



Advisor Registration Instructions

This event requires both the advisor and student to be members of SkillsUSA. Please register as a member before attempting to register for Elevate ([Quick Start Membership Guide](#)). The fee for Elevate is \$10 per participant.

Log-on at: <https://www.skillsusa-register.org/Login.aspx>

Click tab; *Conference>My Registrations*

- Select *Elevate (Chapter Officer)* in the Filter Event.
- Click button at the bottom of the screen to quickly locate and register names that have attended past events or click at the top of the screen.
- Select Chapter Advisor or Chapter Officer from the registrant type drop-down menu and complete the registration record for each attendee. *NOTE: It is critical that a unique and valid email is provided for each attendee.* Remember to click the SAVE button.
- Click the button once all attendees are added to validate email addresses and to generate an automated invoice.

Attendees are considered registered once names are added to the site regardless of whether the Submit Registration button is clicked.

Registration closes October 6th. No refunds or credits given once registration closes. Please delete any registrants that will not be able to attend by October 6th and email Customer Care if an invoice was previously issued so the fee can be removed.

Payment

Payment should be made to the SkillsUSA National Office in Virginia. Mail payment to the address on the invoice, click the link on the automated invoice to pay by credit card or view other electronic payment options [here](#).

Need help with registration? Contact our Customer Care Team CustomerCare@skillsusa.org or call 844-875-4557.