

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 State Website (www.utahskillsusa.org), hovering over ULSC- Utah Leadership and Skills Conference’, and selecting ‘Documents required for all participants at Utah Leadership and Skills Conference’ 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 savannahwhitney1017@gmail.com.

A. Go to <http://skillsusa-register.org/Login.aspx>



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?](#)

[Forgot your password?](#)

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

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 \(PDF Version\)](#) or watch this short [video about how to join members](#).

Pop-Up Blockers will prevent this site from working correctly. Please allow Pop-Ups, [here's how](#).

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



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C. Click the 'Conference' Icon



Welcome! Membership registration for the 2022-23 school year is now OPEN!

Check your state dues and deadlines here: <http://www.skillsusa.org/membership-resources/advisors/dues-and-deadlines/>

 [Membership](#)

 [Chapter Excellence Program](#)

 [Conference](#)

[New Video! Walkthrough of Adding Members](#)

Membership Snapshot For



Submitted
Unsub. Professionals

Utah Fall Leadership Conference



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 enroll by Cell Phone! **
[Advisor instructions to enable this feature](#)
[Student instructions](#)

** = Available in participating states

Event	Count
SkillsUSA Utah Leadership & Skills Competition	21
Utah Fall Leadership Conference	9
SkillsUSA National Leadership and Skills Conference	6


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.

- 
REGISTER

Conference Registrations

SkillsUSA's Member Information System

[Main](#)
[Membership](#)
[Conference](#)
[Help](#)
[Logout](#)



STATE AND LOCAL COMPETITIONS

Maple Mountain High School

[Show Invoices](#)

[Submit Registration](#)

Fee Estimate

▼

If you have questions about a competition, please email customersupport@utahskillsusa.org

Edit Owners

Filter Event:

SkillsUSA Utah Leadership & Skills Competition

▼

Enter text to search...

Edit *	Print	Name	School	Contest	Reg Type	Team	Div	Submitted
1677924	Form							
1685758	Form							
1685760	Form							
1685761	Form							
1685762	Form							
1689218	Form							
1689219	Form							
1689220	Form							
1689221	Form							
1689222	Form							

Submit Registration

Fee Estimate

▼

If you have questions about a competition, please email customersupport@utahskillsusa.org

Edit Owners

Filter Event:

SkillsUSA Utah Leadership & Skills Competition

▼

Enter text to search...

Page 1 of 3 (21 items)
 < Prev
 1
 2
 3
 Next >

Page size: 10
 ▼


* - 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 customerhelp@skillsusa.org to request your login be granted School Administrator privileges on this site.

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 look up 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.

[Look up Previous Reg](#)

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.


REGISTER

SkillsUSA
SkillsUSA's Member Information System

Main
Membership
Conference
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 Utah Leadership & Skills Competition

Cancel

Search:
Search
Show All

Reg	First Name	Last Name	City State	School	Regtype	Event
Register						
Register						
Register						
Register						

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

E. Click the 'Add new Registrant' Button

The screenshot shows the 'Conference Registrations' page of the SkillsUSA Member Information System. The header includes a 'REGISTER' button with a padlock icon, navigation links for Main, Membership, Conference, Help, and Logout, and the text 'SkillsUSA's Member Information System'. The main banner features the SkillsUSA logo and the text 'STATE AND LOCAL COMPETITIONS'. Below the banner, there are buttons for 'Add Registrant' (highlighted with a green box), 'Show Invoices', and 'Submit Registration'. A 'Fee Estimate' dropdown menu is visible, along with a link to 'customersupport@utahskillsusa.org'. A 'Filter Event' dropdown menu is set to 'SkillsUSA Utah Leadership & Skills Competition'. A search bar with the placeholder 'Enter text to search...' is present. Below the search bar is a table with columns: Edit *, Print, Name, School, Contest, Reg Type, Team, Div, and Submitted. The table contains one row with a link '1677924 Form' in the Name column.

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

The screenshot shows the 'New Conference Event Registration' page of the SkillsUSA Member Information System. The header includes a 'REGISTER' button with a padlock icon, navigation links for Main, Membership, Conference, Help, and Logout, and the text 'SkillsUSA's Member Information System'. The main heading is 'New Conference Event Registration' with the subtitle 'SkillsUSA Utah Leadership'. A link to 'customersupport@utahskillsusa.org' is provided. The form contains several dropdown menus: 'Select Registration Type' (set to 'Contestant'), 'Select School' (with a question mark icon), and 'Select Member to Compete' (set to '-Select a SkillsUSA Member-'). Below these is a section titled 'Contest Details' with three dropdown menus: 'Division' (set to 'High School'), 'Contest', and 'Contest Reg. Type' (set to 'Contestant'). At the bottom of the form are buttons for 'Save & Continue' and 'Cancel'. Below the form is a table with columns: Contest, School, Participant, and Team. The table contains the text 'No data to display'.

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

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration

SkillsUSA Utah Leadership
If you have questions about a competition, please email customersupport@utahskillsusa.org

Select Registration Type: **Contestant**

Select Member to Compete: -Select a SkillsUSA Member-

Contest Details

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

Save & Continue Cancel

Contest	School	Participant	Team
No data to display			

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.

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration

SkillsUSA Utah Leadership
If you have questions about a competition, please email customersupport@utahskillsusa.org

Select Registration Type:
Select School:
Select Member to Compete: -Select a SkillsUSA Member-

Contest Details

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

Save & Continue Cancel

Contest	School	Participant	Team
No data to display			

IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE

3. **Select Member to Compete:** Here is where a list of your Submitted, Paid Members of SkillsUSA will populate. If the student you are registering is not a Submitted, 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](#)

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration

SkillsUSA Utah Leadership

If you have questions about a competition, please email customersupport@utahskillsusa.org

Select Registration Type: Contestant

Select School: [Dropdown]

Select Member to Compete: -Select a SkillsUSA Member-

Contest Details

Division: High School

Contest: [Dropdown]

Contest Reg. Type: Contestant

Save & Continue Cancel

Contest School Participant Team

No data to display

4. **Division:** Select Middle School, High School or College/Post-Secondary

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration

SkillsUSA Utah Leadership

If you have questions about a competition, please email customersupport@utahskillsusa.org

Select Registration Type: Contestant

Select School: [Dropdown]

Select Member to Compete: -Select a SkillsUSA Member-

Contest Details

Division: High School

Contest Reg. Type: Contestant

Save & Continue Cancel

Contest School Participant Team

No data to display

IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE

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

SkillsUSA SkillsUSA's Member Information System

REGISTER

Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration

SkillsUSA Utah Leadership

If you have questions about a competition, please email customersupport@utahskillsusa.org

Select Registration Type: Contestant ?

Select School: [dropdown]

Select Member to Compete: -Select a SkillsUSA Member- [dropdown]

Contest Details

Contest: [dropdown]

Save & Continue Cancel

Contest	School	Participant	Team
No data to display			

- **INDIVIDUAL EVENT:** Example: Action Skills. Continue onto Step 6.
- **TEAM EVENT:** Example: Audio Radio Production
 - 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: C (See Below)

SkillsUSA SkillsUSA's Member Information System

REGISTER

Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration

SkillsUSA Utah Leadership

If you have questions about a competition, please email customersupport@utahskillsusa.org

Select Registration Type: Contestant ?

Select School: [dropdown]

Select Member to Compete: [dropdown]

Contest Details

Division: High School [dropdown]

Contest: Audio/Radio Production (team of 2) [dropdown]

Team Code: C [dropdown]

Save & Continue Cancel

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. 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 your student goes by a different name, contact Savannah Whitney at savannahwhitney1017@gmail.com to make an accommodation to their name tag.**
- **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.**

The screenshot shows the 'Conference' section of the SkillsUSA Member Information System. The top navigation bar includes links for Main, Membership, Conference, Alumni, State Director, Help, and Logout. The main content area is titled 'Registrant Detail Info' and includes a 'Print FORM' button. The form contains the following fields and sections:

- Registrant Information:** Created By (savannahwhitney1017@gmail.com), State (UT), Current Event (SkillsUSA Utah Leadership & Skills Competition), Select Division (High School, College/PS, Middle School), ADD NEW Event (-Register for another event?), Duplicate This Registration button, Select Level (Student, Professional), Registrant Type (Contestant), Member ID (5406867).
- Personal Information:** Participant's First Middle & Last Name, Participant's Home Address, City, State (UT), Zip, Home Phone, Cell Phone, Date of Birth, Age, Gender (M).
- Occupational Information:** Occupational Training/Trade Area in which Contestant is enrolled (Welding), Graduation Year (2024), Participant's T-Shirt Size (-CHOOSE-).
- Disability and Dietary Restrictions:** Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA), Check YES if participant has dietary restrictions.
- Teacher/Adult Information:** Name of Teacher/Adult accompanying participant, if applicable, (Cell) Phone Number of teacher / adult chaperone.
- Registrant Options:** State Officer?, Officer Candidate?, Voting Delegate?.
- Add-On Events:** Section for adding additional events.

- **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.**

The screenshot shows the 'CONTESTS' section of the SkillsUSA Member Information System. It includes a table with columns for 'Event', 'Type', and '#'. The table is currently empty. A large red X is drawn over the entire section, indicating that this part of the form should be skipped.

- 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

CONTESTS

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

Edit	Event	Contest	Div	Reg Type	#
No data to display					

2. Select the appropriate information from the drop down lists:
 - **Event:** Defaulted to ULSC. You will not be able to change it.

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

1602436 (NEW) 126

Competition Registration For:

Need Help? Check out this online video about Contests and Teams!

Event: SkillsUSA Utah Leadership & Skills Competition Select a competition event.

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

Contest: -Select a Contest- Select a contest.

Reg. Type: Contestant Select a Registration Type.

Save Cancel

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

- **Division:** Choose Middle School, High School, or College/Post Secondary

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

1602436 (NEW) 126

Competition Registration For:

Need Help? Check out this online video about Contests and Teams!

Event: SkillsUSA Utah Leadership & Skills Competition Select a competition event.

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

Contest: -Select a Contest- Select a contest.

Reg. Type: Contestant Select a Registration Type.

Save Cancel

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

- **Contest:** Select the contest your student will participate in.
 - **INDIVIDUAL EVENT:** Example: Action Skills – Skip to the next step.

The screenshot shows the SkillsUSA registration interface. At the top is a red header with the SkillsUSA logo, a 'REGISTER' button, and navigation links: Main, Membership, Conference, Alumni, State Director, Help, and Logout. Below the header, there's a 'Need Help?' link and a 'Competition Registration For:' section. This section contains four dropdown menus: 'Event' (SkillsUSA Utah Leadership & Skills Competition), 'Division' (High School), 'Contest' (Action Skills), and 'Reg. Type' (Contestant). The 'Contest' dropdown is highlighted with a green box. Below the dropdowns are 'Save' and 'Cancel' buttons. At the bottom, there's a footer with the text 'SkillsUSA-Register.org Hivelocity 2020 Platform' and a link to the 'SkillsUSA Privacy Policy'.

- **TEAM EVENT:** Example: Audio Radio Production
 - 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: C (See Below)

This screenshot shows the SkillsUSA registration interface for a team event. It includes the same header and navigation as the previous form. In the 'Competition Registration For:' section, the 'Contest' dropdown is set to 'Audio/Radio Production (team of 2)'. Below the 'Reg. Type' dropdown, a new 'Team Code' dropdown has appeared, which is highlighted with a green box. The 'Team Code' dropdown is currently set to 'C'. To the right of the dropdown, there is explanatory text: '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.)'. The 'Save' and 'Cancel' buttons are also present.

- **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. JUST MAKE SURE YOUR CONTEST BRINGS SOMEONE WITH THEM TO THE CONTEST.**

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

1802436 (NEW) 128

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

Competition Registration For:

Event: SkillsUSA Utah Leadership & Skills Competition Select a competition event.

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

Contest: Audio/Radio Production (team of 2) Select a contest.

Reg. Type: Contestant Select a Registration Type.

Team Code: Will suggest the next appropriate team code based on other registrations from your state, but you can override this if needed.)

- Click 'Save' and Continue filling out the form.

- **We are not offering any additional items this year. Ignore the 'Add Optional State Fee Items'.**
- 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

OPTIONAL FEES

Add Optional

There may be additional optional items available for purchase. Click on the "Add" button to add items such as t-shirts, hotel accommodations or other items. Click on the "Cancel" button to cancel the selection. For more information, contact your state director with additional questions.

Event	Fee Item	Amount	Added
There are no records available.			

Total Registration Fee: Conference registration fees and optional state fees.

School: School Admin(s):

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, I agree to the SkillsUSA Code of Conduct, the release of personal information, conference photography and sound release, safety and health responsibilities and liability, and I accept all conditions of this agreement; and the attendee and I completely release SkillsUSA national and state associations of any liability.

Agree: ☒ My Email:

Save Registration

IP: Time Stamp: 1/1/1900 12:00:00 AM

- 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.

The screenshot shows the SkillsUSA Member Information System interface for Conference Registrations. The header includes a navigation bar with links: Main, Membership, Conference, Alumni, State Director, Help, and Logout. The main title is 'STATE AND LOCAL COMPETITIONS'. Below the title, there are buttons for 'Add Registrant', 'Show Invoices', 'Batch Print', and 'Submit Registration'. A dropdown menu for 'Fee Estimate' is highlighted with a green box. Below this, there is a search bar and a table with columns: Edit, Print, Name, School, Contest, Reg Type, Team, Div, and Submitted. The table contains one row with the ID '1802666' and a 'Form' link. At the bottom, there is a disclaimer and a 'Re-Register From State Conference or Last Year's NLSC' section.

Conference Registrations SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

SkillsUSA STATE AND LOCAL COMPETITIONS

Add Registrant Show Invoices Batch Print Submit Registration

Fee Estimate UT

competition, please email customersupport@utahskillsusa.org

Filter Event: SkillsUSA Utah Leadership & Skills Competition

Enter text to search...

Edit *	Print	Name	School	Contest	Reg Type	Team	Div	Submitted
		1802666						

Page 1 of 1 (1 items) < Prev 1 Next > Page size: 50

* - 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 customersupport@utahskillsusa.org to request your login be granted School Administrator privileges on this site.

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

- I. Once you have verified that everyone has been added and the fee estimate is correct. Click on the Submit Registration.

The screenshot shows the SkillsUSA Member Information System interface for Conference Registrations. The header includes a navigation bar with links: Main, Membership, Conference, Alumni, State Director, Help, and Logout. The main title is 'STATE AND LOCAL COMPETITIONS'. Below the title, there are buttons for 'Add Registrant', 'Show Invoices', 'Batch Print', and 'Submit Registration'. The 'Submit Registration' button is highlighted with a green box. Below this, there is a search bar and a table with columns: Edit, Print, Name, School, Contest, Reg Type, Team, Div, and Submitted. The table contains one row with the ID '1802666' and a 'Form' link. At the bottom, there is a disclaimer and a 'Re-Register From State Conference or Last Year's NLSC' section.

Conference Registrations SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

SkillsUSA STATE AND LOCAL COMPETITIONS

Add Registrant Show Invoices Batch Print Submit Registration

Fee Estimate UT

If you have questions about a competition, please email customersupport@utahskillsusa.org

Filter Event: SkillsUSA Utah Leadership & Skills Competition

Enter text to search...

Edit *	Print	Name	School	Contest	Reg Type	Team	Div	Submitted
		1802666						

Page 1 of 1 (1 items) < Prev 1 Next > Page size: 50

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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

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

- **Invoice 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

SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

Verify Conference Submission

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

Submit	Training Program	# Regs	Total Fees
<input type="checkbox"/>	Administrators	1	\$50.00
			Sum= \$50.00

☐ 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:

Submit Checked Training Programs

*- 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.

Invoiced Per School

School	# Regs	Total Fees
	1	\$50.00
		Sum= \$50.00

☐ 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:

Submit Entire School

Preview Estimate of Fees

Cancel Submission

K. Once you have clicked either 'Submit Checked Training Programs' or 'Submit Entire School' an email is sent to the State Director so he knows your are registered, and an invoice will pop up in a separate window for you (It is similar to the one pictured on the next page). See the Payment Options below:

Payment Options:

Fee Payment Option 1: (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.

Mail the check and a copy of the invoice to:

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

Fee Payment Option 2: (Pay by credit card over the phone)

Print a copy of the conference registration invoice, call the SkillsUSA Utah Finance Officer, Jennifer Streker, at 801-540-4342, and she will accept your payment over the phone. Please note that there will be a 3% service fee added to all over-the-phone credit card payments. If you need to communicate with Jennifer Streker via email, her email address is: strekerj@gmail.com.

New Fee Payment Option 3: (Pay by credit card through QuickBooks)

A conference registration invoice will be sent via email to the advisor through QuickBooks. Use your credit card to pay online. (No service fee). 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



SkillsUSA Utah Leadership & Skills Competition

INVOICE

Invoice #: S27888
Invoice Date: 1/30/2017
Invoice Amount: \$60.00
Print Date: 01/30/2017
PO #:

Bill To

School Name
School Address
School City, State & Zip Code

School / Chapter / Training Program

School Name
School Address
School City, State & Zip Code
Inv. Created By: Your Email Address

Billing Email: Your School's Listed Billing Email Address

Payment Information:



strekerj@gmail.com

#1 - Submit your Registration

#2 - PRINT 2 INVOICES, One for your records, ONE TO MAIL WITH YOUR CHECK

#3 - Mail to:



Event Information:

Dates: 3/23/17 - 3/24/17

Salt Lake Community College Taylorsville
Redwood Rd
Taylorsville UT

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 Streker - (801)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	ContestFee	\$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

Payment Type	Document #	Date	Amt Paid	Applied
Totals			\$0.00	

***ALTERNATES:**

Alternates will be utilized differently this year. **You will need to submit 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 Savannah Whitney at savannahwhitney1017@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
Savannahwhitney1017@gmail.com**