



2022 SkillsUSA National Leadership Conference (NLSC)

Registration Instructions

Updated 4/21/22

Please review these steps to ensure you are registering your students for the **2022 NLSC** properly. There are some new steps in this process, so please review even if you have participated in previous years.

1. Login to the SkillsUSA National Site at <http://www.skillsusa-register.org/Login.aspx>
2. Make Sure that the **2022 National Leadership and Skills Conference** is showing as the default event in the **Conference Snapshot** at the top, right hand of the page.
3. Hover over the **Conference TAB** in the top menu line then click on **My Registrations** from the drop-down menu.
4. Next, click on **Add New Registrant** on the top left. This brings you to the **Registration Page**.
5. You will first select **Registration Type**. There are only four options.
 - Advisor
 - Contestant
 - Participant (Student Delegate, Instructors)
 - Guest (Parent, Administrator, Chaperone) **Please note: ALL participants MUST register to receive a name badge, which is your admission ticket to all SkillsUSA sponsored events in Atlanta.**
6. The next tab is **Select School**. If your school is not listed there already, use the drop-down arrow to the right and select your school.
7. For competitors and advisors, use the “**Select a SkillsUSA member**” drop-down menu to select either the student or the advisor from the list of registered members at your school. If the name you are looking for isn't here, then they are likely **NOT** a registered member.
8. Complete the **Division** and **Contest** sections of the Contest Details.
9. For all non-members (chaperones, guests, etc.), please enter a first and last name in the spaces provided.
10. Make sure to click the **Save & Continue** TAB to save the current registration.
11. The next screen asks you to fill in registration information for your student or advisors. Please enter an accurate HOME ADDRESS for all students. Advisors may use their school's address but should enter their cell phone numbers for emergency contact. PLEASE ENTER NAMES WITH PROPER CAPITALIZATION (not in all caps or lowercase!).

Note: If the student has already been entered as a SkillsUSA Member, some of their information should be saved and will be generated automatically.
12. *Please enter the name of the adult who will be accompanying the student to Atlanta. This is VERY important.*
13. *Please enter a working Advisor/Chaperone Cell Phone Number for each student.*
14. *Please enter ALL parent and/or guardian information as requested on the form.*
15. **Please select a T-Shirt size** as all participants at the national conference will be receiving two unique t-shirts in Atlanta.
16. **ADD-ON Events:**
 - a. **ENGAGE Advisor Training** – This training occurs on June 21-23 and costs an additional \$165.00. More information will be provided about this training at the pre-conference sessions on May 4th and 11th.
 - b. **Participate in Community Service project on Friday.** Please check this box if you plan to participate in the Community Service Project that is being sponsored by the National SkillsUSA Headquarters. Please note that this may interfere with other post-conference debriefs.

17. **OPTIONAL FEES:** Under this banner, please enter the date and time of your arrival and the date and time of your departure. **Arrival & Departure Dates must be provided in the format "m/d/yyyy hh:mm PM/AM" as in 6/21/2018 6:00 PM.**
18. **Add Optional State Fee Items-** This is where you will find the room fees for the hotel. SkillsUSA Vermont will be making ALL hotel room reservations directly with the Holiday Inn Express in Atlanta. Specific room assignments (who is rooming with whom) will be made through a separate Google Form AFTER the mandatory meetings on May 4th and May 11th. Please use the Add button here to select the room type (single, double, triple, quad) for each participant. Please also type in the number of nights this participant will be occupying the room. The rates are shown per person/per night. **By completing this section, the hotel costs will appear on your NLSC Invoice.** This step WILL NOT complete your hotel reservation. That will be done later by the SkillsUSA Vermont Co-Directors.
19. **ATTESTATION: Please click the **I Agree**** button at the bottom. By Attesting, you are verifying that you have received full parental permission from your student families and that they understand what is involved in their students contest.
20. **Choose Save Registration.** Once you submit your registration, an invoice will be created automatically that you can print out. Changes to submitted registrants will not be able to be made by advisors. Please proof names and details before submitting.

For requests about Registration changes or modifications, please email the Co-Director Christopher Gray at cgray@rvtc.org.