



Advisor Registration Instructions

SkillsUSA National Signing Day

SkillsUSA Signing Day

Thursday, May 7, 2024

This event is for all SkillsUSA high school seniors and college postsecondary members who have committed to pursuing a career as a professional in *any* of the skilled trades.

Local SkillsUSA chapters are encouraged to host a signing day event at school and invite business partners, school administrators, teachers, elected officials, SkillsUSA alumni, family, and friends to honor students as they sign “letters of intent” for a job offer, apprenticeship or advanced technical training.

[Click here for additional details on this event.](#)

Register for Conference

No fee to attend SkillsUSA Signing Day. Use your advisor login and password to enter the site. Only the student should be registering participants. Do not provide students or parents with website log-on information.

Early Bird Registration provides eligibility for the National Signing Day prizes which you can view [here](#).

Registration Opens: March 13

Early Bird Registration Closes: March 29

Registration Closes April 23

Please have available when registering:

Student name

Student valid and unique email

Advisor name, cell phone and valid email

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

Student grade level

Student T-shirt size (T-shirts are available only for the first 2,000 students registered and must be registered by March 29.)

How will student be signing on? Apprenticeship, Full Time Job Opportunity, Part Time Job Opportunity, Other

Title/role the student will be signing on to

Organization or company the student will be signing on to

Registration Options

Advisor registers students individually

Log 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 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.

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 event SkillsUSA Signing day 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.

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