



QUICK START GUIDE

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Step-by-Step Instructions to Register Students and Teachers as Members





When creating your login for the first time, you will be able to select state, school and program area. You must have an active

chapter to be able to locate your school. If your school is not listed, please click on Can't Find Your School and request that your school be added.







QUESTIONS? WE'RE HERE TO HELP

For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

Monday/Wednesday/Friday: 8 a.m. – 5 p.m. ET Tuesday/Thursday: 8 a.m. – 7 p.m. ET

Chat: SkillsUSA Register (skillsusa-register.org) Call: 844-875-4557 Email: customercare@skillsusa.org



Email address

Password

To add a new

If prompted, please answer the Secret Question for password security, then select Create Login.

School Advisors, Alumni and Existing Users

ogin to register SkillsUSA n

Don't have a login yet? Create Login Forgot your password? Reset My Password

	Create New SkillsUSA Advisor Login
Use this form to create a new login You will use this login information e	to the SkillsUSA Registration Web Site. very time you access this web site. Your login id must be a valid, working email addre:
5 Supply Password Hint	
In case you forget your password, p provide a password hint in case you	please select a "Secret Question" and provide an answer. This question and answer co a ever forget your password.
Choose a Question:	What city were you born in?
Provide an Answer:	
Confirm:	teacher@school.com A. B. Skilled High School, Marketway
Previous Create Login	

NO1

Use this if y intereste independ

INDEPE

Welcome! Membership registration for the 2022-23 school year is now OPEN!

Chapter Excellence Program





New Member

Membership

New First Last

Edit Delete Test2 Account

Edit Delete Test3 Account

Page 1 of 1 (3 items) < Prev 1 Next

🍮 Main 🖓 Membership 👹 Conference

Here vou will add members or register for conferences. Select Membership to add members.

					Membership Sn Canadian Skills	apshot For Delegation		
add a	new Training Program	n, click the 'NEW' lin bers in your Trainin	k in the top lef g Program, clic	t corner of the g	grid below.	Qu	ick Start Men	ber
New	Program					ist of Trainin	g.Programs.b	Y C
Ente	r text to search	La constanti de						
New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Class #	

Architectural Drafting Jane Doe 2 Members 0 John Smith Edit Welding 1 Nembers 0 Page 1 of 1 (2 Rems) < Pro × 1 ~ Page size: 50 School-wide PDF Price Quote for ALL Members (joined and not-yet joined): Price Quote

or to register for a conference event.

Membership

New Videol Walkthrough of Adding Members

Conference Conference Snapshot For Canadian Skills Delegation gton Leadership Training I

You will be taken back

Use your email address

and password to log in.

to the Login screen.

If you are a new advisor, add your Training Program by clicking on the New Program button.



Now you are ready to join members. Select Members to the right of the training program to which you will be adding members.

Nev	v Program				k	ist of Trainin	ng Programs
Ente	r lext to search						
New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Class #
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Edit	Welding	John Smith	0	0	1	Members	0

Restore Me	embers	New	Member				
Enter text	to search		~	/		lear	
Nov	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date
dit Delete	Test	Account	0		Student	High School	



New Member. embership Details record will appear.



Send payments to: SkillsUSA, 673 Potomac Station Dr., PMB #809, Leesburg, VA 20176



dress are required for Professional Members. Please provi Birth (mid/yyyy): Division: State Assigned ID (If required):	Name cannot be changed after joining de NON-School emails for Students.
desa are required for Professional Members. Please provi Binh (md/yyyy): Division: State Assigned ID (if required).	te NON-School emails for Students.
dress are required for Professional Members. Please provi Bith (m/d/yyyy): Division: State Assigned ID (if required):	te NON-School emails for Students.
Birth (m/d/yyyy): Division: State Assigned ID (if required): V	High School
Division: State Assigned ID (if required):	High School
State Assigned ID (if required):	
State Abbrev	CN
Phone #:	

Note: Advisors who were professional members last year have been automatically entered as professionals for the current year. Please verify that your email address is current, and delete advisors that are no longer with the school. Advisors and students are not officially joined until Step 12 is completed and an invoice generated.



Complete the requested information for each member. Continue to save and add new members until all members

have been entered into the system. Be sure to enter yourself as a professional member and change the **Stud/Prof** field from "Student" to "Professional." Students and professionals should only be entered into one training program to prevent duplicates.

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	ter text t	o search				2	ear		
bers by using	łew	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join?
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of each	1 of 1 (3	items)	< Prev 1	Vext >					Page size: 50
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ALL members by using the Ready to Join checkbox located in the blue column header. Any members not selected will remain pending in the system until they are officially joined or deleted from the system.

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		9	ear		
	Gender	Stud/Prof	Division	Date Joined	Ready to Join?
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Submit vour membership to SkillsUSA by selecting Join Selected at the top of the page.

On the payment page, complete the following fields: Verify Advisor's Email Address. Opt In, Payment Method, 100% Students Joining, Combined or Split Invoice. Read and accept the statement: "Once you click 'Join Now' no drops or substitutions can be made and you guarantee to pay the invoiced amount." Upon completion of all fields, click the final Join Now in bottom left corner.

CONGRATULATIONS!

You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance call the SkillsUSA Customer Care Team toll-free at: 844-875-4557

PAYMENT OPTIONS

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Services begin when membership is submitted.

If paying by Visa, Mastercard, American Express or Echeck: Go to the Edit Training Program screen and click Show All Invoices toward the bottom of the page. Locate your invoice and click on the Invoice ID link located in the first column. A credit card payment link is located on the invoice. To pay for all school invoices, click the School-Wide Invoice button located at the bottom of the invoice box. Enter your credit card information as requested.

If paying by check: Please send a copy of your membership invoice with the check to the address on the invoice. To see full details of payment options, including ACH set-up, visit this link: *http://bit.ly/SDpaymentoptions* **If using a purchase order:** Verify with your accounting department whether a purchase order is required prior to joining members. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

Note: Payment for membership is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

Please mail a copy of the invoice and your payment to the address on the invoice. If you have questions, call 844-875-4557.

> SkillsUSA 673 Potomac Station Dr., PMB #809 Leesburg, VA 20176

ONLINE RESOURCES

Our online resources for advisors and students support active participation and the development of SkillsUSA Framework skills.



skillsusa.org/shop

SkillsUSA's webstore, offering the latest merchandise and educational resources.



brand.skillsusa.org SkillsUSA's interactive brand resource site, providing logos, templates and more.



careeressentials.org SkillsUSA's website for Career Essentials curriculum and assessments.



skillsusachampions.org

The digital hub for "SkillsUSA Champions" magazine, providing inspiring stories and relevant news.







skillsusa-register.org SkillsUSA's secure, online portal for membership and conference registration.

WHEN YOU BECOME A PROFESSIONAL MEMBER OF SKILLSUSA

Registering yourself as a professional member annually gives you full access to valuable resources designed to support your success throughout the year.



SkillsUSA Framework Integration Toolkit

The Framework Integration Toolkit has everything you need to ensure career readiness for students including videos, lesson plans, experiential activities and more.

Program of Work Toolkit

The Program of Work Toolkit includes the Program of Work Launch Activity Guides, videos and resources to help you implement effective activities.

Xplore!

A chapter curriculum for members to mentor and engage middle school students in STEM learning while creating an opportunity for future recruitment.

SkillsUSA Championships

The official rules and regulations for each of the competitions that are part of the championships. Available in early October!

E-Courses

Contains SkillsUSA Framework Certification, CTE Knowledge Certification, Promoting Diversity, Equity and Inclusion as a SkillsUSA Leader and Building Self-Motivation in Student Leaders.

Advisor Professional Development

A variety of training opportunities, from webinars to classroom to multi-day sessions, there are a lot of options for differing training needs.

Once you complete your registration, you'll receive an email from SkillsUSA with instructions on how to access your Professional Member Benefits and get started with the available resources.

Should you need additional information, please contact our Customer Care Team.

Call: 844–875–4557 | Email: customercare@skillsusa.org Chat: SkillsUSA Register (skillsusa-register.org)

