

INSTRUCTIONS FOR NATIONAL PROGRAMS ACCESS

BAA and CMAP

[BAA](#) and [CMAP](#) are open. FBLA and PBL members achieving each level will receive an online certificate, a digital badge, and a pin. Remind the advisers in your state to follow these steps:

1. Share each BAA or CMAP Preview level page with members and have them complete the activities (hyperlinked below and on the national website) for that particular level.
2.
 - a. [Future](#), [Business](#) (pins awarded at local level), [Leader](#) (pin awarded at State Leadership Conference), [America](#) (pin awarded at National Leadership Conference)
 - b. [Director](#) (pin awarded at the local level), [Executive](#) (pin awarded at State Leadership Conference), [President](#) (pin awarded at National Leadership Conference)
3. Instruct your members save their work locally. Members should be tracking their activities as they complete them. Once a student has completed the activities for the particular level, check their work and make sure that they have completed all of the required and total activities for the level before they select their work that will be uploaded to their Tallo online profile. Please note the change that advisers are only required to review the activities once the level is completed.
4. Review the [Tallo](#) online profile instructions with your student **for each level**. (You may want make a Tallo account for yourself if you wish so you can demonstrate the different components of the profile before your students start their profile).
5. Students will select both required and optional activities and upload them into their Tallo online profile.
6. Remind your students to share the profile with you when they have completed all activities for this level and uploaded their required and optional activities.
7. Once you approve the profile and all activities for the level that they have completed, submit the entry/submission form for the award.
 - [Future Form](#), [Business Form](#), [Leader Form](#), [America Form](#)
New form system coming soon!
 - [Director Form](#), [Executive Form](#), [President Form](#)
8. Upon the completion of each individual level, all students will have a detailed online e-portfolio through Tallo which they may share with potential colleges or employers. Student profiles may also be exported into a hard copy resume format.
9. Students have the option of sharing as little or as much of their profile as they wish. Review the [privacy policy](#).
10. If you are an FBLA adviser, do your students need to retrieve their BAA files from last year? Click [here](#).

FBLA Community Service Awards (CSA)

The [Community Service Awards \(CSA\)](#) are now live. Students may now enter their hours of community service for the Community, Service, and Achievement levels. Students achieving the

Community award (50) and Service (200 hours) awards receive an online certificate, and the Achievement Award (500 hours) receive an online certificate and a pin at the National Leadership Conference.

- [Community Submission Form](#)
- [Service Submission Form](#)
- [Achievement Submission Form](#)

Need to check where your members left off on their FBLA CSA Awards?

- Enter your FBLA chapter number and retrieve a list of chapter members registered for CSA, total hours, and the dates parts of the CSA were awarded by clicking [here](#).
- Then click on the individual id of the student that you want to see the breakdown of hours by activity.

FBLA Super Sweeps

[FBLA Super Sweeps](#) is now live. Remind the advisers in your state to:

1. Share the [Super Sweeps Preview](#) page with members and as a group, select the activities that your chapter will be working on.
2. Decide which members will save which of the parts of the activities that were selected.
3. Instruct your members save their work locally.
4. Check their work and make sure that they have completed all of the required and total activities before it is uploaded to the Super Sweeps form.
5. Once you confirm and approve all activities have been completed, submit the entry/submission form for the award.

All chapters achieving this award will receive an online certificate and all attendees at one of the National Fall Leadership Conferences will receive a ribbon to wear on their conference name badge. FBLA Super Sweeps is the first part of the [FBLA Chapter Challenge](#).