops – Round 1
10:00 am – 10:30 am	Workshops – Round 2
10:30 am – 11:00 am	Workshops – Round 3
11:00 am – 11:30 am	Workshops – Round 4
11:30 pm – 12:30 pm	Lunch and Networking
1:00 pm – 1:30 pm	CTSO Breakout Time & Conference Wrap Up
1:35 pm – 2:00 pm	Closing Session

HOW TO REGISTER FOR BASIC

For assistance with registration, please contact the IDCTE Office

Phone: (208) 429-5500 | Email: basic@cte.idaho.gov

Choose the location you wish to attend and click the link for the registration site.

Note: There are separate registration links for each BASIC event

October 9th – Coeur d'Alene: <https://www.registermychapter.com/flc/id-n>

October 27th – Boise: <https://www.registermychapter.com/flc/id-bn>

October 28th -Twin Falls: <https://www.registermychapter.com/flc/id-s>

October 29th -Idaho Falls: <https://www.registermychapter.com/flc/id-basic-e/>

REGISTRATION SITE LOGIN

From the main registration page, click the “Conference Registration” button

The screenshot shows the top of the BASIC registration website. The header includes the BASIC logo, the text "Building and Achieving Success in Idaho Chapters", and the date "Oct. 21st, 2025 BASIC Boise State" with a "[Home]" link. Below the header is a navigation menu with buttons for "Conference Registration", "Help", "Log Out", and links for "Access Idaho Credit Card Payment" and "Back to Admin". A notice on the right states: "This event will be held at Boise State University Registration cost is \$35 Registration closes Sept. 28th BASIC credit card payments are now available! Please click the link to the left titled 'Access Idaho Credit Card Payment'. If you have questions about registration, e-mail basic@cte.idaho.gov".

- If you have previously registered for a BASIC conference, enter your User Name and Password in the space provided. Proceed to the **Adding Attendees Section**

The screenshot shows the login form for users who have previously registered. It includes a prompt "Please enter your username and password" and fields for "User Name" and "Password". A "Submit" button is next to the password field, and the text "Administrator Logged In" is displayed. Below the login fields, there is a message: "If you have never registered **this chapter** before, please click [here](#) to add your school. Please Note. If you have two schools, you will need to add the schools separately." Another message states: "Please note that you must have javascript and [cookies](#) enabled (especially session cookies) in your browser, in order to log in. If these are not enabled, you will be returned to this screen after attempting to login with no messages of any kind." A link "Can't remember your password?" is followed by a prompt to enter an e-mail address and a "Submit" button.

- If you have never registered for BASIC, follow the prompt to add your school and proceed to the **Adding Your School Section**.

This screenshot is identical to the previous one, but with a red box highlighting the link "here" in the message: "If you have never registered **this chapter** before, please click [here](#) to add your school. Please Note. If you have two schools, you will need to add the schools separately."

ADDING YOUR SCHOOL

1. Complete the information by filling in the blocks for advisor name, school name and address and contact information.

- When filling out the "School Name" section, please make sure to add your CTSO after the school. This helps identify multiple CTSOs attending from one school.

Example: Sample High School – BPA
Sample High School - SkillsUSA

2. Choose your level in the drop down.

- Middle School
- High School
- Postsecondary

3. Choose if you will be bringing students from 1 CTSO or Multiple.

- If Single CTSO, choose which organization in the dropdown
- If multiple CTSOs are attending from one school, please choose Multiple and contact IDCTE staff (basic@cte.idaho.gov) to ensure students are registered with their respective organizations.

4. Create your Username and Password.

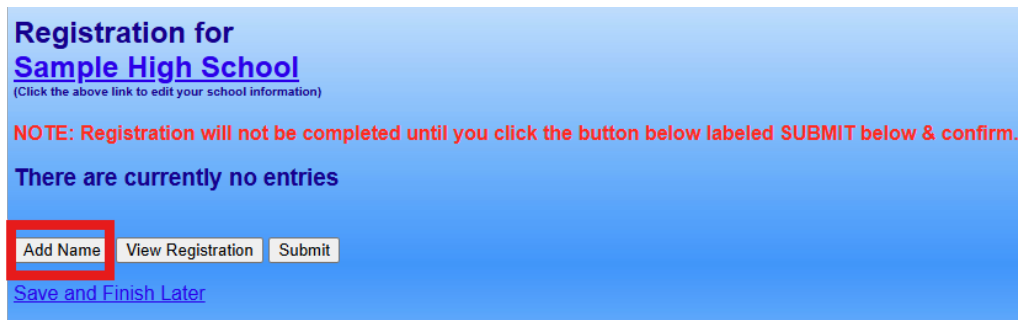
5. Click Submit.

Please enter the following information

Advisor	First Name *	John
	Last Name *	Doe
School Name *	Sample High School	
Address 1	1234 Simulation Rd	
Address 2		
City	Boise	State ID Zip 83702
Level *	2 - High School ▼	
CTSO *	☐ Single ☒ Multiple	
	SkillsUSA ▼	
E-Mail *	basic@cte.idaho.gov	
Confirm E-Mail *	basic@cte.idaho.gov (Please type e-mail address again to confirm)	
Phone	208-429-5500	
Fax		
User Name *	JDoe	
Password *	*****	
Confirm Password *	*****	
Will you be purchasing a T-Shirt? If yes, please select your size. No ▼		
Submit		

ADDING ATTENDEES

1. Once logged in to your chapter's registration portal, click the "Add Name" button.



Registration for
Sample High School
(Click the above link to edit your school information)

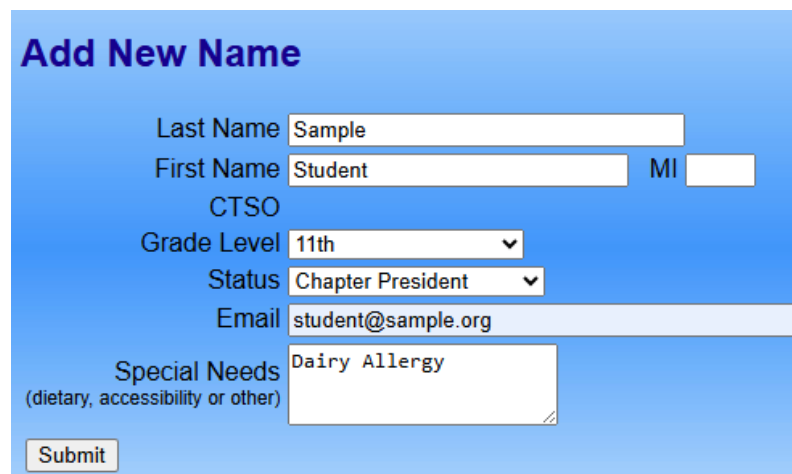
NOTE: Registration will not be completed until you click the button below labeled SUBMIT below & confirm.

There are currently no entries

Add Name View Registration Submit

[Save and Finish Later](#)

2. Fill in the required information in each block.
(first/last name, participant grade level, etc.)
3. For the Status drop-down, choose the title that best describes each attendee.
4. Enter the attendee's email address.
5. For any special needs accommodations, please fill in the information using the box provided.
6. Click "Submit".
7. Repeat the process for ALL attendees. Advisors and guests/chaperones attending are also **REQUIRED** to register.



Add New Name

Last Name

First Name MI

CTSO

Grade Level

Status

Email

Special Needs
(dietary, accessibility or other)

Submit

T-SHIRT ADD ON (optional)

1. To add a t-shirt, click the “ITEMS” button next to each participant you would like to purchase a shirt for.

ID	Name	Status	Events	Item Selection	
2290001	Test, SkillsUSA	A	0	Items	\$0.00 Edit Delete
2290002	Sample , Student	P	0	Items	\$0.00 Edit Delete

[Save and Finish Later](#)

2. Place a “1” Next to the quantity of t-shirts you would like to purchase then click “SUBMIT”

Select Items for SkillsUSA Test

Description	Price	Quantity
T-Shirt 2XL	\$15.00	0
T-Shirt 3XL	\$15.00	0
T-Shirt 4XL	\$15.00	0
T-Shirt L	\$15.00	1
T-Shirt M	\$15.00	0
T-Shirt S	\$15.00	0
T-Shirt XL	\$15.00	0

PREVIEW REGISTRATION INVOICE AND SUBMISSION

You may save an incomplete registration and return at a later time by clicking the “Save and Finish Later” link. When returning, simply log back into the registration system to pick up where you left off.

1. To preview your registration invoice, click the “View Registration” button.

NOTE: Registration will not be completed until you click the button below

ID	Name	Status	Events	Item Selection	
2290001	Test, SkillsUSA	A	0	Items	\$15.00 Edit Delete
2290002	Sample , Student	P	0	Items	\$0.00 Edit Delete

[Save and Finish Later](#)

2. Review your chapter invoice. If you need to make edits to registration information or delete an attendee, click the “Back to Registration” at the bottom of the page.

NOTE: Your registration is NOT fully submitted yet!

Invoice

SCHOOL INFORMATION
Sample High School
1234 Simulation Rd
Boise, ID 83702
Ph: 208-429-5500 Fax:
email: andrew.armstrong@cte.idaho.gov

REMIT TO
Idaho CTE
Attn: BASIC
650 W State St Ste 324
Boise, ID 83702-5936
Ph: 2084295539
email: basic@cte.idaho.gov

Invoice #	Date
477	9/3/2025

Registration Summary			
Quantity	Description	Price Each	Ext.
1	Chapter President	\$35.00	\$35.00
1	Chapter Secretary	\$35.00	\$35.00
2 Attendees		Registration Total	\$70.00

Item Summary			
Quantity	Item	Price Each	Ext.
1	T-Shirt 3XL	\$12.00	\$12.00
1	T-Shirt L	\$12.00	\$12.00
* Click here for individual break out			Item Total
			\$24.00

Grand Total Due	\$94.00
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Make check payable to Idaho CTE and remit payment 5 days prior to the conference.
ATTENTION: A completed Attendee Release Form is required for all advisers, members, and chaperones. You must have these forms filled out, and sent to teresa.danielson@cte.idaho.gov at least a week prior to event. Attendee Release Form is located on the BASIC website: <https://cte.idaho.gov/students/basic/>

Participant ID	Name / Contests / Items
2477001	Sample, Student (Chapter President)
2477002	Chapter, Officer (Chapter Secretary)

3. Once your registration information is correct, make sure to click the “Submit” button at the bottom of the Invoice Page.
4. You will then need to verify your submission one final time by clicking the “Confirm” button.

YOUR REGISTRATION IS FULLY SUBMITTED WHEN THE CONFIRMATION NOTE IS LISTED AT THE TOP OF THE PAGE:



Building and Achieving Success in Idaho Chapters
Oct. 21st, 2025 BASIC Boise State
[\[Home\]](#)

Your registration has been sent, thank you for registering online!

[\[Back to Registration\]](#)

ATTENDEE RELEASE FORMS

Advisors must submit an online IDCTE release form for all BASIC participants.

BASIC Release Form Link: <https://idahocte.jotform.com/form/230736272343150>

REGISTRATION PAYMENTS

Payment for BASIC registration can be remitted via check or credit card.

Pay by Check: For check payments, please send check and a copy of your registration invoice to:
Idaho CTE
Attn: BASIC
650 W. State Street; Suite 324
Boise, ID 83702

To pay by credit card, visit the [ONLINE PAYMENT PORTAL](#)

- To remit payment, make sure “BASIC Event” is selected as the transaction item.
- Complete the payment form.
 - In the “Note/Comment” section, please list your invoice number
 - In the Unit Price section, list the amount of your invoice
 - Click “Next”
- Fill out the Customer Information blocks and click “Next”.
- Enter payment information and click “Next”.
- Review all information and click “Submit Payment” to finish.