ADVISOR REGISTRATION INSTRUCTIONS

This conference requires both students and advisors to be active SkillsUSA members. Please register as a member before attempting to register for Elevate. The fee for Elevate is $10 per participant.

GET STARTED AT: REGISTER.SKILLSUSA.ORG

Click tab; Conference > My Registrations

1. Select “Elevate” (Chapter Officer) in the filter event.

2. Click button “lookup previous regs” at the bottom of the screen to quickly locate and register names that have attended past events or click “Add new registrant” at the top of the screen to add a new student.

3. 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.

4. Click the “submit registration” button once all attendees are added to validate email addresses and to generate an invoice.

Attendees are considered registered once names are added to the site regardless of whether the Submit Registration button is clicked. Registration closes October 5th. No refunds or credits given once registration closes. Please delete any registrants that will not be able to attend by October 5th and email the SkillsUSA Customer Care Team if an invoice was previously issued so the fee can be removed.

PAYMENT
Payment should be made to the SkillsUSA National Office. 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 REGISTERING?
THE SKILLSUSA CUSTOMER CARE TEAM IS HERE TO HELP

CUSTOMERCARE@SKILLSUSA.ORG  |  CHAT AT REGISTER.SKILLSUSA.ORG  |  (844) 875-4557