



MEMBERSHIP QUICK START & ACCESS GUIDE



QUICK START GUIDE



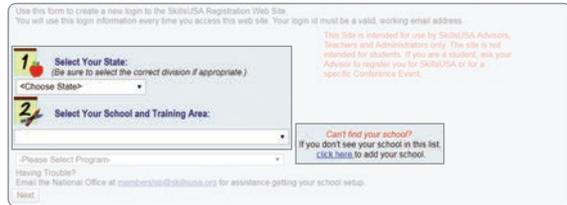
Step-by-Step Instructions

1 Go to the SkillsUSA website at www.skillsusa.org and locate **JOIN** at the top of the page. Click the **JOIN** button to proceed.



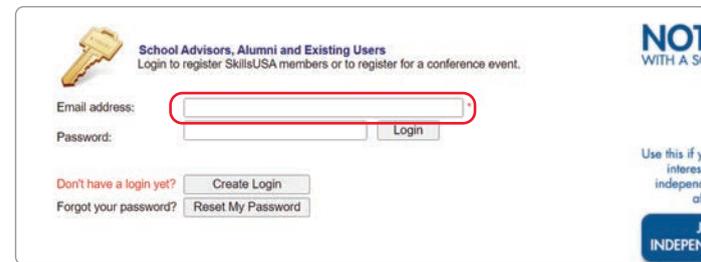
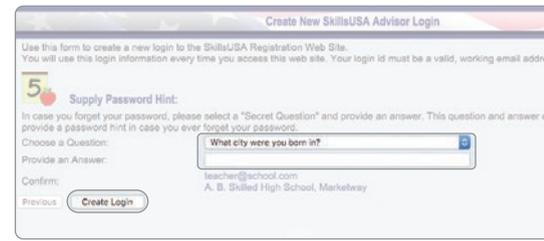
2 If you are a new advisor, you will need to create a login by clicking on the **Create Login** button. If you are a current advisor, simply log in and proceed to the registration page, then continue to follow the instructions in **Step 7**.

3 When creating your login for the first time, you will be able to select state, school and program area. You must have an active chapter to be able to locate your school. If your school is not listed, please click on **Can't Find Your School** and request that your school be added.



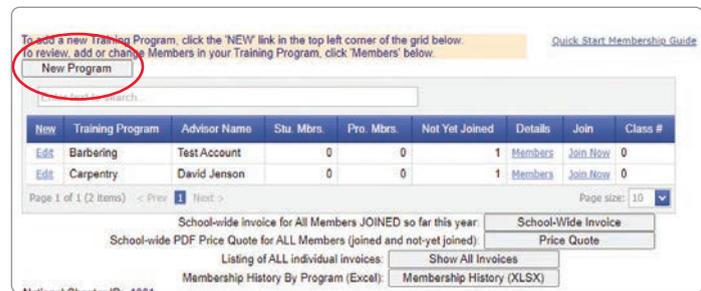
4 Next, you are required to enter a valid email address and provide a password.

5 If prompted, please answer the Secret Question for password security, then select **Create Login**.



6 You will be taken back to the Login screen. Use your email address and password to log in.

7 Here you will be able to add members or register for conferences. Select **Membership** to add members.



8 If you are a new advisor you will need to add your Training Program by clicking on the **New Program** button.

9 Now you are ready to join members. Select **Member** to the right of the training program to which you will be adding members.



10 Then select **New Member**. The **Membership Details** record will appear.

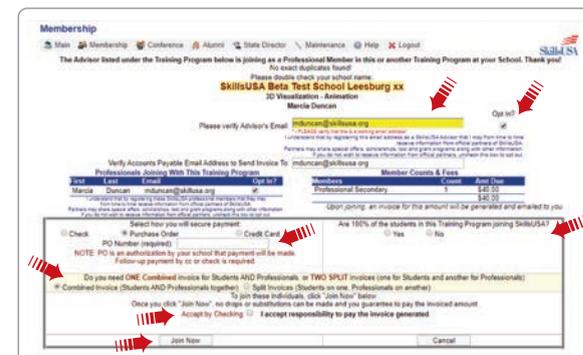


Note: Advisors who were professional members last year have been automatically entered as professionals for the current year. Please verify that your email address is current, and delete advisors that are no longer with the school. Advisors and students are not officially joined until Step 12 is completed and an invoice generated.

12 You are now ready to join **selected** members by using the **Ready to Join** checkbox located at the right of each member's name or you may select ALL members by using the **Ready to Join** checkbox located in the blue column header. *Any members not selected will remain pending in the system until they are officially joined or deleted from the system.*



13 You are ready to submit your membership to SkillsUSA by selecting **Join Selected** located at the top of the page. Now the steps for payment will be generated.



On the payment page, complete the following fields: **Verify Advisor's Email Address, Opt In, Payment Method, 100% Students Joining, Combined or Split Invoice**. Read and accept the statement: "Once you click 'Join Now' no drops or substitutions can be made and you guarantee to pay the invoiced amount." Upon completion of all fields, click the final **Join Now** in bottom left corner.

CONGRATULATIONS!

You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance in growing your chapter or help in registering members, call the SkillsUSA Customer Care Team toll-free at: **844-875-4557**.

QUESTIONS? WE'RE HERE TO HELP

For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

Monday/Wednesday/Friday (8 a.m. – 5 p.m. ET)
Tuesday/Thursday (11 a.m. – 7 p.m. ET)
Chat: SkillsUSA Register (skillsusa-register.org)

Call: 844-875-4557
Email: customercare@skillsusa.org

PAYMENT REQUIREMENTS AND OPTIONS

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Services begin when membership is submitted.

If paying by Visa, Mastercard, American Express or Echeck: Go to the **Edit Training Program** screen and click the **Show All Invoices** toward the bottom of the page. Locate your invoice and click on the Invoice ID link located in the first column. A credit card payment link is located on the invoice. To pay for all school invoices, click the **School-Wide Invoice** button located at the bottom of the invoice box. Enter your credit card information as requested.

If paying by check: Please send a copy of your membership invoice with the check to the address on the invoice. To see full details of payment options, including ACH set-up, visit this link: <http://bit.ly/SDpaymentoptions>

If using a purchase order: Verify with your accounting department whether a purchase order is required prior to joining members. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

Note: Payment for all membership submitted is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

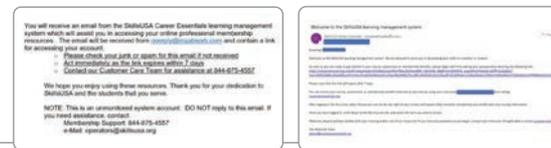
Please mail a copy of the invoice and your payment to the address on the invoice. If you have questions, call **844-875-4557** for assistance with your invoice.

ACCESSING THE BENEFITS OF PROFESSIONAL MEMBERSHIP

- 1 Complete and submit Professional Membership through **SkillsUSA REGISTER** (SkillsUSA-register.org). For information on how to submit membership, refer to the SkillsUSA Quick Start Guide on the reverse side of this publication.



- 2 Once Professional Membership is submitted, the member will receive two emails. The first email — which will come from **SkillsUSA REGISTER** — will confirm submission of membership. The second will come from **SkillsUSA ABSORB** (noreply@myabsorb.com). To validate your Professional Member benefits, click on the validation link.



Please note that this link will only be active for seven days. If the email is not received, please check junk/spam folders.

- 3 The validation link will direct you to a webpage to create a password. Create a password and click the **Reset Password** button.



- 4 Once a password is successfully created, a **Login** button will appear. Click on this button. Log in using the member email as the username and newly created password.



- 5 Once logged in to SkillsUSA ABSORB, the member will be able to locate the **Professional Membership Benefits** on their dashboard.



- 6 Once the account is created, this account can be accessed in two ways:



Directly on SkillsUSA ABSORB at absorb.SkillsUSA.org.



In SkillsUSA REGISTER at SkillsUSA-register.org. After logging in, select the benefits at the bottom of the dashboard.

ONLINE RESOURCES

Our online resources for advisors and students support active participation and the development of SkillsUSA Framework skills.



Call: 844-875-4557 | **Email:** customercare@skillsusa.org
Chat: SkillsUSA Register (skillsusa-register.org)

