



## Fall Leadership Conference Registration Instructions

### Important Dates:

<b>Registration Opens</b>	<b>Early Registration Rate of \$40</b>	<b>Regular Registration Rate of \$50 No refunds after this date</b>	<b>Payment Due By</b>	<b>Conference Date</b>
October 3, 2022	Extended to October 11, 2022	October 21, 2022	November 1, 2022	November 1, 2022

**Registration fees are calculated when you have entered the participant's name in the portal.**

Your school may receive an invoice with both Early and Regular Registration Rates, depending on when names were entered. *For example, if you entered John Smith before the Early Registration Due Date, you will be charged the Early Rate. If you enter Jane Smith after the Early Registration Due Date, you will be charged the Regular Rate.*

**Chapters are also charged a late fee if payment arrives late, even if registered by the Early Registration due date.**

### REGISTRATION STEPS:

1. Login to the SkillsUSA membership system at <http://www.skillsusa-register.org> using your chapter's username and password.
  - **ALL students must be a submitted SkillsUSA member to be eligible to attend the Fall Leadership Conference.**
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 is not already displayed.
4. Click on the "Add Registrant" button.
5. Using the drop-down menus choose registration type and member selection. For Advisors and Chaperones, if the person is not a member, enter their name instead of selecting a member from the drop-down menu.
6. Click on the "Save and Continue" button. A new screen will appear to enter in information for this person. *Required fields: Contestant's DOB (will be used to look up contest results online), Accompanying Advisor Name and Cell Phone Number, and Street Address (okay to use school address).*
7. When finished, click on the "Save" button from top menu.
8. Repeat steps 5-6 for additional attendees.

**Your registration is not finalized until you do steps 8 and 9!**



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9. When finished, click on “Submit Registration” button.
10. 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.*
11. Remit the invoice to your school bookkeeper for payment. Conference Payments must be made directly to SkillsUSA Michigan, PO Box 980432, Ypsilanti, MI 48198. Credit card payments are accepted using the credit card form posted on the Forms page of our website: <https://miskillsusa.org/forms-files/>
12. You may come back and edit your registrations or add registrants until the final registration date.
  - 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:
  - For a cancellation, click on the “Delete” button at the top. You can choose to generate a new invoice for the remaining registrants.
  - If payment is already in process for your school, any overpayments can be applied towards the next conference.
13. If you have changes after the conference portal closes, you will need to send an email to [aday7@emich.edu](mailto:aday7@emich.edu) 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 are no refunds for cancellations after the regular registration due date. Upon close of the registration portal for the conference, all attendees registered must be paid. This applies even if the student drops out of your class or program.**