

# MEMBERSHIP QUCK START ACCESS GUIDE

## **QUICK START GUIDE**



If you are a new

advisor, you

will need to

create a login

by clicking

#### Step-by-Step Instructions



Go to the SkillsUSA website at www.skillsusa.org and locate **JOIN** at the top of the page. Click the **JOIN** button to proceed.



to the registration page,





When creating your login for the first time, you will be able to select state, school and program

area. You must have an active chapter to be able to locate your school. If your school is not listed, please click on Can't Find Your School and request that your school be added.







### **QUESTIONS? WE'RE HERE TO HELP**

For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

Monday/Wednesday/Friday (8 a.m. – 5 p.m. ET) Tuesday/Thursday (11 a.m. – 7 p.m. ET) Chat: SkillsUSA Register (register.skillsusa.org)

Call: 844-875-4557 Email: customercare@skillsusa.org



Email address:

orgot your password

review, add or cha New Program

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If prompted, please answer the Secret Question for password security, then select Create Login.

School Advisors, Alumni & Existing User

SkillsUSA Members or to register for a Confer

Login

	Create New SkillsUSA Advisor Login						
	ogin to the SkillaUSA Registration Web Site. on every time you access this web site. Your login id must be a valid, working email addr						
5 Supply Password In case you forget your password	Hint: rd, please select a "Secret Question" and provide an answer. This question and answer						
provide a password hint in case Choose a Question:	you ever forget your pessword. What eity were you been in?						
Provide an Answer:							
Confirm;	teacher@school.com A. B. Skilled High School, Marketway						
Provious Create Login							





You will be taken back to the Login screen. Use your email address and password to log in.



? Click here to create a new login.

help? Check out the updated Step By Step In

register for conferences.

Welcomel Membership registration for the 2022-23 school year is now OPENI Chapter Excellence Program Walkthrough of Adding Member Membership Snapshot For Canadian Skills Delegation





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If you are a new advisor you will need to add your Training Program by clicking on the New Program button.

Now you are ready to join members. Select Member to the right of the training program to which you will be adding members.

New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Join	Class
dit	Barbering	Test Account	0	0	NUL TEL SUITED	Mamhars	and the second s	0







You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance in growing your chapter or help in registering members, call the SkillsUSA Customer Care Team toll-free at: 844-875-4557.



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#### Then select New Member. The Membership Details record will appear.

Enter text to	search						
New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined
Edit Delete	Test	Account	1	¢.	Professional	High School	
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		To re-re	gister members	from last year's	archive click here:	Restore Membe	ers From Last Yea

have been automatically entered as professionals for the current year. Please verify that your email address is current, and delete advisors that are no longer with the school. Advisors and students are not officially joined until Step 12 is completed and an invoice generated.

Complete the requested information for each member. Students and professional members should only be entered

into one training program to prevent duplicates. Continue to save and add new members until all members have been entered into the system. Be sure to enter yourself as a professional member and change the TYPE field from "student" to "professional." Include an email address.

Edit Member 🍮 Main 🚜 Membership 👹 Conferen<u>ce 🧶 Alumni 👊 State</u> Director 🕓 Maintenance 🔞 Help 💥 Logout Join This Program Ouncan - SkillsUSA Beta Test Back To School e grid below contains all th ational Office add new members, click 'Add New' at the bottom of the table or click here. Add Memb Graduatic Gender Stud/Prof

You are ready to submit your membership to SkillsUSA by selecting Join This Program located at the top of the page. Now the steps for payment will be generated.

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If secure payment Cruck Card nor school that payment will be made p to or check is required.	Are 1976 of the students	in this Training P III No	ugram joning Solibi,/	
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On the payment page, complete the following fields: Verify Advisor's Email Address, Opt In, Payment Method, 100% Students Joining, Combined or Split Invoice. Read and accept the statement: "Once you click 'Join Now' no drops or substitutions can be made and you guarantee to pay the invoiced amount." Upon completion of all fields, click the final Join Now in bottom left corner.

### **CONGRATULATIONS!**

### **PAYMENT REQUIREMENTS AND OPTIONS**

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Services begin when membership is submitted.

If paying by Visa, Mastercard or American Express, or Echeck: Go to the Edit Training Program screen and click the Invoices button next to your training program. Click Pay Now. To pay for all school invoices, click the School-Wide Invoice button at the bottom of the screen and click the credit card link. Enter your credit card information as requested.

**If paying by check:** Please send a copy of your membership invoice with the check to the address on the invoice. To see full details of payment options, including ACH set-up visit this link: *http://bit.ly/SDpaymentoptions*  **If using a purchase order:** Verify with your accounting department whether a purchase order is required prior to joining members. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

**Note:** Payment for all membership submitted is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

Mail a copy of your membership invoice and payment to:

SkillsUSA Inc., Attn.: Membership 14001 SkillsUSA Way Leesburg, VA 20176-5494

### **ONLINE RESOURCES**

Our web resources for advisors and students support active participation and the development of SkillsUSA Framework skills.



### ACCESSING THE BENEFITS OF PROFESSIONAL MEMBERSHIP

Complete and submit Professional Membership through SkillsUSA REGISTER (*register.SkillsUSA.org*). For information on how to submit membership, refer to the SkillsUSA Quick Start Guide on the reverse side of this publication.



Once Professional Membership is submitted, the member will receive two emails. The first email — which will come from **SkillsUSA REGISTER** will confirm submission of membership. The second will come from **SkillsUSA ABSORB** (*noreply@myabsorb.com*). To validate your professional member benefits, click on the validation link.

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We hope you enjoy using three resources. Thank you for your dedication to SkithUSA and the students that you serve.	Page 10 has been been all the first of the f
NOTE: This is an unmovinged system second. DO NOT reply to the small, if you need assidance contact: Methods (2000) 644-675-6527 e-Mail operation@skitecos.org	Stranger, J. M. Terrarian, and S. S. Sandar, M. Sandar, S. S. Sandar, Sandar, S. Sandar, Sandar, S. Sandar,

Please note that this link will only be active for seven days. If the email is not received, please check junk/spam folders.

The validation link will direct you to a webpage to create a password. Create a password and click the **Reset Password** button.



i Pátsword venet sluccessfully. Login Once a password is successfully created, a **Login** button will appear. Click on this button. Log in using the member email as the username and newly created password.

Once logged in to SkillsUSA ABSORB, the member will be able to locate the **Professional Membership Benefits** on their dashboard.



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Once the account is created, this account can be accessed in two ways:



Directly on SkillsUSA ABSORB at *absorb.SkillsUSA.org*.



In SkillsUSA REGISTER at *register.SkillsUSA.org.* After logging in, select the benefits at the bottom of the dashboard.

Call: 844-875-4557 | Email: customercare@skillsusa.org Chat: SkillsUSA Register (register.skillsusa.org)

