**PROCESS AND TIMELINE FOR CLUB COMPETITION**

**The Spanish Club Competition will be on April 12, 2019, at the Ferguson Center at the University of Alabama.**

**\*\*\**Please note that all deadline dates are extremely important and must be met on time.***

**Step One:       Register your school on the F.C.E.A. (Federación de los Círculos de Español de Alabama) web page at**

**https://** **fceaalabama.weebly.com.  Click on the Registrations tab and then click on the**

**electronic and print forms.  This will take you to the dues remittance form page.  Complete the dues**

**remittance form and click submit.  Mail your Federation membership dues to Hannah Brake,**

**Treasurer, by January 4, 2019.  Any registration not postmarked by January 4 will incur a $25.00** **late**

**fee.**  Late registration will only be accepted if postmarked by Jan 11, 2019.

**Attn:  Hannah Brake, F.C.E.A. Treasurer**
**Florence High School**
**1201 Bradshaw Drive**

**Florence, AL  35630**

**Step Two:       You will receive notification upon receipt of your yearly dues.**

**Step Three:    Submit the University of Alabama Registration Form to the Convention Coordinator, along with the**

**$7.00 registration fee per student attending the annual conference. (The $7.00 registration fee goes to**

**The University of Alabama) Submit by February 1, 2019, to:**

**Dr. Xabier Granja**

The University of Alabama

Department of Modern Languages & Classics

Box 870246

Tuscaloosa, AL 35487-0246

(205) 348-5059

spanishconvention@ua.edu

**Step Four:   Beginning on February 1, you may begin to register for the individual competitions on the F.C.E.A.**

**webpage.  If you have any specific competition questions, please contact us. You will receive a confirmation**

**email from the officer in charge within five days of your submission. If you do not receive**

**notification within the five days, please contact the President of the Federation at** **fceapresidente@gmail.com****.**

***The deadline date for individual registrations is Friday, March 1, 2019*.**

**Day of Competition:  When you arrive at the Convention Center, proceed directly to the University Registration**

**Desk located on the Main Floor to register your school and receive your school packet.**

**After registering with the University you need to sign in with the Federation to receive:**

**1.     Detailed listing of Competitions indicating each area and number of students registered from your school,**
**2.    Colored plastic cards (for competitions that require them) to distribute to each of your student**

**participants. Each student will be required to present a card to the judge for the area of competition**

**in order to sign in and participate.**

 **3.     After registering with the university and with the federation, please proceed to the ballroom (3rd floor of The**

 **Ferguson Center) for the opening ceremony.**

**DUES TO THE FEDERATION AND TO THE UNIVERSITY OF ALABAMA MUST BE PAID IN ORDER FOR YOUR SCHOOL TO PARTICIPATE. REGISTRATIONS NOT POSTDATED BY THE DEADLINE WILL NOT BE ACCEPTED.**