



Advisor Registration Instructions

Connect to My Future Career Conference

Connect to My Future Career Conference (CTMF)

SkillsUSA's Connect to My Future Career Conference is a two-day virtual career conference designed to allow students to explore career pathways and connect directly with employers. Connect to My Future is unique in that it puts SkillsUSA members together with employees of partners and affiliate organizations to hold important conversations which connect students with their future. There are three tracks to Connect to My Future.

Explore (MS)

Tuesday, May 3, 2022

This track is for Middle School students. [Click here for additional details on this event.](#)

Please have available when registering:

Student name

Student grade level

Advisor name, cell phone and valid email

Whether the student will attend 1:1 device at home, 1:1 device at school

T-shirt size (Youth X-small to adult 3-XL)

Aspire (HS)

Tuesday, May 3, 2022

This track is for all High School students. [Click her for additional details on this event.](#)

Please have available when registering:

Student name

Student valid and unique email

Student grade level

Advisor name, cell phone and valid email

[Training program and cluster area](#) of interest

Whether the student will attend 1:1 device at home, 1:1 device at school, group presentation at school.

Time slot (8:30 a.m. - 12:15 p.m. (ET) or 12:30 p.m. - 4:15 p.m. (ET)

T-shirt size (Small to 5-Xlarge)

Connect (HS Sr. and CPS)

Wednesday, May 4, 2022

This track is for High School Seniors and College/Postsecondary students. [Click here for additional details on this event.](#)

Please have available when registering:

Student name

Student valid and unique email

Student grade level

Is the student under age 18

Advisor name, cell phone and valid email

[Training program and cluster area](#) of interest

Whether the student will attend 1:1 device at home, 1:1 device at school, group presentation at school.

Desired job/career

Is the student actively seeking employment in their field of study?

Is the student interested in a mock interview?

T-shirt size (Small to 5-Xlarge)

T-shirts

Complimentary T-shirts will be mailed to students' schools after the conference. Only students that attended all conference sessions and if a T-shirt size was provided in the registration record will receive one. Attendance will be taken to determine participation. Each track will offer the same T-shirt design.

Register for Conference

Use your advisor login and password to enter site. Only the advisor, school personnel or state director should be registering participants. Do not provide students or parents with website log-on information.

Registration opens March 21 and closes April 15.

Registration Options

Advisor registers students individually

Log on to: www.skillsusa-register.org/Login.aspx.

- Click the Conference tab > My Registrations > select the Connect to My Future track in the drop-down menu.
- Click button Add New Registrant.
- Select Registrant Type>Student.
- Select 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.
- After adding all names, click the button Submit Registration to validate the information in each registration record.

Student self-profile entry

Student enters personal registration information.

- **Advisor** logs on to: www.skillsusa-register.org/Login.aspx.
- Click the Conference tab > My Registrations > select event SkillsUSA Signing day in the drop-down menu.
- Click the button Student Self-Profile Entry to allow students to add their names and complete the registration record by phone or computer.
- Advisor enables the feature by clicking the edit link, checks the box to enable, update then provides link and code found on that page to students.
- Names are considered registered once the above steps are completed.
- After adding all names, click the button Submit Registration to validate the information in each registration record.

Register from a previous conference

- If a student was registered for a previous conference in the system, log on to: www.skillsusa-register.org/Login.aspx.
- Click the Conference tab > My Registrations > select the Connect to My Future track in the drop-down menu.
- 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. Complete the registration record.
- Names are considered registered once the above steps are completed.
- After adding all names, click the button Submit Registration to validate the information in each registration record.

Student Batch Import

Use this excel template to register several students at one time. **NOTE: You must complete all information in each column for every student for the export to be successful.**

- Log on to: www.skillsusa-register.org/Login.aspx.
- Click the Conference tab > My Registrations >select the Connect to My Future track in the drop-down menu.

- Click the button [Student Batch Import](#). Select the track you are registering students for. **NOTE:** A separate export template must be used for each track.
- Complete all the information on the template. Be sure to use the same format of text as the example shows on the template. **Do not** delete any columns or change any names or the order of the columns. Following these required guidelines will help ensure a successful Import.

Check out event [SkillsUSA National Signing Day](#) to celebrate high school seniors and college/postsecondary students who have chosen to pursue a career as a professional in *any* of the skilled trades.

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

Conference Fees and Payment

\$10 per student with a CAP of \$500 per school.

- When registration closes, we will send one invoice per school to the first advisor/teacher who submits students. The invoice we send will include fees for students registered in all three tracks.
- If a price quote is needed, copy, and paste the fee estimate after clicking the Submit Registration button.
- After registration closes, you may not cancel for a refund.

We recommend using an electronic payment method instead of mailing checks to ensure payment is received on time. Details on payment options can be found [here](#) or click the link on the invoice to pay by credit card or eCheck.

If mailing a check, payment **should be sent to the SkillsUSA national headquarters in Leesburg, VA**. The address will appear on the invoice as shown below. Make checks payable to SkillsUSA Inc.

SkillsUSA Inc.

14001 SkillsUSA Way

Leesburg, VA 20176

Questions regarding payment? Contact Sandy Mueller-Accounting Manager at email smueller@skillsusa.org or by phone at 703-737-0616.