REGISTRATION GUIDE

HOW TO REGISTER FOR SIGNING DAY

To register students, use your SkillsUSA login and password to enter the site. As students are entered into the registration system, the advisor’s contact information is collected and tied to each student registration. Advisors will receive a registration confirmation email, along with other conference-related communications. There is no charge for the event and a digital Signing Day Toolkit will be provided to advisors to guide hosting a successful local event.

Note: SkillsUSA advisors, school personnel or state directors may enter Signing Day registrations. Advisors should register their students, but adults do not need to register. Please do not provide students or parents with website log-on information.

Registration opens March 15 and closes April 16.

Log on to: register.skillsusa.org

- Click the Conference tab > My Registrations > select National Signing Day on page 1.
- Click the Add New Registrant button.
- Select Registrant Type > Student.
- Select your school name from drop-down menu.
- Select member name from drop-down menu or enter manually if not in member list.
- Complete the registration form and remember to click the Update button.
- Names are considered registered once the above steps are completed.
- Click the Submit Registration button to generate the list of registrants.

PLEASE HAVE THE FOLLOWING WHEN REGISTERING STUDENTS

- Student Name
- Valid E-mail address
- Advisor Name
- Cell Phone Number
- Valid E-mail address
- Training Program and cluster area of interest.
- Whether student(s) will virtually attend at-home or in-person at school.

REGISTER FROM A PREVIOUS CONFERENCE

If registering from a prior conference, go to the bottom of the screen and click the Lookup Previous Regs button. Use the search box to locate name and click the register button to register for the current conference. Note: This feature will only work if all membership invoices are paid for your school.

Questions regarding registration? Contact our Customer Care Team at customercare@skillsusa.org or by phone at 844-875-4557.