

2022 SkillsUSA National Leadership and Skills Conference

Registration Instructions through the SkillsUSA Register Portal



All Attendees - contestants, advisors, chaperones, student participants, and parents - must be registered for the conference through the SkillsUSA Register portal, and also for a hotel room at Michigan's assigned hotel, and for a Michigan registration package.

Parents and family members are welcome stay in the Michigan hotel, but they are then considered part of the Michigan delegation so they must also register for the conference and pay the Michigan registration package fee. They will need to be included on the same form as the school and adhere to the same deadlines.

Registration Deadline is May 10, 2022
Payment and Cancellation Deadline is May 25, 2022

Supervision

The Michigan Advisor's Council has determined that there should be adequate supervision for the students provided by each school. All schools must have an advisor attend the National Conference to supervise students. One (1) adult is responsible for every seven (7) students attending the conference. Please be sure to register the appropriate number of advisors from your school.

Membership Eligibility

The system will only accept conference registration for contestants if they were registered as members by the March 1 national eligibility deadline and if the entire membership invoice has been paid.

Registrant Types

- **Contestants:** All students competing in a contest. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety and Outstanding Chapter.
- **Advisors:** Teachers accompanying students to conference.
- **Participant:** Chapter members, state officer, delegates (please note that students who are **models for Esthetics and Nail Care** and who are back-ups to competitors should register in this category).
- **Guest:** Chaperone, school administrator, family members and guests of chapters.
- **Children 10 and under:** Free registration. *NOTE: Tickets for entertainment venues or any other event that does not include entrance with a badge is not included as part of the child's free registration. These admissions can be purchased separately at conference.*

Registration Steps

1. Log-on to the Conference Registration site using your advisor log-on credentials to register attendees for the National Leadership and Skills Conference (NLSC) at:
2. www.skillsusa-register.org/Login.aspx. Only the advisor or school personnel should be registering attendees.
3. Click the tab Conference>My Registrations.
4. Select the event SkillsUSA National Leadership and Skills Conference in the filter event drop-down menu.
5. Watch the short video bottom far-right side on how to register if needed.
6. Participants previously registered for past conferences: Click the button Look Up Previous Regs at the bottom of the screen to locate registrations from a previous conference and quickly register for NLSC. *NOTE: This feature will only work if all membership invoices are paid in full for your school.*
7. Click the Add Registrant button at the top of the screen to manually register new attendees.
8. If attending the pre-conference training: Register for Activate, Leverage and Engage by clicking the event from the dropdown menu in the section Add-On Events. *More information about these trainings and their cost is on pages 5-6.*
9. If interested in registering for the Community Service Project on Friday, click on the YES box in the section Add-On Events. *More information about this is on page 4.*
10. Once names are added and individual registration records are completed click the **Submit Registration** button to validate your registration information and to issue an invoice if your state is using the invoicing in the system. *NOTE: Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked.*
11. **Do not forget to also fill out the Michigan Hotel and Package Registration Form if you have not done so already!** *Optional MARTA passes and CityPasses can be purchased on this form.*

Conference Registration Liability and Release Form

Once the name is registered; click the FORM link that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for contestants, onsite emergency contacts for all participants, and complete the Americans with Disability Act and food allergies sections if applicable. We recommend you print the Conference Registration Form and have the participant verify the information.

- A **blank Registration, Liability and Release Form** can be printed ahead of time and given to the participant to fill out or have a parent sign. Click the tab Conference > [Conference Liability and Release Form](#). The form should then be returned to the advisor or designated school person to enter the data on the website as mentioned above.
- **Home Addresses:** You must provide a home address for contestants. Contest awards and corporate gifts are mailed to home addresses.
- Emergency contact information is required for all participants.

Michigan Cancellation and Refund Policy

Schools are responsible for paying for all registrants that cancel after the registration deadline. Drops made after the deadline are not eligible for a refund/credit.

The following applies only to the national SkillsUSA conference registration fee.

Hotel refunds may not be eligible for refund if others are still staying in the hotel room. Items in the Michigan registration package and/or optional items (Michigan dinner, registration materials, MARTA passes, CityPasses, etc.) may not be able to be refunded after the registration deadline. Travel may not be able to be refunded, please check your cancellation policy where travel was booked.

COVID-19 Cancellation Policy

For any chapter that is no longer allowed to travel due to school/county or state travel restrictions related to COVID-19, SkillsUSA will accept the cancellation without a substitution/swap if cancelled by the Michigan State Director by Friday, June 19, 2022, before 5 p.m.

- To qualify for this cancellation, a supporting letter on the school's letterhead with the administrator's cell phone number must be provided at the time the drop is made, stating when the travel ban was implemented and how long the ban has been in place, signed by the principal or school superintendent. The ban must have been instituted after May 17, 2022. The SkillsUSA national headquarters staff will contact the school administrator directly to confirm the travel restriction and the timeline of implementation.

Individuals exposed to COVID-19 or Experiencing Signs/Symptoms of COVID-19

It is in everyone's best interest to ensure anyone who feels unwell does not travel to conference. Individuals experiencing signs/symptoms of COVID-19 or who have been exposed to someone with a positive COVID-19 test or who have tested positive within six days of the start of conference on June 20, 2022, should not attend the conference. SkillsUSA will refund the state association if notified of the drop by Friday, June 19, 2022, before 5 p.m. due to COVID-19 illness or exposure.

- To qualify for this cancellation, supporting documentation must be provided at the time the drop is made, including official COVID-19 test results along with a signed statement from a parent or guardian, if the student is under the age of 18, along with a statement of confirmation from a medical professional.

Community Service Project

On Friday, June 24 at the National Leadership & Skills Conference, SkillsUSA students will apply their skills and provide service to the Atlanta community by participating in the SkillsUSA “Build Skills – Do Good – Complete the Cycle” community service project. The student participants will assemble bikes which will be presented to local children.

The day of service will begin with a kickoff rally for attendees and business partners at 9 a.m. in the Georgia World Congress Center. Beginning at 9:30 a.m. and lasting until 12:00 p.m., student participants will work in teams to apply their skills and carefully construct two children’s bicycles. This will be a fantastic ending to conference week as 400 students, advisors and partners work to give back to the Atlanta community.

Students and advisors who would like to register for the Community Service Project will do so in SkillsUSA Register. Under “Add-On Events,” users will click the “Yes” button next to the question “Participate in Community Service Project on Friday?”



Add-On Events

Also Attending: <Not Attending Pre-Conference> [More Info](#)

Pre-Conference Attendee ONLY

Participate in Community Service Project on Friday? YES

IMPORTANT! The Community Service Project conflicts with Delegate and some post check [THIS list to see if your contest has a conflicting debrief](#) that would prevent you Community Service Project.

A live link to a list of contests that are unable to volunteer for Community Service due to their required contest debrief can be found <https://bit.ly/35wGYgE>. Additional details about the service project will be shared closer to NLSC on the SkillsUSA website.

Activate, Leverage and Engage (Pre-NLSC Conferences)

General Information

Dates and Times:

Saturday, June 18 – Monday, 20, 2022
Lunch provided daily.

Registration Information:

\$165.00 per participant
Register through SkillsUSA Register

Activate for Chapter Leaders ([Update and Schedule](#))

Activate is a two-and-a-half-day, high-energy leadership conference that is open to all middle school and high school SkillsUSA student leaders. The conference focuses on developing the following SkillsUSA Framework skills for use in achieving the local program of work: Leadership, Service Orientation and Planning, and Organization and Management. Activate is open to members looking to take their leadership to the next level.



Activate helps achieve the SkillsUSA mission by ensuring that chapter leaders can:

- Demonstrate basic project management skills as defined by SkillsUSA.
- Implement appropriate Leadership, Service Orientation and Planning, Organizing and Management skills as defined by SkillsUSA to accomplish chapter goals related to the local program of work.
- Compare and contrast national servant leaders to identify ways they can use these positive leadership traits to serve others.

Leverage for State Officers ([Update and Schedule](#))

Leverage is an intensive leadership experience open to SkillsUSA's state officers and designed to develop targeted SkillsUSA Framework skills as they relate to the role of a state officer's service: Leadership, Communication and Job-Specific Skills. Leverage provides state officers with high-energy leadership training that focuses on individual leadership skill development, building teams and communicating effectively. State officers will practice facilitation techniques that will take their skills to the next level at their Fall Leadership Conference. Count on Leverage to have a lasting impact on your state officer team.



Leverage helps achieve the SkillsUSA mission by ensuring that state officers can:

- Develop and practice the Leadership, Teamwork, Communication, and Job-Specific Skills applicable to a variety of situations in their officer team and with stakeholders they serve.
- Communicate effectively about career and technical education and SkillsUSA through the development and articulation of a SkillsUSA Framework Story.
- Engage SkillsUSA members in effectively learning about career and technical education and the SkillsUSA Framework skills through high-quality facilitation skills.
- Fulfill individual and team commitments by defining individual roles within the officer team.
- Define their role as a state officer and develop skills to fulfill the role.

Engage for Advisors ([*Update and Schedule*](#))

Engage is a professional development conference that assists teachers and SkillsUSA advisors in elevating their teaching skills to new levels.



Experiential sessions connect educators with classroom and chapter knowledge to begin planning for their upcoming school year. Teacher lesson plans and chapter activities will be more engaging and intentional than ever after this conference.

Engage helps achieve the SkillsUSA mission by ensuring that advisors and teachers can:

- Implement SkillsUSA and the SkillsUSA Framework to build a high-quality CTE program that develops highly qualified employee candidates through their classroom instruction, work-based learning experiences and SkillsUSA chapter programming.
- Demonstrate the use of a variety of new and existing SkillsUSA educational resources and programs.
- Determine professional development growth needs and develop future professional development plans to improve the quality of their CTE program.