

Membership & Conference Registration Instructions

CEP & AOY Application Locations

1. Go to <https://www.skillsusa-register.org/Login.aspx> and log in.



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.

Have Questions about SkillsUSA membership, conference registration, or Career Essentials? Need online support?

3 WAYS TO CONNECT WITH THE SKILLSUSA CUSTOMER CARE TEAM

- CALL** 844-875-4557
- CHAT** at register.skillsusa.org
- 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
8:00 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](#).

2. Your next screen will have a header that looks like this.



Welcome to SkillsUSA Registration SkillsUSA's Member Information System

Main Membership Conference Alumni State Director Help Logout

NEW SkillsUSA National Headquarters Mailing Address:
SkillsUSA 673 Potomac Station Dr., PMB #809, Leesburg, VA 20176.

From this point, you can add student and professional members, register for conferences, submit Chapter Excellence Program Applications, submit Advisor of the Year Applications, and more.

Membership Registration → Page 2 - 5

State Leadership & Skills Conference Registration → Page 6 - 11

Chapter Excellence Program Application Location → Page 12

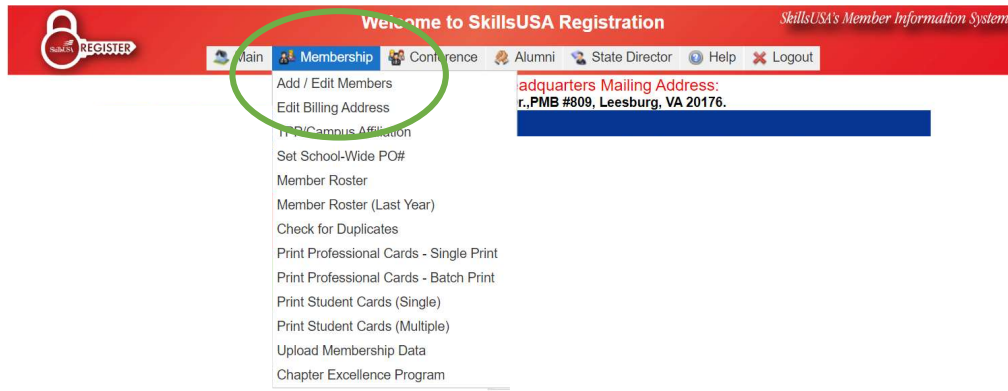
Advisor of the Year Application Location → Page 13

Membership & Conference Registration Instructions

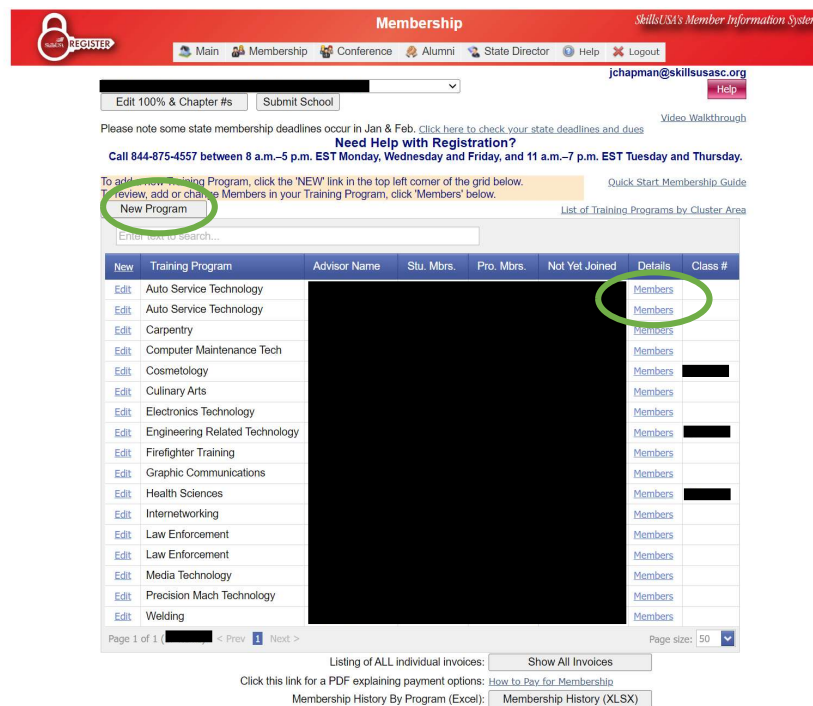
CEP & AOY Application Locations

Membership Registration Instructions (from screen after login)

1. Hover over the “Membership” Tab at the top and choose “Add / Edit Members”.



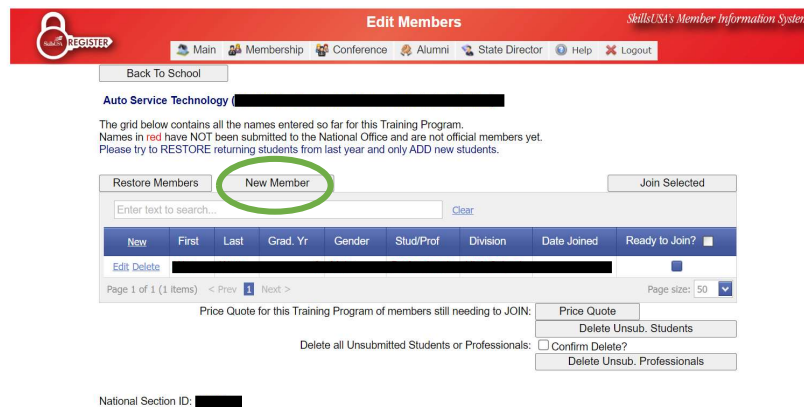
2. Your next screen will show any programs and professional members currently registered or previously registered as members. Click the “New Program” button to add additional programs and follow the instructions. If adding a professional member to an existing program or a student member to an existing program, click “Members” to the right of the desired program.



Membership & Conference Registration Instructions

CEP & AOY Application Locations

3. To add a new member, click the “New Member” button and a new screen will appear. Fill in the information request then click the “Save” button. This information includes the following:
 - a. First Name
 - b. Last Name
 - c. Email (student members should use personal email, not school email)
 - d. Gender
 - e. Date of Birth
 - f. Membership Type (student or professional)
 - g. Division (Middle School, High School, or College/Post-Secondary)
 - h. Graduation Year
 - i. State Assigned ID – LEAVE BLANK
 - j. Shirt Size
 - k. Member ID – LEAVE BLANK
 - l. Ethnicity
 - m. Address 1 (street number and name)
 - n. Address 2 (use if needed)
 - o. City
 - p. State Abbreviation – SC
 - q. Zip Code
 - r. Phone Number



Edit Members SkillsUSA's Member Information System

Back To School

Auto Service Technology [REDACTED]

The grid below contains all the names entered so far for this Training Program. Names in red have NOT been submitted to the National Office and are not official members yet. Please try to RESTORE returning students from last year and only ADD new students.

Restore Members **New Member** Join Selected

Enter text to search... Clear

New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join?
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

Price Quote for this Training Program of members still needing to JOIN: Price Quote

Delete Unsub. Students

Delete all Unsubmitted Students or Professionals: Confirm Delete? Delete Unsub. Professionals

National Section ID: [REDACTED]

Membership & Conference Registration Instructions

CEP & AOY Application Locations

New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join? <input type="checkbox"/>
First Name: <input type="text"/>		Last Name: <input type="text"/>		Name cannot be changed after joining		Name cannot be changed after joining		
Email: <input type="text"/>								
Email and mailing address are required for Professional Members. Student Members must supply email address to access online benefits (NON-School emails preferred for students)								
Gender: <input type="text"/>	Birth (m/d/yyyy): <input type="text"/>		Division: <input type="text"/>					
Stud/Prof: <input type="text"/>	State Assigned ID (if required): <input type="text"/>		Member ID (read only): <input type="text"/>					
Grad. Yr: <input type="text"/>	Shirt Size: <input type="text"/>		(Used for later Conference Registrations)					
Ethnicity: <input type="text"/>								
Address 1: <input type="text"/>								
Address 2: <input type="text"/>								
City: <input type="text"/>	State Abbrev: <input type="text"/>		Phone #: <input type="text"/>					
Zip: <input type="text"/>	Chapin		SC					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>								

- After you have saved all members desired for that program click the checkbox that says "Ready to Join?". All saved members should then be checked. Then click the "Join Selected" button to submit as members.

SkillsUSA's Member Information System
REGISTER

Main
Membership
Conference
Alumni
State Director
Help
Logout

Back To School

Auto Service Technology XXXXXXXXXX

The grid below contains all the names entered so far for this Training Program. Names in red have NOT been submitted to the National Office and are not official members yet. Please try to RESTORE returning students from last year and only ADD new students.

Restore Members
New Member

New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join? <input type="checkbox"/>

Edit Delete

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

Price Quote for this Training Program of members still needing to JOIN:

Delete all Unsubmitted Students or Professionals:

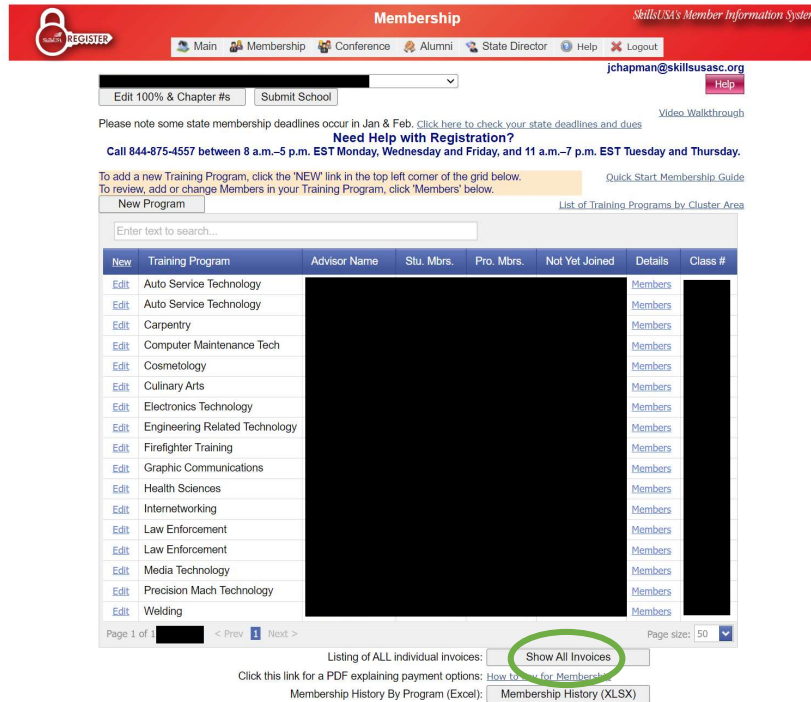
Confirm Delete?

National Section ID: XXXXXXXXXX

Membership & Conference Registration Instructions

CEP & AOY Application Locations

- Once you have all members joined, you can access the invoices by clicking on the “Show All Invoices” button at the bottom. A separate invoice is auto generated for each program. This can be paid with a single PO Number for each program. If you need the invoices combined, you will have to contact customercare@skillsusa.org. Membership invoices are to be paid within 30 days.



Membership SkillsUSA's Member Information System

REGISTRATION

Main Membership Conference Alumni State Director Help Logout

jchapman@skillsusasc.org

Edit 100% & Chapter #s Submit School

Please note some state membership deadlines occur in Jan & Feb. [Click here to check your state deadlines and dues](#) Video Walkthrough

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.

To add a new Training Program, click the 'NEW' link in the top left corner of the grid below. Quick Start Membership Guide
 To review, add or change Members in your Training Program, click 'Members' below.

New Program List of Training Programs by Cluster Area

Enter text to search...

New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Class #
Edit	Auto Service Technology					Members	
Edit	Auto Service Technology					Members	
Edit	Carpentry					Members	
Edit	Computer Maintenance Tech					Members	
Edit	Cosmetology					Members	
Edit	Culinary Arts					Members	
Edit	Electronics Technology					Members	
Edit	Engineering Related Technology					Members	
Edit	Firefighter Training					Members	
Edit	Graphic Communications					Members	
Edit	Health Sciences					Members	
Edit	Internetworking					Members	
Edit	Law Enforcement					Members	
Edit	Law Enforcement					Members	
Edit	Media Technology					Members	
Edit	Precision Mach Technology					Members	
Edit	Welding					Members	

Page 1 of 1 < Prev 1 Next > Page size: 50

Listing of ALL individual invoices: **Show All Invoices**

Click this link for a PDF explaining payment options: [How to pay for Membership](#)

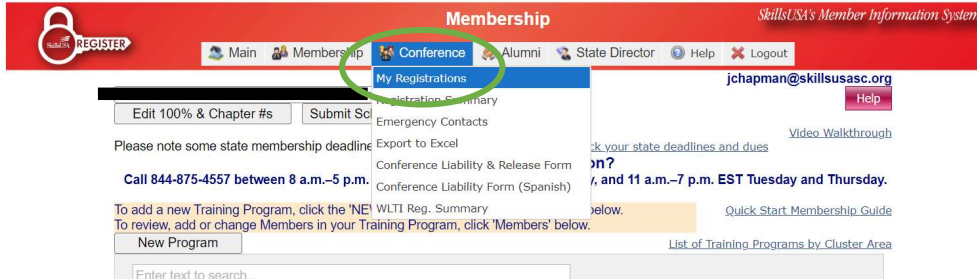
Membership History By Program (Excel): [Membership History \(XLSX\)](#)

Membership & Conference Registration Instructions

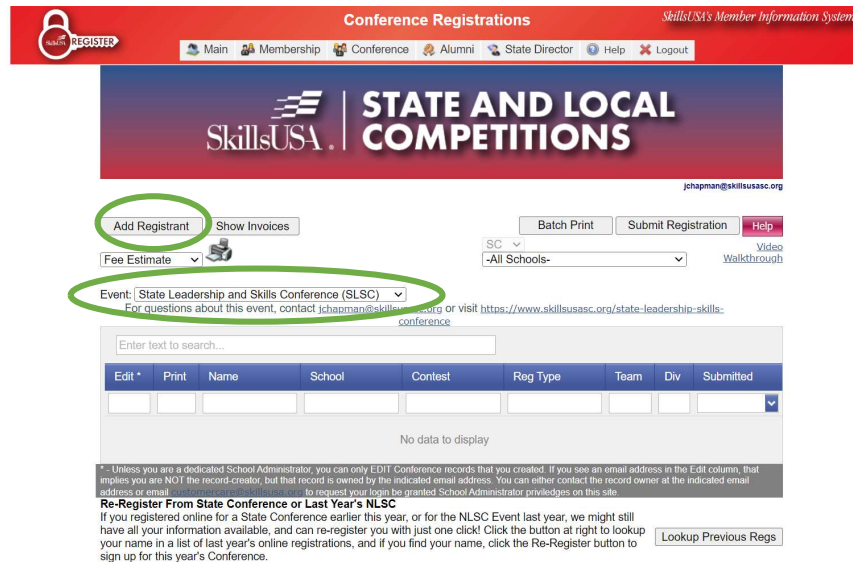
CEP & AOY Application Locations

Conference Registration Instructions (from screen after login)

1. Hover over the “Conference” Tab at the top and choose “My Registrations”.



2. On the next page, first choose “State Leadership and Skills Conference (SLSC)” from the dropdown box beside “Event:”. Then click on the “Add Registrant” button to register people for the conference.





Membership & Conference Registration Instructions

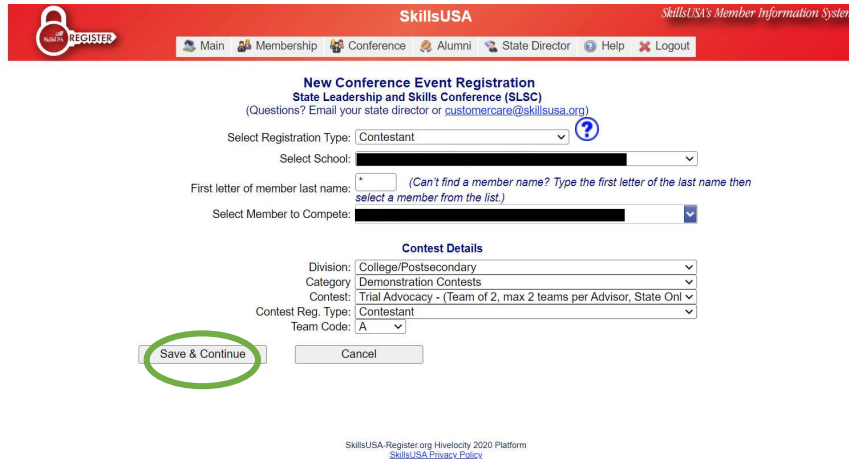
CEP & AOY Application Locations

3. On the next screen, you will see multiple dropdown boxes. Below is a description and order to follow.
 - a. Select Registration Type – Choose between the following:
 - i. Contestant – student competitor
 - ii. Advisor – advisor of students competing or attending (note: any teacher attending with student competitors or models needs to register as an advisor)
 - iii. Model – students participating as a model for a competition (note: if also competing in another competition, they should be registered as a contestant)
 - iv. Observer – adults or students attending to observe only
 - b. Select School – you should see your school listed here.
 - c. Select Member to Compete – choose the member from the dropdown box.
 - i. Note: all registrants, except observers must be registered members. If an observer is not a member, you will have the option to type in a first and last name before continuing.
 - d. Division – Choose between Middle School, High School, and College / Post-Secondary
 - e. Category – There are two categories this year.
 - i. Demonstration – These are STATE ONLY competitions.
 - ii. Skilled and Technical – These are competitions that move on to Nationals.
 - iii. Note: For this year's conference, students may compete in a Demonstration and a Skilled/Technical competition unless there is a conflict in their schedule. More information is on the conference website.
 - f. Contest – Choose the desired competition from the dropdown box provided.
 - i. Note: If you don't see the competition sought, try selecting a different category and then selecting the desired category, or do the same with the contest dropdown until you see the appropriate competitions listed.
 - g. Contest Reg. Type – Select Contestant or Model for this dropdown depending on the student's reason for attendance for that specific competition.
 - h. Team Code – Choose a letter from the dropdown box. It will auto-populate the next available letter. When registering for a team competition, once a single member is registered, you will see their name when you go to register another member as well to ensure you have the proper number of members registered for that team. If you are registering more than one team, ensure you place the students on the teams you wish.

Membership & Conference Registration Instructions

CEP & AOY Application Locations

4. After choosing all the appropriate dropdown options, click on the “Submit & Continue” button.



SkillsUSA SkillsUSA's Member Information System

REGISTER

Main Membership Conference Alumni State Director Help Logout

New Conference Event Registration

State Leadership and Skills Conference (SLSC)
(Questions? Email your state director or customer-care@skillsusa.org)

Select Registration Type: Contestant

Select School: [Redacted]

First letter of member last name: * [Redacted] (Can't find a member name? Type the first letter of the last name then select a member from the list.)

Select Member to Compete: [Redacted]

Contest Details

Division: College/Postsecondary

Category: Demonstration Contests

Contest: Trial Advocacy - (Team of 2, max 2 teams per Advisor, State Onl

Contest Reg. Type: Contestant

Team Code: A

Save & Continue Cancel

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[SkillsUSA Privacy Policy](#)

5. The next page will require information about the registrant. Some may be auto filled based on membership registration information. Be prepared to provide or double-check the following information:
 - a. First and Last Name
 - b. Address
 - c. Phone Numbers
 - d. Date of Birth, Age, and Gender
 - e. Email Address (personal email for students)
 - f. Name of adult accompanying student and their cell phone number
 - g. Parent / Guardian Name (if the registrant is under 18) and phone number
 - h. Name of SkillsUSA Advisor
 - i. School
 - j. CTE Program
 - k. Graduation Year
 - l. Shirt Size
 - m. Disabilities and Dietary Restriction Questions

Membership & Conference Registration Instructions

CEP & AOY Application Locations

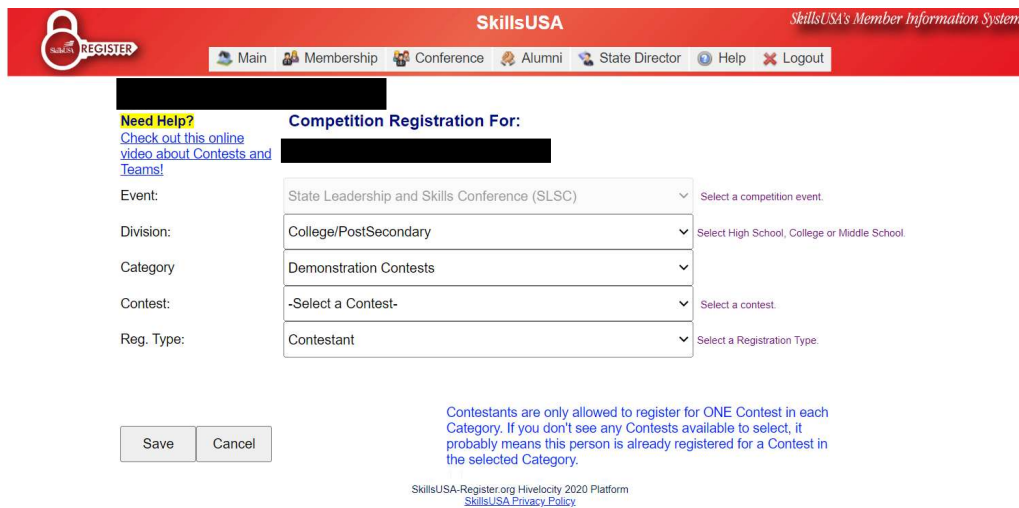
6. Below the personal information about the registrant is a collection of other boxes. They include:

- a. Registrant Options
 - i. State Officer? – only check if they are a CURRENT state officer
 - ii. Officer Candidate? – only check if they have or are applying for a State Officer position for the 2024-2025 school year
- b. Contests – You should see the competition you have registered for here. If an additional competition is being added for this registrant, click the “Add Contest” button and go to step 7 on the next page.
- c. “I Agree” checkbox – check to acknowledge the information in the paragraph above it. A digital copy of the information it speaks of is on the conference website.
- d. Save Registration – click this button once you have double checked all information on the form.

Membership & Conference Registration Instructions

CEP & AOY Application Locations

- If you clicked on the “Add Contest” button to add an additional competition, you will be taken to this screen. As a reminder, you can only register for two competitions if one is a State-Only competition and the other a non-state-only competition and there are no scheduling conflicts. There is no additional charge for competing in two competitions. On this page, you will see a set of dropdown boxes that are similar to those in Step 4 and should follow those same instructions.



SkillsUSA SkillsUSA's Member Information System

REGISTER Main Membership Conference Alumni State Director Help Logout

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

Competition Registration For:

Event: State Leadership and Skills Conference (SLSC) Select a competition event.

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

Category: Demonstration Contests

Contest: -Select a Contest- Select a contest.

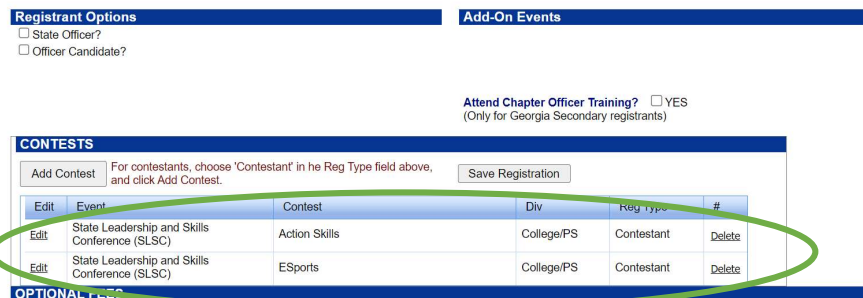
Reg. Type: Contestant Select a Registration Type.

Save Cancel

Contestants are only allowed to register for ONE Contest in each Category. If you don't see any Contests available to select, it probably means this person is already registered for a Contest in the selected Category.

SkillsUSA-Register.org Hivelocity 2020 Platform
SkillsUSA Privacy Policy

- After completing a second competition, you will be returned to the registration form and will see the second competition listed. Go back to Step 6 to see how to continue and save the registration.



Registrant Options **Add-On Events**

State Officer?
 Officer Candidate?

Attend Chapter Officer Training? YES
(Only for Georgia Secondary registrants)

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	#
Edit	State Leadership and Skills Conference (SLSC)	Action Skills	College/PS	Contestant	Delete
Edit	State Leadership and Skills Conference (SLSC)	ESports	College/PS	Contestant	Delete

OPTIONAL FEES

Membership & Conference Registration Instructions


CEP & AOY Application Locations

- After saving a registration, you will be taken to a page that shows all of your current registrants. You can also add additional registrants, edit current registrants, and filter through them. Double-check all information after you have all conference registrants. Once you are confident they are correct, you can click the “Submit Registration” button to fully submit your conference registration. Once this is done, you cannot edit the registrants. For edits, you will need to contact the State Executive Director. If you need to add additional registrants, you can do so following the same steps above. An invoice will be generated.


SkillsUSA's Member Information System

Conference Registrations

Main | Membership | Conference | Alumni | State Director | Help | Logout



STATE AND LOCAL COMPETITIONS

jchapman@skillsusasc.org

Add Registrant | Show Invoices

Batch Print | Submit Registration | Help

Fee Estimate

SC

Video Walkthrough

Event: State Leadership and Skills Conference (SLSC)

For questions about this event, contact jchapman@skillsusasc.org or visit <https://www.skillsusasc.org/state-leadership-skills-conference>

Edit *	Print	Name	School	Contest	Reg Type	Team	Div	Submitted
				Action Skills	Contestant		P	
				ESports	Contestant	A	P	

Page 1 of 1 (2 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 jchapman@skillsusasc.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

Membership & Conference Registration Instructions

CEP & AOY Application Locations

Chapter Excellence Program (CEP) Application Location

- To access the CEP Applications, log in to your account and go to your main page. Keep in mind that your page may look different than someone else's and will look a little different from the one below, but the concept and required icons are the same. Scroll down until you see the Chapter Excellence Program icon and click on it.

The screenshot shows the 'Welcome to SkillsUSA Registration' page. At the top, there is a navigation bar with links for Main, Membership, Conference, Alumni, State Director, Help, and Logout. Below this, the 'NEW SkillsUSA National Headquarters Mailing Address' is listed. The main content area is titled 'Conference Dashboard' and includes a 'Default Event' dropdown menu set to '-Please Choose An Event-'. Below the dashboard, there are two columns of icons representing various tools and options. The 'Chapter Excellence Program' icon, which features a blue circle with 'cep' inside, is circled in green. Other icons include State Office, Users, Events, Contests, State Reports, Mass Mailer, Configure Questions, and Scoring Rules. A 'Show Documentation Links' button is located at the bottom of the icons.

- You will then be taken to the application page. If you have not started an application this year, click on the "Add New" button. Your chapter will then appear on the page and you can click the numbers under "Edit" to work on the application. If you already have an application, you can click on the numbers under "Edit" to continue working on the application. If you are learning more about the Chapter Excellent Program or want to see instructions for the application, go to <https://www.skillsusa.org/programs/chapter-building/chapter-excellence-program-cep/> to learn more. You can also follow your application status on this page.

The screenshot shows the 'Chapter Excellence Program' application page. At the top, there is a navigation bar with links for Main, Membership, Conference, Alumni, State Director, Help, and Logout. Below this, the 'Chapter Excellence Applications' section is displayed, with a deadline of 02/28/2024 at 11:59pm EST. A 'Show All State Apps' button is visible. The main content area contains a table of applications. The first row in the table has the application number '8302' circled in green. To the right of the table, there is a 'CEP Home' button and an 'Add New' button, both circled in green. Below the table, there are status definitions for NEW, WORKING, QUALITY, SUBMITTED, JUDGING, and SCORED.

#	Edit	PDF	School	Contact Name	Email	Type	Level	Status	Last Edited	State	Program
8302						CHAPTER	Level 1	NEW		SC	

* Each school can have either ONE "Chapter"-based application or multiple "SECTION"-based applications. If you are working on a Chapter-based application, any Advisors from your school will be able to login and see / edit the application. If you are working on a Section-based application, then only the primary contact can edit the application.

** Status Definitions:

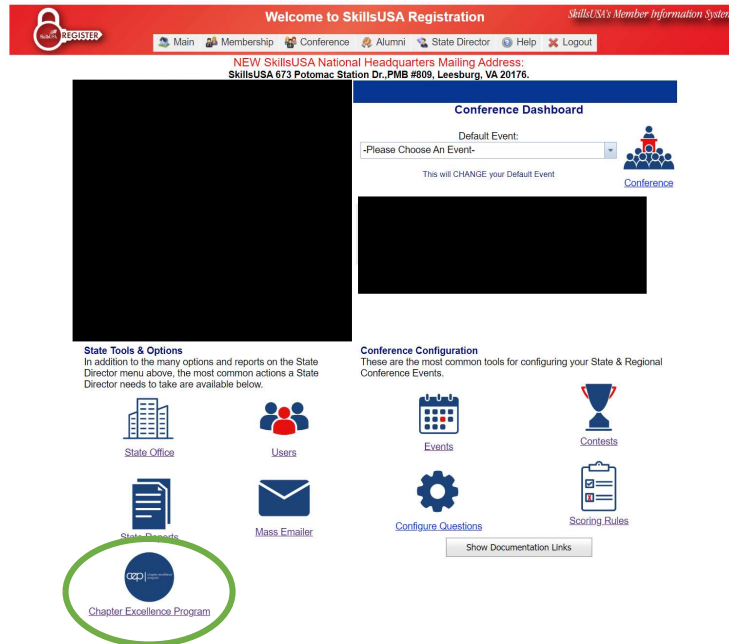
- NEW = The application was initiated, but no new data has been added
- WORKING = The application is still being edited
- QUALITY = Level 1 Quality Chapter has been attained
- SUBMITTED = Level 2 Application has been submitted and is ready for Judging (cannot be edited)
- JUDGING = Level 2 Application has been distributed to Judges for Scoring (cannot be edited)
- SCORED = Level 2 Application has been scored by judges (cannot be edited)

Membership & Conference Registration Instructions

CEP & AOY Application Locations

Advisor of the Year (AOY) Application Location

1. To access the AOY Applications, log in to your account and go to your main page. Keep in mind that your page may look different than someone else's and will look a little different from the one below, but the concept and required icons are the same. Scroll down until you see the Chapter Excellence Program icon and click on it. There is not an icon for AOY.



2. You will then be taken to the application page. The top half of the page has to do with the CEP but scroll or look down and you will see the section titled Advisor of the Year Applications. Click on the "Create New AOY App" and follow the instructions to begin the application. That application will show up in the area below the AOY titled portion of the page for editing before submission. Please keep in mind that starting this year, it is required that AOY candidates from each state must be from a chapter that reaches level 2 in the Chapter Excellence Program. So, if one desires to be an AOY and go for Region 2 (SE Region of United States) and National Advisor of the Year, they must have their chapter actively participating in the Chapter Excellence Program. Qualifying candidates will be notified of in-person interviews, which will occur at the State Leadership and Skills Conference.

