How to Register for SkillsUSA Utah Leadership & Skills Conference (AKA – ‘ULSC’ & ‘State Conference/Competition’)

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

- Only advisors can register students for ULSC because it must be done using an advisor login on the National Website.
- Advisors MUST ensure that ALL student and advisor information is correct. This information will be used for ALL conference and membership registrations on the State AND National levels.
- To best obtain the correct information, you can print and have each student fill out ‘Form 1’. This form can be found by going to our new State Website (www.utahskillsusa.org), clicking ‘Conferences and Events’, and selecting ‘Form 1 – Blank Registration Form’ from the drop down menu. It is also available on the ULSC Page of our website.
- If you have any questions or concerns regarding registration, please email customersupport@utahskillsusa.org.

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

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
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.

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
D. If your Student has registered for an event on the National Site before, they may still have 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’

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
E. Click 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.

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
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.

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
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)

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
5. **Contest**: Select the contest your student will compete in.

   - **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 MUST MATCH A GOVERNMENT ISSUED ID.**

- If you make sure all of this information is accurate NOW you will not need to duplicate your efforts when the student is registered for the National Competition. Once they have been registered for any event through this National Site, you will be able to pull their records in the future.

- 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.

- **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.**

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
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)
- **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.
- We are not offering any additional items this year. Ignore the ‘Add Optional State Fee Items’ as well.
- Check the left box at the bottom if the student is over 18 years old, check the right box if the student is not over 18 years old.
- Click ‘Save Registration’ Button

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
H. You will be taken back to the Conference Registrations Screen. Click the ‘Fee Estimate’ Button to make sure everything is accurate on your Invoice.

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
I. A separate window will open with your invoice. It will look something like the screen shot below:

SkillsUSA Event Fee Details Estimate

SkillsUSA Utah Leadership & Skills Competition
Salt Lake Community College Taylorsville Redwood Rd Event Start Date: 3/23/2017
Taylorsville UT Event End Date: 3/24/2017
http://www.utahskillsusa.org/

Email Event Billing Questions: srekerj@gmail.com
Event Fee Info: Richard Wittwer - SkillsUSA Utah (ULSC)
4318 West 1275 South
Cedar City, UT 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:
FEB. 21-27, 2017 - LATE REGISTRATION FEE ASSESSED ($20.00 PER REGISTRANT)
FEB. 27, 2017 - ULSC REGISTRATION END
MAR. 17, 2017 - ULSC PAYMENT DEADLINE
MAR. 23-24, 2017 - SkillsUSA Utah Leadership and Skills Conference (ULSC)

BILLING QUESTIONS: Contact Jennifer Strekerj - (801)540-4342 - srekerj@gmail.com

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

<table>
<thead>
<tr>
<th>Name of Your School (City)</th>
<th>Fee Item</th>
<th>Reg Type</th>
<th>Div.</th>
<th>Training Program</th>
<th>Total ($)</th>
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</thead>
<tbody>
<tr>
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<td>Mixed Training</td>
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<td>Registration Fee</td>
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<td>$40.00</td>
</tr>
<tr>
<td>Totals for Name of Your School (City)</td>
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<td></td>
<td></td>
<td></td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Grand Total:  2   $60.00

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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.

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
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

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
Once you have clicked either ‘Submit Checked Training Programs’ or ‘Submit Entire School’ an email is sent to the State Director so he knows you are registered, and your invoice will pop up in a separate window, similar to the one pictured below. **PRINT 2 COPIES, KEEP ONE FOR YOUR RECORDS AND MAIL THE SECOND WITH YOUR METHOD OF PAYMENT TO:**

Richard Wittwer  
SkillsUSA Utah  
4318 West 1275 South  
Cedar City, UT 84720

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**SkillsUSA Utah Leadership & Skills Competition**

**INVOICE**

<table>
<thead>
<tr>
<th>Bill To</th>
<th>School / Chapter / Training Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>School Name</td>
</tr>
<tr>
<td>School Address</td>
<td>School Address</td>
</tr>
<tr>
<td>School City, State &amp; Zip Code</td>
<td>School City, State &amp; Zip Code</td>
</tr>
</tbody>
</table>

**Billing Email:** Your School's Listed Billing Email Address

**Payment Information:**

Richard Wittwer - SkillsUSA Utah (ULSC)  
4318 West 1275 South  
Cedar City, UT 84720  

strekerj@gmail.com

#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

**Event Information:**

Dates: 3/23/17 - 3/24/17  
Salt Lake Community College Taylorsville  
Redwood Rd  
Taylorsville  
UT

**IMPORTANT DATES AND DEADLINES:**

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**BILLING QUESTIONS:** Contact Jennifer Streker - (601)540-4342 - strekerj@gmail.com

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

**Name** | **Fee Item** | **Amount**
--- | --- | ---
Last name, First Name | Contest Fee | $5.00
Last Name, First Name | Registration Fee | $15.00
Exampleton, Examply | Registration Fee | $40.00

Number Of Registrants: 2  
Total Amount Due: $60.00

**Payments**

<table>
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<th>Document #</th>
<th>Date</th>
<th>Amt Paid</th>
<th>Applied</th>
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</thead>
<tbody>
<tr>
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<td>$0.00</td>
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</table>

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*ALTERNATES:
Alternates will be utilized differently this year. You will need to register a few extra ‘Alternate’ students as MEMBERS OF SKILLSUSA. You WILL NOT need to register them for Conference. After you have REGISTERED, SUBMITTED, AND PAID for the memberships of however many students you choose to have as ‘Alternates’, all you will have to do is email Angelee Day at angelee.day@gmail.com with the following information:

- The First and Last name, the school name, and which contest the ORIGINAL Contestant is Registered for
- The First and Last name of the Alternate, Registered, Submitted, Paid, SkillsUSA Student Member from your school you would like to replace the original contestant.

She will make the substitution for you through the conference registration website, and send a confirmation email when it is completed.

YOUR SCHOOL IS OFFICIALLY REGISTERED FOR THE SKILLSUSA UTAH LEADERSHIP AND SKILLS COMPETITION! ANY QUESTIONS OR CONCERNS, PLEASE EMAIL UTAHSKILLSUSA@GMAIL.COM.