



2022 SkillsUSA Vermont Leadership Conference and Skills Championships (VLCSC) Registration Instructions

Updated 3/3/2022

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

PLEASE NOTE: Contest limits have changed for some contests, so please review this year's [Contest Status List on our website](#) (< click for link!).

1. Login to the SkillsUSA National Site at <http://www.skillsusa-register.org/Login.aspx>
2. Hover over the **Conference TAB** in the top menu line then click on **My Registrations** from the drop-down menu.
3. Select **2022 Vermont Leadership Conference and Skills Championships** in the drop-down menu next to Filter Event.
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** **Registration Fee - \$25.00**
 - ***Contestant** **Registration Fee - \$50.00**
 - ***Participant** **Registration Fee - \$25.00** (Student Delegate, Instructors, State Officer Candidate)
 - **Guest** **Registration Fee - FREE** (Contest Manager, Judge, Parent, Observer, Administrator, Chaperone)
- *ALL students and/or advisors who are participating in any portion of the conference MUST register as either a contestant, advisor, or participant. The guest category is for non-members. ONLY the contestant option will generate the list of competitions to choose from.**
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. 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!). For student registrations, the system WILL NOT allow you to complete a registration without the following tabs completed:
 - a. Birthdate and Age
 - b. Name of Teacher/Adult accompanying participant, if applicable
 - c. ON-SITE (Cell) Phone Number of teacher/adult chaperone
 - d. Participant's T-Shirt Size
12. **If students are competing in a skill event and a leadership event**, you will add the **second event** under the next section **CONTEST**. Click on **Add Contest**, choose the contest and then **Save Registration** in that same section.

Note: If the student has already been entered as a SkillsUSA Member, their information should be saved and will be generated automatically.

13. Click on the **ATTEST** 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 contests.
14. **Choose Save Registration:** Each registration should be saved at the conclusion of the second page. Once you click the SAVE button, the system will return you to the Registration HOME PAGE so you can Add New Registrant.
15. **Submit Registration:** Once you have completed entering all the registrations you are responsible for and have checked for the correct spelling in each contestant's name as well as the contests they are registered for, you are ready to "click" the Submit Registration TAB at the top of the Conference Registration Home Page. Please be sure you have checked, and double checked everything before clicking the SUBMIT button. Chapter Advisors will NOT be able to edit information on the Conference Registrations after the submit button has been clicked. You can also get a Fee Estimate by clicking on the Fee Estimate TAB on the Conference Registrations Home page.
16. An Invoice for the **2022 SkillsUSA Vermont Leadership Conference and Skills** Championships will be generated by the system as soon as the Submit Registration button is clicked. The Invoice will be emailed to the Lead Advisor at the local chapter as well as to the State Director. ALL payments for the 2022 VLCS should be made directly to:

SkillsUSA Vermont
307 South Street
Springfield, VT 05156
Attention: Christopher Gray, State Co-Director.

Please DO NOT send conference payments to the National SkillsUSA Headquarters in Leesburg, VA.

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