



National Conference Registration Instructions

April 22, 2024 – Qualifier Not Attending Notification Form due to State Office

May 5, 2024 – SkillsUSA Michigan Registration Form due to aday7@emich.edu

Will be posted on the Forms webpage of miskillsusa.org on Tuesday, April 18, 2024

May 5, 2024 – Online Conference Registration Due at www.skillsusa-register.org

Do NOT pay the invoice that is sent when you register through the portal!

May 5, 2024 – Additional Trading Pins Pre-Order Form due to State Office

Will be posted on the Forms webpage of miskillsusa.org

May 10, 2024 – Final Cancellations, and Refund Requests due to State Office

May 15, 2024 – Payment Deadline - due to State Office

Payment Deadline

Chapters will be charged a \$15 per person late fee if payment arrives late.

The payment deadline can be extended by two weeks when fully completed and turned in Payment Extension Form is sent to aday7@emich.edu by May 1, 2024.

Parents and Family Members

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.

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.

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.

Hotel

SkillsUSA Michigan has been assigned to the Omni Atlanta hotel. SkillsUSA Michigan paid participants **MUST** stay in this hotel, no exceptions (this is mandated by the national Office). **Do not make reservations on your own, as all rooms must be reserved and paid through SkillsUSA Michigan.** Travel vouchers and rewards points/certificates may not be used.



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.
- Each school will decide which advisors are to be responsible for which students.
- Accountability for any student's misconduct will be the direct responsibility of the advisor in charge of his/her designee.
- Advisors should have available at all times the name, address, and phone number of the parents/guardians of each student they are responsible for.

Registration Steps:

1. Login to the SkillsUSA membership system at <http://www.skillsusa-register.org> using yourchapter's username and password.
2. Click on the Conference Icon from the main menu (a man in a red uniform with a wrench).
3. From the drop-down menu towards the top of the page, choose the conference you wish to registerfor, if it is not already displayed.
4. Click on the "Add Registrant" button. *(If a conference is not yet open for registration, the AddRegistrant button will not be displayed.)*
5. Using the drop-down menus choose registration type, member selection, and contest. For Advisors and Chaperones, if the person is not a member, enter their name instead of selecting a member from the drop-down menu.
 - NOTE: Students may compete in only one contest at the National Conference.
6. Click on the "Save and Continue" button. A new screen will appear to enter information forthis person. Also be sure to click any of the optional items if applicable for each attendee.
 - If you are attending the pre-conference training session for incoming/outgoing State Officers (Leverage), choose the appropriate box to add that registration to the attendee's record. The cost is an additional \$175 per person and will require an additional three-night hotel stay (Friday-Sunday) for each student plus any adults accompanying them. Let Ann know at aday7@emich.edu to send you an invoice for the training and additional hotel nights.
 - If you wish 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?" There is no charge to participate.
7. When finished, click on the "Save" button from top menu.
8. Repeat steps 5-6 for additional attendees.
9. When finished, click on "Submit Registration" button. **Your registration is not finalized until you do step 9!**



11. You may come back and edit your registrations or add registrants until the final registration deadline.
 - 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 or refunded, whichever you prefer. *Note: refunds will be sent to the school, not a specific individual.*
12. If you have changes after the conference portal closes, you will need to send an email to 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 will be no refunds for cancellations after May 10, 2024.**

- **Don't forget to ALSO complete the Excel or Google Sheet Housing Form by the deadline of May 5, 2024 found at https://miskillsusa.org/conferences/nlsc/nlsc_reg/ which will calculate your registration package balance.**

Contestant substitutions are subject to the contest and membership guidelines.