How to Register for Utah Leadership Training Institute (AKA – ‘ULTI’ & ‘Fall Leadership Conference’)

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

- Only advisors can register students for ULTI 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 ULTI Page of our website.
- If you have any questions or concerns regarding registration, please email customersupport@utahskillsusa.org.

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

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
2. 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

3. Click on the 'Conference' Icon with the man in the Red Shirt and Hat
4. If your Students or Advisors have registered on the National Level previously, you can click the 'Lookup Previous Regs' button towards the bottom right of the screen.
   - If your Students or Advisors have NOT registered on the National Level previously *SKIP TO STEP 8*

5. Click the gray ‘Register’ button next to the applicable Student or Advisor you would like to register, if available.
6. It will take you to their ‘FORM 1’ Registration form. Ensure all of their information is correct, scroll to the bottom, and click the gray ‘Save Registration’ Button at the bottom of the form.

7. Repeat Steps 4-6 as needed until all Students and/or Advisors who have PREVIOUSLY REGISTERED ON THE NATIONAL LEVEL are registered, then continue to Step 8.
8. Click the gray ‘Add New Registrant’ Button towards the top left of the screen.

9. Select the ‘Registration Type’ from the first drop-down menu.
10. Select 'School' from the second drop-down menu (Your School name should automatically populate, but if you are an advisor for students over students at multiple schools, you may need to select one)

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
11. Next, do one of the following, then click the Gray ‘Save & Continue’ Button
A. Select a ‘Member to Register’ from the third drop-down menu if you student has previously registered on the National Level.
   ○ *If you chose this option, and the student’s name populates, skip to STEP 13*
   ○ If the student’s name DOES NOT populate, do Option B (Green)
B. OR, if your student has never registered on the National Website in the past, or their name/information does not populate when doing Option A (Red), enter their First and Last name (As it would appear on a Government Issued ID. NO NICKNAMES)
   ○ *If you chose this step, continue to STEP 12*

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
12. Fill out the ENTIRE FORM with as accurate information as possible, then click the gray ‘Save Registration’ button.
13. Once you have completed all of the Student and Advisor Registrations for your school, you can click the gray ‘Fee Estimates’ Button to verify everything is correct.

14. A separate window will open with your school’s Fee Estimate (Example Below)
15. Once you have verified all information is correct, exit out of this window and click the gray ‘Submit Registration’ Button towards the upper right corner of the screen.

*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE*
16. You can proceed from here one of two ways:

A. 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

B. 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*
17. Once you have submitted your registrations, return to the main registration screen and click, gray, ‘Show Invoices’ Button.

18. Click on the Blue Invoice Number Link starting with an ‘S’
19. An invoice similar to the one below will open in another window. Print two (2) copies. Keep one for your records and mail the second with your check or purchase order.

- Ignore the extra lines with "$0.00" next to them. It is a formatting complication with the National Website

20. Exit and YOU'RE DONE! See you at ULTI! WAHOO!

With any Website/Registration Questions
Contact us at customersupport@utahskillsusa.org

With any Billing/Finance Questions Contact our State Staff Finance Officer Jennifer Streker at strekerj@gmail.com