

## SkillsUSA Utah Advisor Registration Instructions for 2021 Virtual National Leadership and Skills Conference (NLSC)

### 2021 NLSC registration fees:

- Paid participants: \$95.00 national fee plus \$15.00 Utah fee for a total national conference fee of \$110.00 per participant.
- Leverage (state officers) and Engage (advisor) training: \$50.00 (Advisors can register as an NLSC participant or an Engage training participant, or both. If an advisor registers as an NLSC participant *and* an Engage (advisor) pre-conference training participant, the total registration fee will be \$160.00 per advisor.)
- Academy of Excellence (advisors): included with the \$95 registration fee.
- **SPECIAL NOTE:** For the 2021 NLSC only, the SkillsUSA Utah CTSO funds previously used to assist with high school 1<sup>st</sup> place gold medalist travel to the national conference will be reallocated and used to pay the national conference registration fees for all high school 1<sup>st</sup> place gold medal student contestants. High school advisors must still complete the registration process for all high school students and themselves, including the generation of a national conference registration fee invoice, then deduct \$110.00 from the invoice amount for every high school gold medalist before cutting the payment check to SkillsUSA Utah. You must include a copy of the invoice with your payment check.

**Paid NLSC Participants:** Register contestants or anyone participating in the Virtual NLSC at [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). Use your advisor login and password to enter site. *Do not provide students or parents with website log-on information, as they should not be entering information.* Only the advisor or school personnel should be registering participants. **The full registration fee must be paid for all registration types.**

### Registrant Types:

- **Contestant:** All students competing in a contest. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety, and Outstanding Chapter. *Esthetics and Nail Care contestants are permitted to use manikins in place of live models due to the Covid-19 pandemic for NLSC 2021.*
- **Advisor:** Teachers of participating students.
- **Participant:** State officers, delegates, national officer candidates or any other attendee who will be attending the virtual conference.

### Register for Conference:

It is strongly recommended that prior to entering the registration information, a blank NLSC registration and liability release form be printed and given to each student to fill out with accurate information. A copy of this form can be found on our state website NLSC page <https://www.utahskillsusa.org/> or downloaded by clicking here: [Conference Liability & Release Form](#) It is critical to provide **accurate birth dates and a valid and unique email for contestants**. The advisor can then use these forms to complete the registration for each NLSC participant.

Each NL:SC contestant registration must list the official contest code for their specific competition. These codes and the number of allowed competitors for each contest can be found on our state website NLSC page. <https://www.utahskillsusa.org/>

Every NLSC contestant must be supervised by a school advisor or administrator, as required by the NLSC 2021 Student Supervision Requirement Policy, as found on our state website NLSC page. <https://www.utahskillsusa.org/> This means that a school advisor and/or administrator must be a registered NLSC participant and fulfill all the duties as outline in the NLSC 2021 Student Supervision Requirement Policy.

Log on to: [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). To register; click the Conference tab > **My Registrations** > click button **Add New Registrant**. Select registrant type> member name from drop-down menu> select contest if contestant>click button **Save & Continue**>complete registration form for each participant. Watch help video on top far-right side or contact our Customer Care Team for assistance by chat, email, or phone.

- The system will only accept conference registration for contestants if your school's membership invoices are paid and students were registered as members by the March 1 national deadline.
- Names added to the registration site are considered registered for NLSC. Be sure to provide:
  - A valid and unique email for each individual contestant.
  - A home address for each contestant. Prizes and other materials will be mailed to student's home.
  - Identify if a participant meets the criteria specified in the Americans with Disabilities Act.
  - Emergency contact information.

**Engage (advisors) and Leverage (state officers) event registration:** Locate **Also Attending**; and select Leverage or Engage from the drop-down menu. If the participant is ONLY attending one of these sessions and will not be attending NLSC or the Academy of Excellence check the box for **Pre-Conference Attendee ONLY**.

**Academy of Excellence (advisors only):** Locate Attend Academy of Excellence and check the box YES. A new screen will appear that lists the available sessions. Click the drop-down menu in each sessions box to register for a specific time and date. (There is not a fee associated with this event. This event is included in the \$95.00 national conference registration fee for advisors.)

#### **Registrants from a Previous Conference:**

If registering from a prior conference, use the Look Up Previous Registration button at the bottom of the screen and click the register button next to the name. NOTE: This feature will only work if all membership invoices are paid for your school.

- **Conference Liability and Release Form:** Once the name is registered; click the FORM button that is displayed to the left of the name and ensure all fields are completed. It is critical to provide **accurate birth dates and a valid and unique email for contestants**. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.
- **A blank Liability Form** can be printed ahead of time and given to the participant or parents to fill out. Click the tab Conference > **Blank** > **Conference Liability & Release Form**. The form should then be returned to the advisor or designated school person to enter the data on our website as mentioned above.
- **Advisor Attestation:** Ensure that the Attestation Advisor Acceptance box on the bottom of each participants conference registration record is checked and electronically signed.
- **Home Addresses:** You must provide a home address for contestants, delegates and s officer candidates. Contest awards and corporate gifts are mailed to contestant home addresses. Delegates and officer candidates may receive mailings due to the virtual environment.
- **Drop and Refund Policy:** Schools are responsible for paying for all registrants that cancel after the registration deadline. Drops made after the deadline are not eligible for a refund/credit.

**Resume' Requirement:** All national contestants will be required to electronically submit a one-page professional resume'. Submission details will be published soon.

**SkillsUSA Professional Development Test:** All national contestants will be required to take SkillsUSA Professional Development Test. It will be online. More details will be published soon. A Professional Development study guide is available on our state website NLSC page.

**Clothing Requirement:** During the 2021 NLSC competitions, the official SkillsUSA competition clothing is preferred. However, a special allowance will be made this year for clothing that is deemed appropriate and safe according to current business and industry standards. If you have questions, please refer to the 2021 Technical Standards for your specific contest.

## Frequently Asked Questions:

**How can I print a report of my NLSC registration?** Click [Conference](#) > [Registration Summary](#). You may also select the following reports from the Conference tab> [Fee Summary](#), [Fees Per Program](#) or [Fee Details](#).

**Where do we send our money?** Money collected for all registration fees must be sent to the SkillsUSA Utah state director. Please send the check, made payable to "SkillsUSA Utah" to:

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

You must include a copy of the national conference payment invoice, printed from the national conference registration website, with your national conference check!

Payment may also be made via credit card by calling Jennifer Streker at 801-540-4342. Email billing inquiries must be sent to: [strekerj@gmail.com](mailto:strekerj@gmail.com).

Please note: There is a 3% processing fee charged for all credit card transactions.

**Why can't I view all my school's participant records?** To view and update all records of your school participant(s), you must own them (meaning you created the record). If you are responsible for registering everyone and are unable to access, contact our Customer Care Team at 844-875-4557 to change your user access.

**Why can't I get the record to save?** Required information may be missing: Look for alerts in red typed script. Example: Birth date **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year)**.

**Why can't I enter my participant in a contest?** To enter a contest, you must select the registration type "Contestant", then select the contest.

**How do I correct a student's mis-spelled name when the system will not allow me to change?** A contestant name must match the spelling in the membership record. Only national staff can correct the spelling of a member name. To request a correction, click the link above the Participants name; [Click here to request a spelling correction for Contestants](#) in the conference registration record.

**What is the Submit button?** This button is only used if your state is using the online system for invoicing. SkillsUSA Utah participants must click the “Submit” button on all NLSC registrations.

**Where do I find updates about my 2021 NLSC contest?** Most updates can be found on the national SkillsUSA website at this link: <https://www.skillsusa.org/competitions/skillsusa-championships/contest-updates/> Some updates may come directly to the students and advisors from the national technical committees.

**Who do I call regarding my state delegation cost and deadline?** These calls should be directed to your state SkillsUSA director. An email contact is preferred. Please email Richard Wittwer at: [skillsusa.utahstatedirector@gmail.com](mailto:skillsusa.utahstatedirector@gmail.com) If you prefer a phone contact, call 435-590-8386 and leave a message.

**Who do I call for registration support?** Contact the SkillsUSA Customer Care Team at [customercare@skillsusa.org](mailto:customercare@skillsusa.org) or 844-875-4557 or by chat on the SkillsUSA conference registration website.