

How to Register for SkillsUSA National Leadership & Skills Conference (AKA - 'NLSC' & 'National Conference/Competition')

There are a few EXTREMELY IMPORTANT things to know before registering for NLSC:

- ALL Conference and Membership Registration will be done through the National Website by ADVISORS ONLY.
- If students have been registered for any previous events using the National Website Registration (2022 FLC or 2023 ULSC) their information can be pulled from the National Website during the registration process.
- ALL CONFERENCE REGISTRATION INFORMATION NEEDS TO BE VERIFIED AS CORRECT. EVEN IF IT WAS ENTERED FOR A PREVIOUS EVENT! ESPECIALLY NAMES (NO NICKNAMES!), BIRTHDAY, EMAIL(Use a personal email), AND GENDER MUST BE ACCURATE.
 - We use your registration information to book hotels and plane tickets! If it doesn't match your government issued ID, you will not be allowed to get on your flight due to security!
- It would be wise to have each student contestant, and observer print, fill out, and return FORM 1 to their advisor, and then their advisor can enter their information during the conference and/or membership registration process.
- Download and Print 'Form 1' here: <https://www.skillsusa.org/wp-content/uploads/2018/02/NLSC-Registration-Form.pdf>

1. Go to <https://www.skillsusa-register.org/Login.aspx>

The screenshot shows the SkillsUSA registration portal. At the top, a red banner reads "Welcome to register.skillsusa.org SkillsUSA's Member Information System". Below this, there are two main login paths. The left path is for "School Advisors, Alumni and Existing Users" and includes fields for "Email address:" and "Password:" with a "Login" button. Below these fields are links for "Don't have a login yet?" (with a "Create Login" button) and "Forgot your password?" (with a "Reset My Password" button). The right path is for "NOT ASSOCIATED WITH A SCHOOL OR STATE ASSOCIATION?" and features three icons representing different professional roles. Below the icons, it says "Use this if you are an industry or business person interested in supporting SkillsUSA as an independent professional who is not directly affiliated with any one school." and a blue button that says "JOIN OR RENEW AS AN INDEPENDENT PROFESSIONAL MEMBER".

Below the login options, there is a section for "CONNECT TO MY FUTURE Career Guidance" with a logo and text: "Registering for the Connect to My Future Conference, but don't have a SkillsUSA Chapter? Contact the Customer Care Team at customercare@skillsusa.org or 844-875-4557".

At the bottom, a section titled "Have questions about SkillsUSA membership, conference registration, Career Essentials, or need online support?" includes the SkillsUSA logo and a "3 WAYS TO CONNECT WITH THE SKILLSUSA CUSTOMER CARE TEAM" section. This section lists: "CALL 844-875-4557", "CHAT at the bottom of this page", and "EMAIL customercare@skillsusa.org for membership and general support". To the right, "Customer Care Team Hours" are listed: "Monday/Wednesday/Friday 8:00 a.m. - 5:00 p.m. (EST)" and "Tuesday/Thursday 11:00 a.m. - 7:00 p.m. (EST)".

Need help? Check out the updated [Quick Start Membership Guide \(PDF Version\)](#)

- Enter your login information and click 'Login', or create a New Login if you do not currently have one by clicking the 'Create Login' Button

Welcome to register.skillsusa.org
SkillsUSA's Member Information System

School Advisors, Alumni and Existing Users
Login to register SkillsUSA members or to register for a conference event.

Email address:
 Password:

Don't have a login yet?

NOT ASSOCIATED
WITH A SCHOOL OR STATE ASSOCIATION?

Use this if you are an industry or business person interested in supporting SkillsUSA as an independent professional who is not directly affiliated with any one school.

JOIN OR RENEW AS AN INDEPENDENT PROFESSIONAL MEMBER

Registering for the Connect to My Future Conference, but don't have a SkillsUSA Chapter?
Contact the Customer Care Team at customercare@skillsusa.org or 844-875-4557

Have questions about SkillsUSA membership, conference registration, Career Essentials, or need online support?

3 WAYS TO CONNECT
WITH THE SKILLSUSA CUSTOMER CARE TEAM

- **CALL** 844-875-4557
- **CHAT** at the bottom of this page
- **EMAIL** customercare@skillsusa.org for membership and general support

Customer Care Team Hours

Monday/Wednesday/Friday
8:00 a.m. – 5:00 p.m. (EST)

Tuesday/Thursday
11:00 a.m. – 7:00 p.m. (EST)

Need help? Check out the updated [Quick Start Membership Guide \(PDF Version\)](#)
 Pop-Up Blockers will prevent this site from working correctly. Please allow Pop-Ups, [here's how](#).

- Click the 'Conference' Icon with the person in the red hat

SkillsUSA's Member Information System

Main
Membership
Conference
Help
Logout

Your email address

Check your state dues and deadlines here: <http://www.skillsusa.org/membership-resources/advisors/dues-and-deadlines/>
The national membership deadline is March 1st, but many state deadlines fall earlier. Be sure to register students by the state deadline to qualify for competitions.

[Membership](#)
Membership Snapshot For SkillsUSA Utah State Office

[Chapter Excellence Program](#)

[Conference](#)
Conference Snapshot For SkillsUSA Utah State Office
SkillsUSA Utah Leadership & Skills Competition

Submitted

* Unsubmitted Members have been entered onto the site but NOT YET SUBMITTED to the National Office, and therefore are not considered SkillsUSA Members and are not eligible to compete.

Students can now Self-Register by Cell Phone! **
[Advisor instructions to enable this feature](#)
[Student Instructions](#)

** = Available in participating states

Event	Count
No data to display	

Need Help with Registration?
 Call 844-875-4557 between 8 a.m.–5 p.m. EST Monday, Wednesday and Friday, and 11 a.m.–7 p.m. EST Tuesday and Thursday.

4. Since your student will have registered for our State Event (ULSC) you should be able to pull their records from previous registrations. Click the 'Lookup Previous Regs' Button.
 - a. *If your student hasn't registered before skip to step 5

Conference Registrations SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

Add Registrant **Lookup Previous Regs** Hotel Reservations

Batch Print Submit R Your email address

Filter Event: SkillsUSA National Leadership and Skills Conference

Edit **	Print	Name	School	Contest	Reg Type	Team	Div	State	Submitted
There are no records available.									

Records per page: 100 Apply Filter Hide Filter Remove Filter - Records: 0 - 0 of 0 - Pages: 1

** - Unless you are a dedicated School Administrator, you can only EDIT Conference records that you created. If you see an email address in the Edit column, that implies you are NOT the record-creator, but that record is owned by the indicated email address. You can either contact the record owner at the indicated email address or email customer@skillsusa.org to request your login be granted School Administrator privileges on this site.

This form lists all the existing Participants along with their assigned Contests. The data is automatically restricted based on user profile - State Directors can see everything in their State, and Advisors can only see students in their School.

Re-Register From State Conference or Last Year's NLSC

If you registered online for a State Conference earlier this year, or for the NLSC Event last year, we might still have all your information available, and can re-register you with just one click! Click the button at right to lookup your name in a list of last year's online registrations, and if you find your name, click the Re-Register button to sign up for this year's Conference.

Watch Video

SkillsUSA-Register.org Hivelocity 2020 Platform
[SkillsUSA Privacy Policy](#)

- b. You will be taken to the 'Re-Register from Previous Conferences' Screen. Find the person you wish to register either by utilizing the 'Search' box or finding him or her in the list and click the 'Register' button next to their name.

SkillsUSA SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

Re-Register from Previous Conferences

Use the table below to search for registrations from previous conferences. This table contains registrations from ALL available Events, but you are re-registering for the currently selected Event shown below. To Re-Register for the current conference, locate the desired name in the table, and click the 'Register' icon in the first column.

Clicking the Register button will immediately attempt to re-register the selected person for this event.

SkillsUSA National Leadership and Skills Conference Cancel

Search: Search Show All

Reg	First Name	Last Name	City State	School	Regtype	Event
Register						SkillsUSA National Leadership and Skills Conference
Register						SkillsUSA Utah Leadership & Skills Competition
Register						SkillsUSA Utah Leadership & Skills Competition
Register						Virtual Fall Leadership Event

Page: 1

SkillsUSA-Register.org Hivelocity 2020 Platform
[SkillsUSA Privacy Policy](#)

- c. You will be taken to their 'Form 1' - Skip to step '7'

5. You can also Register someone by Clicking the 'Add Registrant' Button

Conference Registrations SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

Add Registrant Lookup Previous Regs Hotel Reservations

Batch Print Submit Registration

UT -All Schools-

Filter Event: SkillsUSA National Leadership and Skills Conference

Edit**	Print	Name	School	Contest	Reg Type	Team	Div	State	Submitted
There are no records available.									

Records per page: 100 Apply Filter Hide Filter Remove Filter - Records: 0 - 0 of 0 - Pages: 1

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This form lists all the existing Participants along with their assigned Contests. The data is automatically restricted based on user profile - State Directors can see everything in their State, and Advisors can only see students in their School.

Re-Register From State Conference or Last Year's NLSC
 If you registered online for a State Conference earlier this year, or for the NLSC Event last year, we might still have all your information available, and can re-register you with just one click! Click the button at right to lookup your name in a list of last year's online registrations, and if you find your name, click the Re-Register button to sign up for this year's Conference.

Lookup Previous Regs

Watch Video

SkillsUSA-Register.org Hivelocity 2020 Platform
[SkillsUSA Privacy Policy](#)

6. Fill in the information for each field, starting with the drop-down menu at the top. See further steps below for each field.

SkillsUSA SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration
 SkillsUSA National Leadership and Skills Conference

If you have questions about a competition, please email skillsusa.utahstatedirector@gmail.com

Select Registration Type: Contestant ?
 Select School: SkillsUSA Utah State Office - Cedar City
 Select Member to Compete:

Contest Details

Division: High School
 Contest:
 Contest Reg. Type: Contestant

Save & Continue Cancel

Contest	School	Participant	Team
There are no records available.			

Records per page: 10 Records: 0 - 0 of 0 - Pages: 1

SkillsUSA-Register.org Hivelocity 2020 Platform
[SkillsUSA Privacy Policy](#)

Watch Video

- a. Select Registration Type: Advisor, Contestant, Child (10 and under), Participant (state officer/voting delegate/model), Guest (Chaperone, School Admin, Family). Example below is for a contestant.

The screenshot shows the SkillsUSA registration interface. At the top, there is a red header with the SkillsUSA logo and navigation links: Main, Membership, Conference, Alumni, State Director, Help, and Logout. The page title is "New Conference Event Registration" for the "SkillsUSA National Leadership and Skills Conference". A "Watch Video" button is visible in the top right. The main form area has a "Select Registration Type:" dropdown menu with "Contestant" selected. Below it is a "Select Member to Compete:" dropdown menu. Under the "Contest Details" section, there are three dropdown menus: "Division:" set to "High School", "Contest:" (empty), and "Contest Reg. Type:" set to "Contestant". There are "Save & Continue" and "Cancel" buttons. At the bottom, there is a table with columns for "Contest", "School", "Participant", and "Team", and a message "There are no records available." with pagination controls.

- b. Select School: If you are only an advisor for one school, your school will default. If you advise more than one, you will need to select one from the drop-down menu.

This screenshot is similar to the one above, but the "Select School:" dropdown menu is highlighted in yellow and shows "SkillsUSA Utah State Office - Cedar City" as the selected option. The rest of the form, including the "Contestant" registration type, "High School" division, and "Contestant" registration type, remains the same. The "Save & Continue" and "Cancel" buttons are also present. The table at the bottom still shows "There are no records available."

- c. Select Member to Compete: Here is where a list of your Submitted, Paid Members of SkillsUSA will populate in a drop-down menu. If the student you are trying to register is not a Submitted, Paid Member by March 1st, you will not be able to complete the conference registration process. This should be the gold medalist from the 2024 Utah Leadership and Skills Conference or the designated attendees if the gold medalist is unable to attend.

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration
 SkillsUSA National Leadership and Skills Conference
 If you have questions about a competition, please email skillsusa.utahstatedirector@gmail.com

Select Registration Type: Contestant

Select Member to Compete: [Dropdown menu highlighted in yellow]

Contest Details

Division: High School
 Contest: [Dropdown menu]
 Contest Reg. Type: Contestant

Save & Continue Cancel

Contest	School	Participant	Team
There are no records available.			

Records per page: 10 Records: 0 - 0 of 0 - Pages: 1

SkillsUSA-Register.org Hivelocity 2020 Platform
[SkillsUSA Privacy Policy](#)

- d. Division: Select High School, College/Post-Secondary, or Middle School from the drop-down menu.

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration
 SkillsUSA National Leadership and Skills Conference
 If you have questions about a competition, please email skillsusa.utahstatedirector@gmail.com

Select Registration Type: Contestant

Select School: SkillsUSA Utah State Office - Cedar City

Select Member to Compete: [Dropdown menu]

Contest Details

Division: High School [Dropdown menu highlighted in yellow]

Contest: [Dropdown menu]
 Contest Reg. Type: Contestant

Save & Continue Cancel

Contest	School	Participant	Team
There are no records available.			

Records per page: 10 Records: 0 - 0 of 0 - Pages: 1

SkillsUSA-Register.org Hivelocity 2020 Platform
[SkillsUSA Privacy Policy](#)

- e. Contest: Select the contest your student will compete in.

The screenshot shows the SkillsUSA registration interface. At the top, there is a red navigation bar with the SkillsUSA logo and the text 'SkillsUSA's Member Information System'. Below the navigation bar, the page title is 'New Conference Event Registration' for the 'SkillsUSA National Leadership and Skills Conference'. A contact email is provided: 'If you have questions about a competition, please email skillsusa.utahstatedirector@gmail.com'. The registration form includes several dropdown menus: 'Select Registration Type' (set to 'Contestant'), 'Select School' (set to 'SkillsUSA Utah State Office - Cedar City'), and 'Select Member to Compete'. Below these is the 'Contest Details' section, where the 'Contest' dropdown menu is highlighted with a yellow box. At the bottom of the form are 'Save & Continue' and 'Cancel' buttons. Below the form is a table with columns for 'Contest', 'School', 'Participant', and 'Team', which is currently empty. At the very bottom, there is a footer with the text 'SkillsUSA-Register.org Hivelocity 2020 Platform' and a link to the 'SkillsUSA Privacy Policy'.

- i. INDIVIDUAL EVENT: Example: Action Skills. Continue onto Step 6.
- ii. TEAM EVENT: Example: 3-D Visualization and Animation
 1. An additional drop-down list will pop up titled 'Team Code'.
 2. You will need to select a 'Team Code' for each member of the team you register. Remember to assign them the same 'Team Code'. Example: A


This screenshot shows the same SkillsUSA registration interface as the previous one, but at a later stage. The 'Contest' dropdown menu is now set to '3-D Visualization and Animation Team of 2'. A new dropdown menu, 'Team Code', has appeared and is highlighted with a yellow box, with the letter 'A' selected. The 'Save & Continue' and 'Cancel' buttons remain at the bottom of the form. The rest of the page layout, including the navigation bar and footer, is identical to the previous screenshot.

- f. Contest Registration Type: It will default to Contestant. There is not another option.

- i. *IF YOU REGISTER FOR A CONTEST WHERE A MODEL IS REQUIRED, MODELS SHOULD NOT BE REGISTERED AS CONTESTANTS. YOU CAN REGISTER THEM AS PARTICIPANTS IN THE REGISTRANT TYPE FIELD.

7. The next screen will be your contestant's 'Form 1'

- a. YOU WILL NEED TO MAKE SURE ALL OF THIS INFORMATION IS ACCURATE. NO NICKNAMES. NAMES, GENDER, AND BIRTH DATE MUST MATCH A GOVERNMENT ISSUED ID.
- b. **A PERSONAL EMAIL IS REQUIRED- PLEASE DO NOT USE SCHOOL EMAILS FOR FIREWALL ISSUES- This will prevent a lot of issues in the future.**
- c. It may be easiest to have your student(s) fill out the Form and turn it into you before you begin registration. You can view and print the form here: https://www.utahskillsusa.org/uploads/8/1/2/7/81273014/nlsc_registration_liability_form_rev_3_2024.pdf


Conference
SkillsUSA's Member Information System

Main
Membership
Conference
Alumni
State Director
Help
Logout

Registrant Detail Info

Created By: savannahwhitney1017@gmail.com On: 04/04/22
Last Edited By:

State: 1733169
ADD NEW Event:

CURRENT EVENT: SkillsUSA National Leadership and Skills Conference
Select Level: Student Professional
Registrant Type:

Select Division: High School College/PS Middle School
Member ID: 4481431

Member Names Can Only Be Edited by the National Office
[Click here to request a spelling correction for Contestants](#)

Participant's First Middle & Last Name:

Participant's Home Address: **PLEASE USE HOME ADDRESS!**

City: State: Zip:

Home Phone (with area code): Cell Phone (with area code):

Date of Birth: Age: Gender:

(mm/dd/yyyy - Accurate DOB is critical for locating your scores online!)

Email Address of Registrant:

Name of Teacher/Adult accompanying participant, if applicable:

(Cell) Phone Number of teacher / adult chaperone:

Parents' / Guardians' Names (if Participant is under age 18):

Parents' / Guardians' Phone with area code:

Name of SkillsUSA Advisor for participant's Occupational Area:

School where Participant's trade area is taught:

Occupational Training/Trade Area in which Contestant is enrolled:

(This is NOT the Contest for competition - just the class the student is enrolled in.)

Graduation Year:

Participant's T-Shirt Size:

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). YES Describe:

Check YES if participant has dietary restrictions: YES Describe:

- d. Registrant Options: ONLY FOR STATE OFFICERS- If you have a student who is a state officer attending NLSC, please select State Officer and Voting Delegate.
- e. Add-On Events:
 - i. Also Attending? IF YOUR STUDENT IS A STATE OFFICER: PLEASE SELECT LEVERAGE FROM THE DROP-DOWN MENU
 - ii. Participate in the Community Service Project on Friday: Anyone can sign up for this- However some contests debrief meetings may interfere.

Registrant Options

State Officer?
 National Officer Candidate?

Add-On Events

Also Attending? <Not Attending Pre-Conference> [More Info on Leverage](#)
 Pre-Conference Attendee ONLY

Participate in Community Service Project on Friday? YES IMPORTANT!
 The Community Service Project conflicts with Delegate and some post-conference debriefs - [check THIS list to see if your contest has a conflicting debrief](#) that would prevent you from volunteering at the Community Service Project.

- f. Contests: Students are not allowed to register for more than one contest.
- i. **IF YOU UTILIZED STEP 5 TO REGISTER** (Adding a New Registrant without looking up previous records) **SKIP THE CONTEST BOX.**



- ii. **IF YOU UTILIZED STEP 4 TO REGISTER** (Registering someone from the 'Look up Previous Registrations' Options) **FOLLOW THE STEPS BELOW**
1. Click the 'Add Contest' Button

CONTESTS

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. **Save Registration**

Event	Contest	Division	RegType	Delete
There are no records available.				

Records per page: 10 Records: 0 - 0 of 0 - Pages: 1

2. Select the appropriate information from the drop down lists:
3. Event: Defaulted to NLSC. You will not be able to change it.
4. Division: Choose High School, College/Post Secondary, or Middle School.
5. Contest: Select the contest your student will participate in.
 - a. INDIVIDUAL EVENT: Example: Action Skills - Skip to the next step.
 - b. TEAM EVENT: Example: 3-D Visualization and Animation
 - i. An additional drop down list will pop up titled 'Team Code'.
 - ii. You will need to select a 'Team Code' for each member of the team you register. Remember to assign them the same 'Team Code'. Example: A (See Below)
6. Contest Registration Type: It will default to Contestant. There is not another option.
 - a. *IF YOU REGISTER FOR A CONTEST WHERE A MODEL IS REQUIRED, YOU SHOULD REGISTER MODELS AS PARTICIPANTS BACK ON STEP 6A.

1733222 (NEW) 126

12419 **Need Help?**
[Check out this online video about Contests and Teams!](#)

Competition Registration For:
Davis, Oliver

Event: SkillsUSA National Leadership and Skills Conference Select a competition event.

Division: High School Select High School, College or Middle School.

Contest: 3-D Visualization and Animation Team of 2 Select a contest.

Reg. Type: Contestant Select a Registration Type.

Team Code: A If applicable, select a Team Code designation (the system will suggest the next appropriate team code based on other registrations from your state, but you can override this if needed.)

- g. Scroll Down to the 'FEES/OPTIONS' Section of the Conference Registration
 - i. Ignore the 'Hotel Nights' Field. We (UTAH) are not using this feature for NLSC Registration. Please use the Room Planner Template on our website under the Registration Guides section here: <https://www.utahskillsusa.org/nlsc---national-and-leadership-skills-competition.html>

OPTIONAL FEES

Add Optional State Fee Items:

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended
There are no records available.				
	<input type="text" value="HIGH SCHOOL STUDENT GOLD MEDALIST ONLY"/>	<input type="text" value="1"/>		

- Records: 0 - 0 of 0 - Pages:

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

- iii. Click the gray 'Add' Button

OPTIONAL FEES

Add Optional State Fee Items:

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended
There are no records available.				
	<input type="text" value="HIGH SCHOOL STUDENT GOLD MEDALIST ONLY"/>	<input type="text" value="1"/>		

- Records: 0 - 0 of 0 - Pages:

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

- iv. Select the appropriate fee you would like to add from the drop-down menu.
 1. 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.
 2. OPTIONAL SWAG BAG - \$15.00
 3. Enter '1' in the Quantity Box

OPTIONAL FEES

Add Optional State Fee Items:

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended
There are no records available.				
	<input type="text" value="HIGH SCHOOL STUDENT GOLD MEDALIST ONLY"/>	<input type="text" value="1"/>		

- Records: 0 - 0 of 0 - Pages:

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

- vii. Click the Gray 'Save' Button
- viii. Repeat steps c-g for EACH FEE you need to add.
- ix. Note the 'Edit | Delete' Options if you made a mistake and need to correct or delete a Fee
 - 1. If you click 'Delete' the fee will be deleted
- x. If you click 'Edit' you will be taken back into the fee options and can edit which fee and the quantity if needed.
 - 1. You then click 'Update' to save your changes OR
 - 2. Click 'Cancel' if you don't need to make changes and click 'Edit' by mistake

OPTIONAL FEES

Add Optional State Fee Items:

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Event	Fee Item	Qty	Amount	Extended	
SkillsUSA National Leadership and :	HIGH SCHOOL STUDENT GOLD MEDALIST ONLY	1	(\$800.00)	(\$800.00)	<input type="button" value="Edit Delete"/>

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

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

- h. Attestation:
 - i. When all of the necessary fees have been added:
 - ii. Check the Advisor Acceptance box.
 - 1. Then click the gray 'Save Registration' Button.

ATTESTATION

Advisor Acceptance

I attest that the information on the SkillsUSA Conference Registration and Liability form has been reviewed with the attendee and there is complete understanding and agreement to the SkillsUSA Code of Conduct, the release of personal information, conference photography and sound release, safety and health responsibilities and liability. If the student is under 18 years old, I have provided the attendee's parent or guardian with the SkillsUSA Conference Registration and Liability Form. By checking the box below, both the attendee and I agree to abide by ALL SkillsUSA guidelines and policies as stated on the Conference Registration and Liability form and any other requirements mandated by the state or national office. We accept all conditions of this agreement; and the attendee and I completely release SkillsUSA national and state liability.

I Agree: My Email: s...@... IP:67.2.62.203 Time Stamp: 4/4/2022 4:33:49 PM

- 8. Repeat all of these steps for each registrant.
 - a. Once you have verified everything is correct, GO BACK TO THE CONFERENCE REGISTRATION SCREEN. AND CLICK THE 'SUBMIT REGISTRATION' BUTTON. If you skip this step, your registration process will not be complete.

Conference Registrations SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

Add Registrant Lookup Previous Regs Hotel Reservations

If you have questions about a competition, please email skillsusa.utahstatedirector@gmail.com

Filter Event: SkillsUSA National Leadership and Skills Conference

Edit **	Print	Name	School	Contest	Reg Type	Team	Dir	State	Submitted
1733234	FORM	Whitney, Savannah	SkillsUSA Utah State Office - C		State Office		P	UT	

Records per page: 100 Apply Filter | Hide Filter | Remove Filter - Records: 1 - 1 of 1 - Pages: 1

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- b. You will be taken to a 'Verify Conference Submission' Screen. You can proceed from here one of two ways:
- i. Submit Per Training Program by:
 1. Selecting which training program, you wish to submit for if you need to submit payment for one or more specific programs
 2. Check the white check box next to the paragraph starting with, 'I Intend to bring the number of registrants indicated...'
 3. Enter a PO or Check Number (ONLY IF YOU HAVE ONE, IF NOT SKIP THIS STEP)
 4. Click the gray 'Submit Checked Training Programs' Button
 - ii. Submit Entire School by:
 1. Check the white check box next to the paragraph starting with, 'I Intend to bring the number of registrants indicated ...'
 2. Enter a PO or Check Number (ONLY IF YOU HAVE ONE, IF NOT SKIP THIS STEP)
 3. Click the gray 'Submit Entire School' Button

SkillsUSA SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

Verify Conference Submission
SkillsUSA Utah State Office

There are two invoicing options for your Conference Submission.
Review the options below, run the Estimate of Fees if desired, then click whichever "Submit" button fits your needs.

Invoiced Per Training Program

<input type="checkbox"/>	Training Program	# Regs	Total Fees
<input type="checkbox"/>	Professional (Chapter)	1	\$2,390.00
			\$2,390.00

I intend to bring the number of registrants indicated in the selected (checked) Training Programs above to this Conference Event and agree to accept responsibility to pay the invoices that will be generated for each amount selected above.

PO or Check Number: *

OR Invoiced Per School

<input type="checkbox"/>	School	# Regs	Total Fees
<input type="checkbox"/>	SkillsUSA Utah State Office (Cedar)	1	\$2,390.00

I intend to bring the above number of registrants to this Conference Event and agree to accept responsibility to pay the invoice that will be generated for the amount shown above.

PO or Check Number:

* - If you need a different PO Number for each Training Program, you need to SUBMIT them one at a time, and provide the desired PO Number each time.

9. Once you have clicked either 'Submit Checked Training Programs' or 'Submit Entire School' an invoice is emailed to the State Director so he knows you are registered, and your invoice will be emailed to you and will also pop up in a separate window. There are 2 payment options:
- i. Payment Option 1 (preferred): (Pay by check) Print three copies of the invoice. One copy should stay in the school advisor files. One copy will stay with your school/institution/LEA finance office. The third copy must be included with a check made payable to SkillsUSA Utah for the total amount shown on the invoice. Make the check payable to SkillsUSA Utah, and mail the check and a copy of the invoice to:

SkillsUSA Utah Attn: Jennifer Streker
4997 W 4750 S, West Haven, UT 84401

- i. Payment Option 2: If less than \$ 5000.00 (Pay by credit card through QuickBooks) A conference registration invoice will be sent via email to the advisor through QuickBooks. Use your school credit card to pay online. If you don't get an invoice, please call, or email Jennifer Streker, and she will email the invoice to you. 801-540-4342 or strekerj@gmail.com

10. National conference registrations must be completed on the national website by Friday, April 26, 2024.

After you complete these steps, your school will be officially registered for the SkillsUSA National Leadership and Skills Conference.

Any questions or concerns, please email Savannah Whitney, Executive Secretary at savannahwhitney1017@gmail.com or Jennifer Streker, Financial Officer at strekerj@gmail.com