

# How to Add Fees to the Utah's SkillsUSA National Leadership & Skills Conference Registration (AKA - 'NLSC' & 'National Conference/Competition')

## 1. Scroll Down to the 'FEES/OPTIONS' Section of the Conference Registration

a. Ignore the 'Hotel Nights' Field. *We (UTAH) are not using this feature* for NLSC Registration

The screenshot shows the 'FEES / OPTIONS' section of the SkillsUSA registration website. A red box highlights the 'Hotel Nights' field, which is crossed out with a red 'X'. A red text box next to it reads: "Ignore the 'Hotel Nights' Field. We (UTAH) are not using this feature for NLSC Registration." Below this, the 'Add Optional State Fee Items' section is highlighted with a yellow box, and the 'Add' button is also highlighted with a red box. The page includes a 'CONTESTS' table with one entry for 'SkillsUSA National Leadership and Skills Conference', a 'School' information section, and a 'Payments' section. At the bottom, there are checkboxes for 'Participants - Check here if you are OVER 18 and attest' and 'Parent/Guardian - Check here to attest for Participant'.

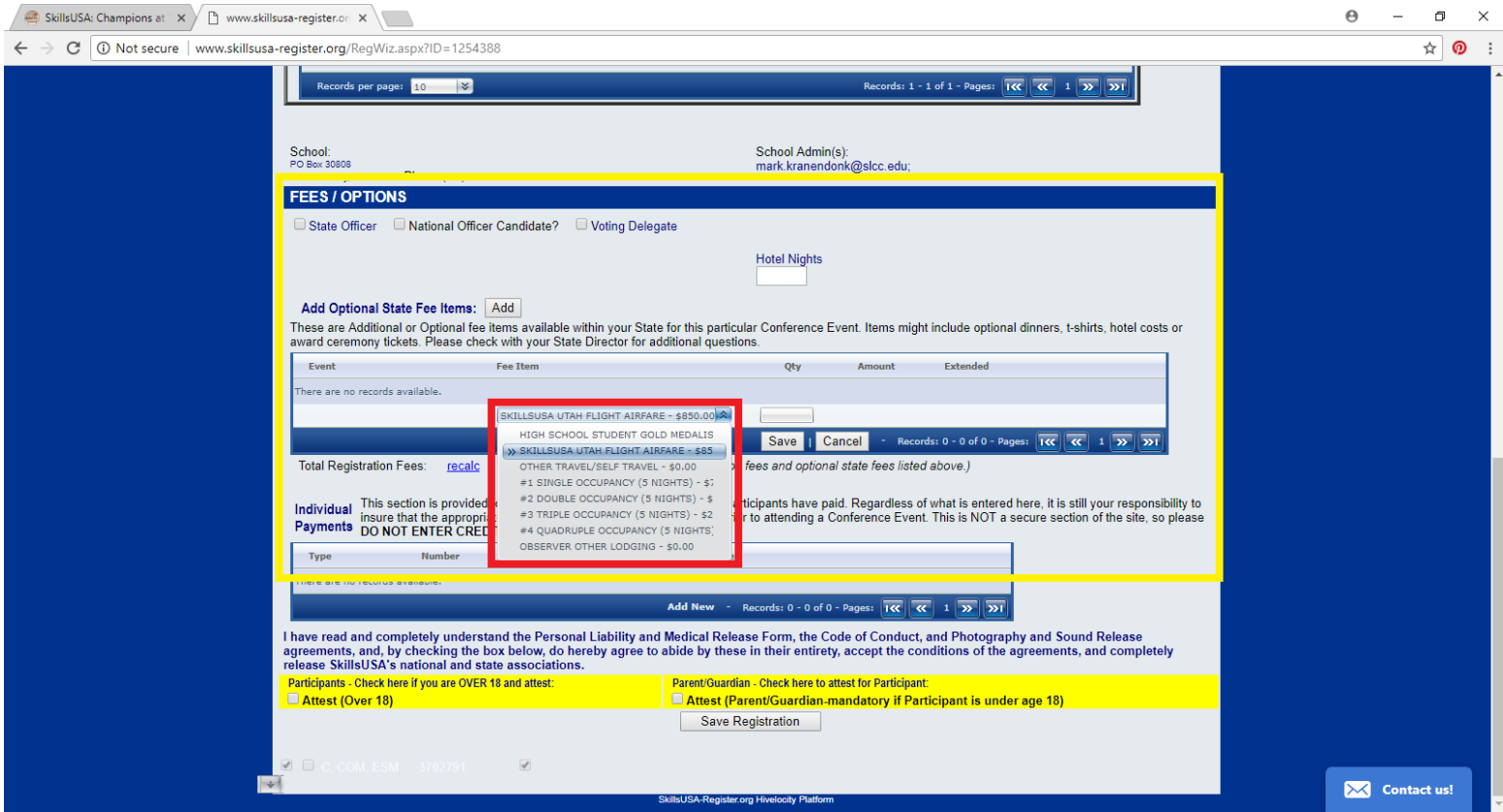
## 2. Click the gray 'Add' Button

The screenshot shows the 'FEES / OPTIONS' section of the SkillsUSA registration website. The 'Add' button for 'Add Optional State Fee Items' is highlighted with a red box. The 'Hotel Nights' field is visible but not highlighted. The page includes a 'CONTESTS' table, a 'School' information section, and a 'Payments' section. At the bottom, there are checkboxes for 'Participants - Check here if you are OVER 18 and attest' and 'Parent/Guardian - Check here to attest for Participant'.

3. Select the appropriate fee you would like to add from the drop-down menu.

a. Each registrant must have ONE Lodging Fee and ONE Travel Fee added to their registration for tracking & billing purposes. (Options/Explanations below)

- i. **\*Please note the 'Other \$0.00' Fees for those not traveling with the group or staying at the group hotel**
- ii. **HIGH SCHOOL STUDENT GOLD MEDALIST ONLY – \$300 CTE Deduction (Credit)** Select this option if you are registering a High School Gold Medalist, it will apply the \$300 Deduction to your invoice.
- iii. **SKILLSUSA FLIGHT AIRFARE \$695.00** - If the registrant **IS** Flying with the Pre-Booked SkillsUSA Group Flying out Monday, June 19th, and Returning Saturday, June 20th, this **MUST BE ADDED!**
- iv. **OTHER TRAVEL/SELF TRAVEL \$0.00** - If the registrant **IS NOT** flying with the Pre-Booked SkillsUSA Group, this **MUST BE ADDED** for tracking purposes!
- v. **#1 SINGLE OCCUPANCY (5 NIGHTS) \$795.00** - If the registrant wants his/her OWN ROOM this fee **MUST BE ADDED!**
- vi. **#2 DOUBLE OCCUPANCY (5 NIGHTS) \$398.00** - If the registrant is SHARING his/her room with ONE OTHER PERSON this **MUST BE ADDED!**
- vii. **#3 TRIPLE OCCUPANCY (5 NIGHTS) \$265.00** - If the registrant is SHARING his/her room with TWO OTHER PEOPLE this **MUST BE ADDED!**
- viii. **#4 QUADRUPLE OCCUPANCY (5 NIGHTS) \$199.00** - If the registrant is SHARING his/her room with THREE OTHER PEOPLE this **MUST BE ADDED!**
- ix. **OBSERVER OTHER LODGING \$0.00** - If an **Observer IS NOT** Staying with the Pre-Booked SkillsUSA Group Hotel, this **MUST BE ADDED** for tracking purposes!



**IGNORE THIS BLANK SPACE – STEPS CONTINUED ON NEXT PAGE**

## 4. Enter '1' in the Quantity Box

Records per page: 10 Records: 1 - 1 of 1 - Pages: <<< 1 >>>

School: PO Box 30808 School Admin(s): mark.kranendonk@slcc.edu

### FEES / OPTIONS

State Officer  National Officer Candidate?  Voting Delegate

Hotel Nights

**Add Optional State Fee Items:**

These are Additional or Optional fee items available within your State for this particular Conference Event. Items might include optional dinners, t-shirts, hotel costs or award ceremony tickets. Please check with your State Director for additional questions.

Event	Fee Item	Qty	Amount	Extended
There are no records available.				
	SKILLSUSA UTAH FLIGHT AIRFARE - \$850.00	1		

Records: 0 - 0 of 0 - Pages: <<< 1 >>>

Total Registration Fees: [recalc](#) (This total includes all conference registration fees and optional state fees listed above.)

**Individual Payments** This section is provided for your convenience, to track which Event Participants have paid. Regardless of what is entered here, it is still your responsibility to insure that the appropriate fees are submitted to the State Director prior to attending a Conference Event. This is NOT a secure section of the site, so please **DO NOT ENTER CREDIT CARD NUMBERS BELOW.**

Type	Number	Amount	Paid In Full?	Created
There are no records available.				

Records: 0 - 0 of 0 - Pages: <<< 1 >>>

## 5. Click the Gray 'Save' Button

Records per page: 10 Records: 1 - 1 of 1 - Pages: <<< 1 >>>

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There are no records available.				

Records: 0 - 0 of 0 - Pages: <<< 1 >>>

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations.

Participants - Check here if you are OVER 18 and attest:  Attest (Over 18)

Parent/Guardian - Check here to attest for Participant:  Attest (Parent/Guardian-mandatory if Participant is under age 18)

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## 6. Repeat Steps 2-5 for EACH FEE you need to add.

**IGNORE THIS BLANK SPACE - STEPS CONTINUED ON NEXT PAGE**

**7. Note the 'Edit | Delete' Options if you made a mistake and need to correct or delete a Fee**  
**a. If you click 'Delete' the fee will be deleted**

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Event	Fee Item	Qty	Amount	Extended	
SkillsUSA National Leadership and :	SKILLSUSA UTAH FLIGHT AIRFARE	1	\$850.00	\$850.00	<b>Edit   Delete</b>
SkillsUSA National Leadership and :	#2 DOUBLE OCCUPANCY (5 NIGHTS)	1	\$375.00	\$375.00	<b>Edit   Delete</b>

Add New - Records: 1 - 2 of 2 - Pages:

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Participants - Check here if you are OVER 18 and attest:  
 Attest (Over 18)

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 Attest (Parent/Guardian-mandatory if Participant is under age 18)

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- a. If you click 'Edit' you will be taken back into the fee options and can edit which fee and the quantity if needed.**
- a. You then click 'Update' to save your changes OR**
  - b. Click 'Cancel' if you don't need to make changes and clicked 'Edit' by mistake**

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 School Admin(s): mark.kranendonk@slcc.edu

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Event	Fee Item	Qty	Amount	Extended	
SkillsUSA National Leadership and :	DOUBLE OCCUPANCY (5 NIGHTS) - \$375.00	1	\$375.00	\$375.00	<b>Update   Cancel</b>
SkillsUSA National Leadership and :	SKILLSUSA UTAH FLIGHT AIRFARE	1	\$850.00	\$850.00	Edit   Delete

Add New - Records: 1 - 2 of 2 - Pages:

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8. When all of the necessary fees have been added:
  - a. Check whichever box applies to your registrant [*'Attest (Over 18)'* OR *'Attest (Parent/Guardian-mandatory if Participant is under age 18)'*]
  - b. Then click the gray 'Save Registration' Button.

School: PO Box 30808, Salt Lake City, UT 84130 Phone: (801) 957-7522  
School Admin(s): mark.kranendonk@slcc.edu

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Event	Fee Item	Qty	Amount	Extended	
SkillsUSA National Leadership a	#2 DOUBLE OCCUPANCY (5 NIGHTS)	1	\$375.00	\$375.00	Edit   Delete
SkillsUSA National Leadership a	SKILLSUSA UTAH FLIGHT AIRFARE	1	\$850.00	\$850.00	Edit   Delete

Records: 1 - 2 of 2 - Pages:

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**CONGRATULATIONS! YOU HAVE ADDED FEES FOR YOUR UTAH NLSC REGISTRANT!**