



CHAPTER THREE

COMPUTER STATION SETUP AND PROCESS



FOR INITIAL TEST DAY ONLY

1. Volunteer logs on to each computer
2. Volunteer sets each computer up in the Test Day portion of www.drugfreeclubs.com
3. Volunteer selects "Register as a Member" on each computer
4. Volunteer instructs each student to read each screen as the student goes through the computer portion of Initial Test Day
5. Volunteer helps to troubleshoot issues student may be having
6. Volunteer selects "Register as a Member" any time a student leaves their computer

STATION NOT NEEDED FOR **RANDOM TEST DAYS**

Supplies needed for this station: computers or iPads on your school's network

Give one of these signs to the volunteer overseeing the computer station

www.DFCATestDay.com

↓

Username: _____
Password: **T3stDay#DFCA**
*case sensitive

↓

Choose **“Register as a Member”**

What would you like to do?

Register as a Member
Add a Photo 📷

↓

Don't have an email address?
Use: First name Last Name @ dfca.com

COMPUTER STATION LOGIN

www.DFCATestDay.com



Username: _____

Password: *T3stDay#DFCA*

**case sensitive*



Choose “Register as a Member”

What would you like to do?

[Register as a Member](#)

[Add a Photo !\[\]\(ef3fb36f4ce4be5752553897936b233f_img.jpg\)](#)

**Don't have an email address?
Use: First name Last Name @ dfca.com**

1. Volunteer logs on to each computer
2. Volunteer sets each computer up in the Test Day portion of www.DFCATestDay.com
3. Volunteer selects "Register as a Member" on each computer
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6. Volunteer selects "Register as a Member" any time a student leaves their computer

Helpful Tips

The computer process will continue to cycle, so you should not have to log each computer in more than once

If a student does not know some of the required information being asked of them off the top of their head, there is a strong chance that it will be written on their application

If a student does not know a parent's email address or there is not one listed, help them create a "dummy" address by using their parent's first and last name @dfca.com

If there are any issues happening with the website, close out of the browser and begin the login process over again

If internet access shuts down for any reason, ask the Chapter Coordinator for copies of the student survey so that the students' answers can be captured-these will need to be entered along with the students' individual information from their application before paper is sent to DFCA.

Thank you for believing in the power of this effort and for taking action to make it happen today! You are truly making a difference!

**If Students are using
their own devices,
place this sign on
each of the computer
station tables for
students to reference**

Drug Free Clubs
OF AMERICA 

www.DFCATestDay.com

Username

Password

T3stDay#DFCA

*case sensitive



www.DFCATestDay.com

username:

Password:

T3stDay#DFCA

*case sensitive