How to Register for SkillsUSA National Leadership & Skills Conference (AKA – ‘NLSC’ & ‘National Conference/Competition’)

*SOME OF THESE SCREENSHOTS ARE FROM THE ULSC REGISTRATION WALKTHROUGH. THEY ARE THE EXACT SAME PROCESSES, PLEASE BE ASSURED THE REGISTRATION STEPS ARE CORRECT.

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 (2017 ULTI or 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, 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’ by **CLICKING HERE**

A. Go to [http://skillsusa-register.org/Login.aspx](http://skillsusa-register.org/Login.aspx)

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B. 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

C. Click the ‘Conference’ Icon with the person in the Red hat. (REPLACE THIS SCREENSHOT)
D. 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.

- *If your student hasn't registered before skip to step E*

1. 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.

2. You will be taken to their ‘Form 1’ Skip to step ‘G’

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E. You can also Register someone by Clicking the ‘Add new Registrant’ Button

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

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1. **Select Registration Type:** Contestant or Advisor. Example below is for a contestant.

2. **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.

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3. **Select Member to Compete:** Here is where a list of your Registered, Paid Members of SkillsUSA will populate. If the student you are registering is not a Registered, Paid Member, you will need to make sure they are before their name will come up. You will not be able to complete the registration process until they are members.
   - You can access 2 different walkthroughs for how to Register Members on our website, click one below if needed:
     - Video Walkthrough
     - Screenshot/PDF Walkthrough

4. **Division:** Select High School or College/Post-Secondary (We do not have a Middle School Division)

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5. **Contest:** Select the contest your student will compete in.

- **INDIVIDUAL EVENT:** Example: Action Skills. Continue onto Step 6.
- **TEAM EVENT:** Example: 3-D Visualization and Animation
  - An additional drop down list will pop up titled ‘Team Code’.
  - 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.

- *If you register for a contest where a model is required, models will not be required to register for the contest this year. Just make sure your contest brings someone with them to the contest.*
G. The next screen will be your contestant’s ‘Form 1’

- 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.
- It may be easiest to have your student(s) fill out the Form and turn it into you before you begin registration. **CLICK HERE** to view and print the form.

[Image of form]

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

[Image of form]

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IF YOU UTILIZED STEP D TO REGISTER (Registering someone from the ‘Look up Previous Registrations’ Options) FOLLOW THE STEPS BELOW

1. Click the ‘Add Contest’ Button

2. Select the appropriate information from the drop down lists:
   - **Event:** Defaulted to ULSC. You will not be able to change it.
   - **Division:** Choose High School or College/Post Secondary (We do not have a Middle School Division)
• **Contest:** Select the contest your student will participate in.
  - **INDIVIDUAL EVENT:** Example: Action Skills – Skip to the next step.
  - **TEAM EVENT:** Example: 3-D Visualization and Animation
    - An additional drop down list will pop up titled ‘Team Code’.
    - 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)

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
• **Contest Registration Type:** It will default to Contestant. There is not another option.
  
  *IF YOU REGISTER FOR A CONTEST WHERE A MODEL IS REQUIRED, MODELS WILL NOT BE REQUIRED TO REGISTER FOR THE CONTEST THIS YEAR. JUST MAKE SURE YOUR CONTEST BRINGS SOMEONE WITH THEM TO THE CONTEST.*

  - Click ‘Save’ and Continue filling out the form.

  **NEW STEP! DO NOT SKIP!**

  **YOU MUST ADD ONE TRAVEL FEE AND ONE LODGING FEE FOR EACH REGISTRANT:**

  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

**IGNORE THIS BLANK SPACE – STEPS CONTINUED ON NEXT PAGE**
2. Click the gray ‘Add’ Button

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!

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4. Enter ‘1’ in the Quantity Box

5. Click the Gray ‘Save’ Button

**IGNORE THIS BLANK SPACE – STEPS CONTINUED ON NEXT PAGE**
6. Repeat Steps 2-5 for EACH FEE you need to add.

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
   
   a. If you click 'Edit' you will be taken back into the fee options and can edit which fee and the quantity if needed.
   b. 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
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.
H. Repeat all of these steps for each registrant. Then you will be taken back to the Conference Registrations Screen. Click the ‘Fee Estimate’ Button to make sure everything is accurate on your Invoice.
I. A separate window will open with your Fee Estimate. It will look something like the screen shot below:

**SkillsUSA Event Fee Details Estimate**

**SkillsUSA National Leadership and Skills Conference**

Kentucky Exposition Center, KY

Louisville, KY

Event Start Date: 6/22/2016

Event End Date: 6/24/2016

http://www.skillsusa.org

Email Event Billing Questions: strekerj@gmail.com

Event Fee Info: SkillsUSA Utah - Richard Wittwer
4318 West 1275 South
Cedar City, Utah 84720

#1 - Submit your Registration
#2 - PRINT 2 INVOICES, One for your records, ONE TO MAIL WITH YOUR CHECK
#3 - Mail to:
   Richard Wittwer
   SkillsUSA Utah
   4318 West 1275 South
   Cedar City, UT 84720

**IMPORTANT DATES AND DEADLINES:**
NLSC REGISTRATION DEADLINE: Friday, April 21, 2017
EDIT/DROP DEADLINE: Friday, April 21, 2017
PAYMENT DEADLINE: Friday, April 28, 2017

**WE NOW ACCEPT CREDIT CARD PAYMENTS!**

BILLING QUESTIONS/To pay via Credit Card:
Contact Jennifer Streker - (801) 540-4342 - strekerj@gmail.com
*There is a 3% Fee if you choose to pay your invoice via Credit Card

*PLEASE MAKE SURE YOU CLICKED THE 'SUBMIT REGISTRATION' BUTTON ON THE REGISTRATION SCREEN! Without completing this step, your registrations will not be submitted.

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**Grand Total:** 1 $855.00

** = Admin Exempt From Base Fee
J. Once you have verified everything is correct, **GO BACK TO THE CONFERENCE REGISTRATIONS SCREEN, AND CLICK THE ‘SUBMIT REGISTRATION’ BUTTON.** If you skip this step, your registration process will not be complete.

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K. You will be taken to a 'Verify Conference Submission' Screen. You can proceed from here one of two ways:

- **Submit Per Training Program by:**
  - Selecting which training program you wish to submit for if you need to submit payment for one or more specific programs
  - Check the white check box next to the paragraph starting with, 'I Intend to bring the number of registrants indicated…'
  - Enter a PO or Check Number (ONLY IF YOU HAVE ONE, IF NOT SKIP THIS STEP)
  - Click the gray 'Submit Checked Training Programs' Button

- **Submit Entire School by:**
  - Check the white check box next to the paragraph starting with, ‘I Intend to bring the number of registrants indicated…’
  - Enter a PO or Check Number (ONLY IF YOU HAVE ONE, IF NOT SKIP THIS STEP)
  - Click the gray 'Submit Entire School' Button

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L. 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.

M. Save & print 2 copies of the invoice, then proceed with one of the payment options below:

- WE NOW ACCEPT CREDIT CARD PAYMENTS!
  - Billing Questions/To pay via Credit Card:
    1. Contact Jennifer Streker – (801) 540-4342 – strekerj@gmail.com
    2. *There is a 3% Processing Fee if you choose to pay via Credit Card

- CHECK PAYMENTS: (DO NOT SEND TO THE NATIONAL ORGANIZATION!)
  - ALL CHECKS MUST BE MADE PAYABLE TO “SKILLSUSA UTAH.”
  - Print TWO (2) copies of your National Conference Invoice, one for your records and one to include with your Check Payment to:
    SkillsUSA Utah
    Richard Wittwer
    4318 West 1275 South
    Cedar City, Utah 84720
  - ALL PAYMENTS MUST BE MADE THROUGH THE SCHOOL OR INSTITUTION. NO PERSONAL CHECKS WILL BE ACCEPTED.
  - Students and participants will not be considered “registered” for the national conference until all of the Steps Above have been completed.

YOUR SCHOOL IS OFFICIALLY REGISTERED FOR THE NATIONAL SKILLSUSA LEADERSHIP AND SKILLS COMPETITION!

ANY QUESTIONS OR CONCERNS, PLEASE EMAIL THE STATE DIRECTOR, RICHARD WITTWER, AT SKILLSUSA.UTAHSTATEDIRECTOR@GMAIL.COM