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

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

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

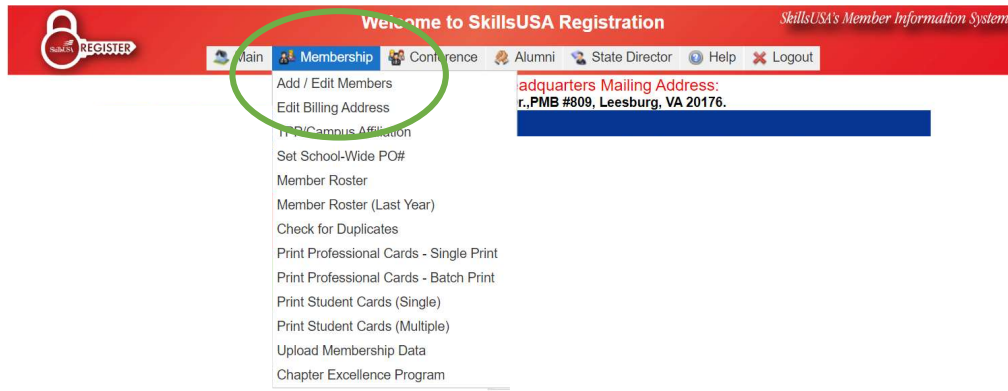Chapter Excellence Program Application Location → Page 12

Advisor of the Year Application Location → Page 13

Membership Registration Instructions (from screen after login)

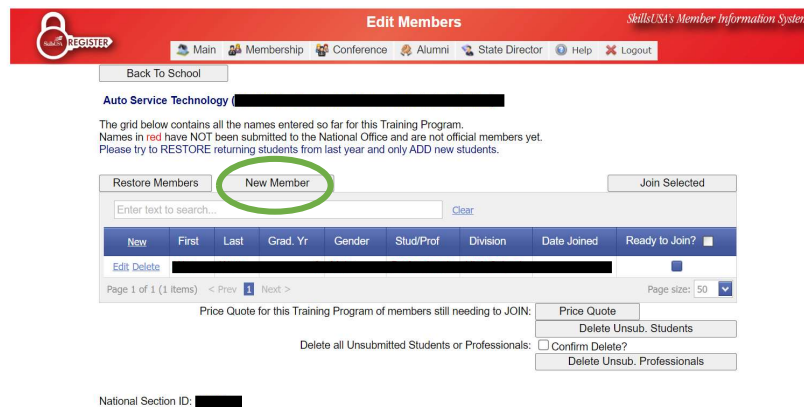1. Hover over the "Membership" Tab at the top and choose "Add / Edit Members".

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.
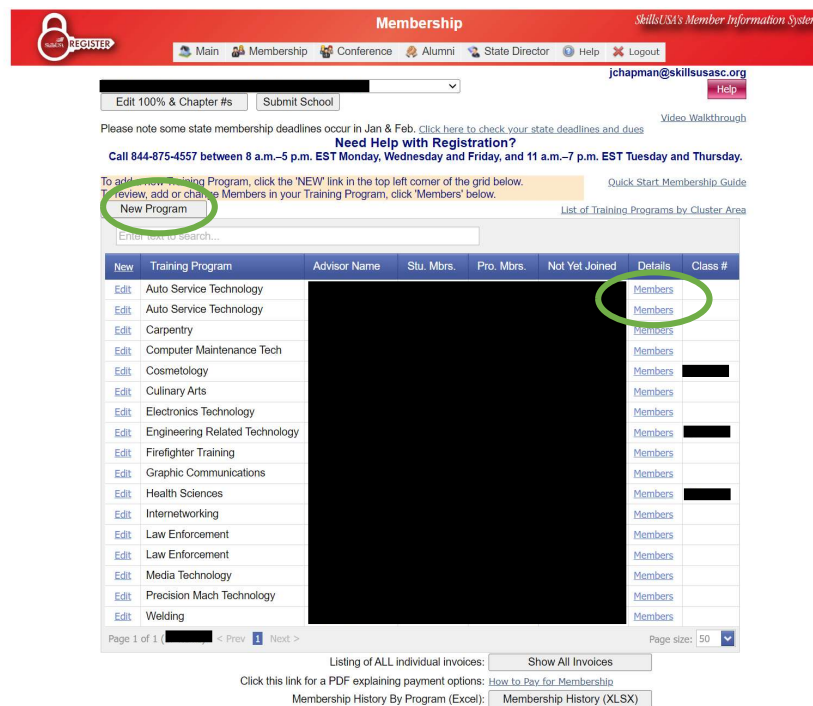
3. To add a new member, click the "New Member" button and a new screen will appear. Fill in the information request then click the "Save" button. This information includes the following:
    a. First Name
    b. Last Name
    c. Email (student members should use personal email, not school email)
    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

4. 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.

5. 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.

Conference Registration Instructions (from screen after login)

1. Hover over the "Conference" Tab at the top and choose "My Registrations".
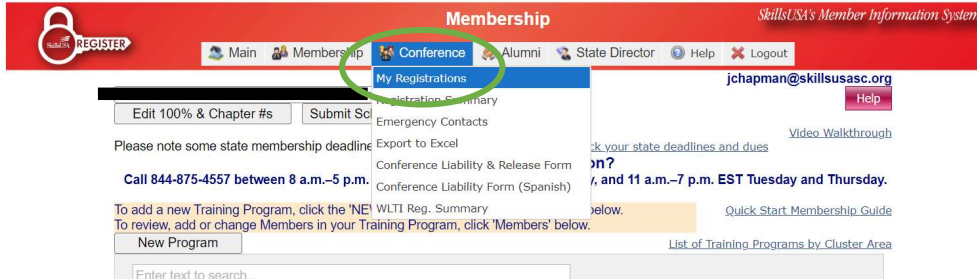
2. On the next page, first choose "State Leadership and Skills Conference (SLSC)" from the dropdown box beside "Event:". Then click on the "Add Registrant" button to register people for the conference.
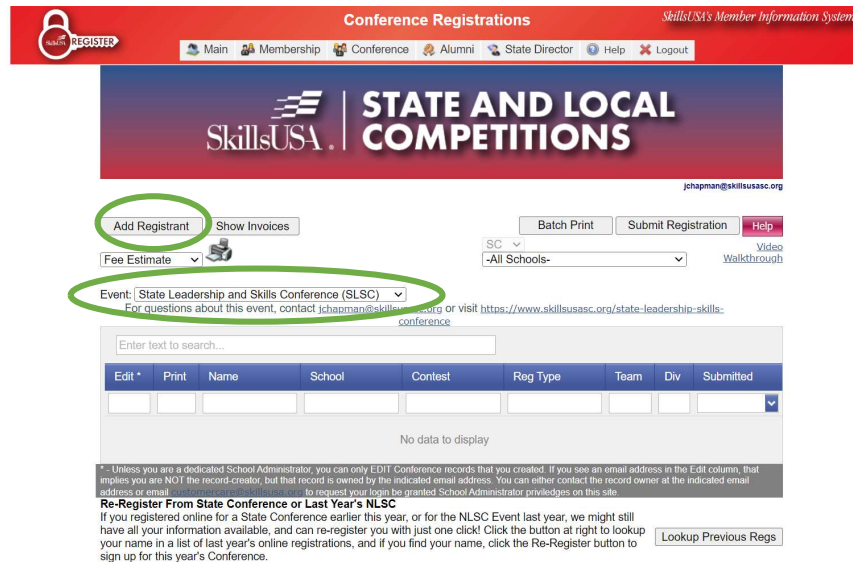
3. On the next screen, you will see multiple dropdown boxes. Below is a description and order to follow.
    a. Select Registration Type – Choose between the following:
        i. Contestant – student competitor
        ii. Advisor – advisor of students competing or attending (note: any teacher attending 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
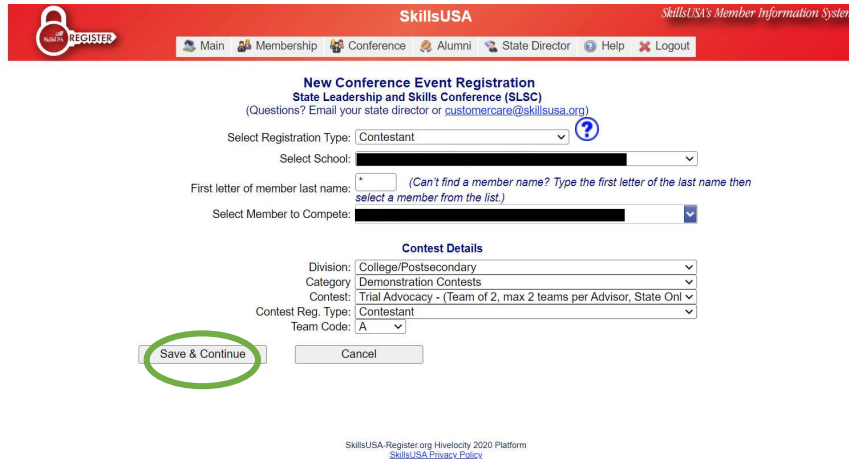   e. Category – There are two categories this year.
        i. Demonstration – These are STATE ONLY competitions.
        ii. Skilled and Technical – These are competitions that move on to Nationals.
        iii. Note: For this year's conference, students may compete in a Demonstration and a Skilled/Technical 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.

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

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
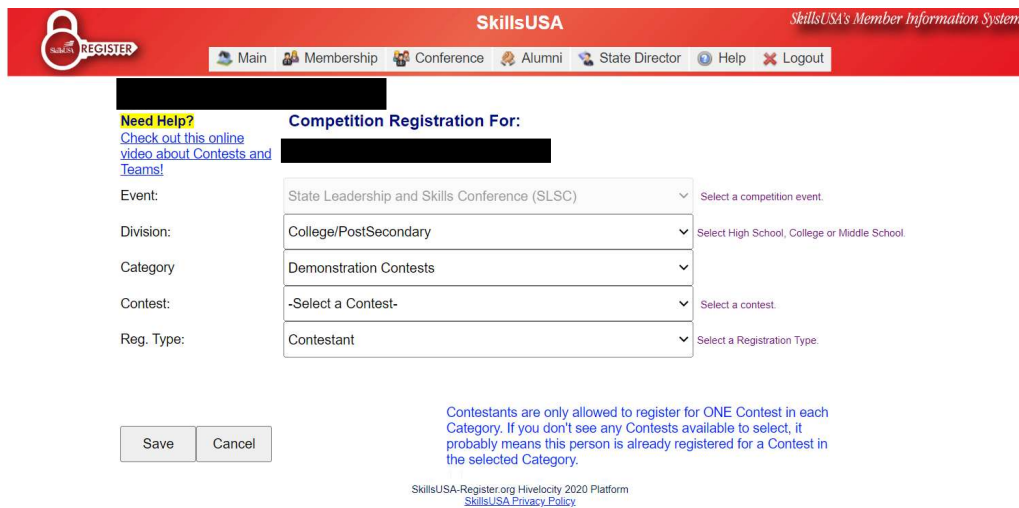   m. Disabilities and Dietary Restriction Questions

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.

7. 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.

8. 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.

9. 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.

Chapter Excellence Program (CEP) Application Location

1. 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.

2. 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.

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.
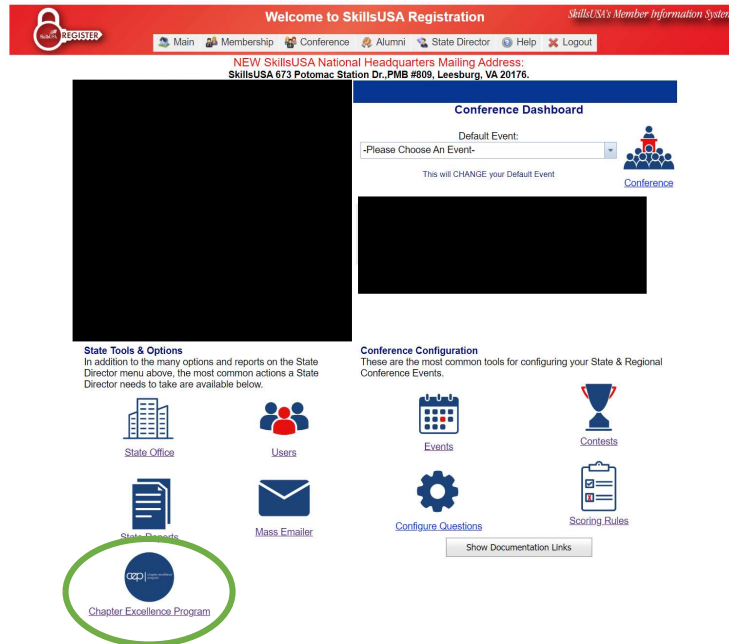
2. You will then be taken to the application page. The top half of the page has to do with the CEP but scroll or look down and you will see the section titled Advisor of the Year Applications. Click on the "Create New AOY App" and follow the instructions to begin the application. That application will 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.