



## *Conference Registration Process*

We will be implementing a new conference registration process this year for the following:

- 2018 Fall Leadership and Professional Development Conference on November 5, 2018
- 2019 State Leadership and Skills Conference on April 5-7, 2019

A helpful video tutorial is available at: [https://www.youtube.com/watch?v=vtFI1MB\\_oJ4](https://www.youtube.com/watch?v=vtFI1MB_oJ4)

### REGISTRATION STEPS:

1. Login to the SkillsUSA membership system at <http://www.skillsusa-register.org> using your chapter's username and password.
  - a. NOTE: For the State Conference, all contestants will be required to be a member by March 1, 2019 before you register for the conference. *(Not required for the Fall Leadership Conference, but it will help the process if they are a member first.)*
2. Click on the Conference Icon from the main menu (a man in a red uniform with a wrench).
3. The drop-down menu towards the top of the page, choose the conference you wish to register for, if it isn't already displayed.
4. Click on the "Add Registrant" button. (If a conference is not open for registration, the Add Registrant button will not be displayed.)
5. Using the drop-down menus, choose registration type, member selection, and contest (not applicable for the Fall Leadership Conference). OR, if the person is not a member yet, you can enter their name instead of selecting a member from the drop-down menu.
  - a. NOTE: Students may compete in only one contest at the State Conference. (If you are watching the how-to-video, they show how to add additional contests, which is not applicable for Michigan.)
6. Click on the "Save and Continue" button. A new screen will appear to enter in information for this person. When finished, click on the "Save" button from top menu.
7. Repeat steps 5-6 for additional attendees.

**Your registration is not finalized until you do steps 8-9!** See next page →

8. When finished, click on “Submit Registration” button.
9. The next screen gives options for Invoicing; either **One Invoice Per Training Program**, or **One Invoice Per School**. After you’ve chosen which way you want to be invoiced, click on the appropriate checkbox under the option you wish to use for your school, and then the appropriate button to **“Submit Checked Training Programs”** or **“Submit Entire School”**. *We do not accept POs, so no number is needed in the field.*
10. Remit the invoice to your school bookkeeper for payment. Payment must be made directly to SkillsUSA Michigan, PO Box 980432, Ypsilanti, MI 48198. Credit card payments are accepted using this form: <http://tinyurl.com/skillscreditcard>
11. You may come back and edit your registrations or add registrants until we close the registration window.
  - a. To edit a previously submitted registration, repeat steps 1-3, then click on the number in the “edit” column for the person to wish to edit:
  - b. For a substitution, change the name, emergency contact information and birthdate, then click on the “Save” button at the top.
  - c. For a cancellation, click on the “Delete” button at the top. You can choose to generate a new invoice for the remaining registrants.
  - d. If payment is already in process for your school, any overpayments can be applied towards the next conference.
12. If you have changes after the registration window closes, you will need to send an email to [registration@miskillsusa.org](mailto:registration@miskillsusa.org) with the details of the change to be made (who to drop, who to replace with, if there are any team or contest changes, etc.). There will be no refunds for cancellations after the registration window closes, but we will accept substitutions onsite at the conference. *(For the State Conference, substitutions are subject to contest and membership guidelines.)*