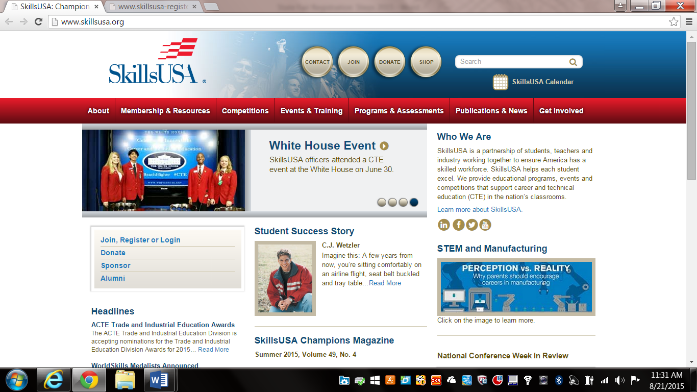
**EVENT Registration, Step –by-step**

*SkillsUSA Washington State Leadership and Skills Conference Registration is done on the SkillsUSA membership website. This is the same process used for state and national contest registration.*

***Go to www.skillsusa.org*** Click Join & login or create a login and password.

***Conference*** *- Next register students and advisors under conference. Please remember to select their t-shirt size. You will also need a home address, advisor cell on the day of the event.*

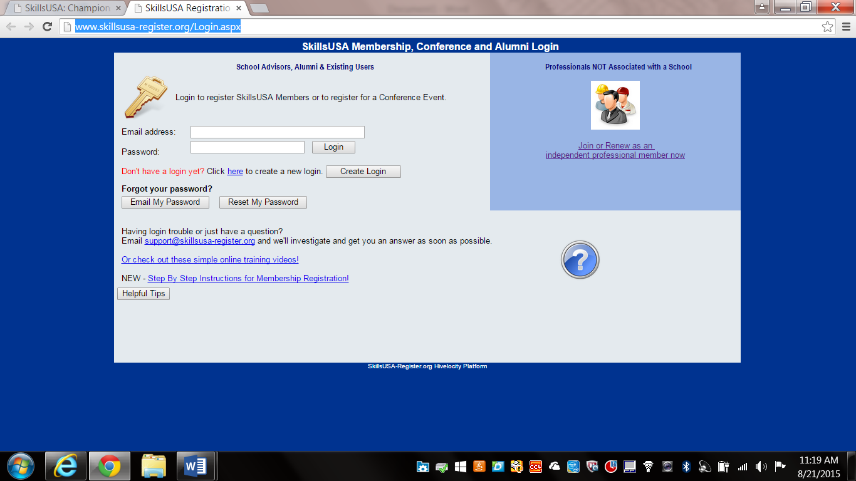
***Invoice*** *can be printed by going to Conference, then to Fee Summary. Mail in payment & invoice. See end of instructions for information on creating separate invoices.*



**Go to** [**www.skillsusa.org**](http://www.skillsusa.org)

**Click on Join**

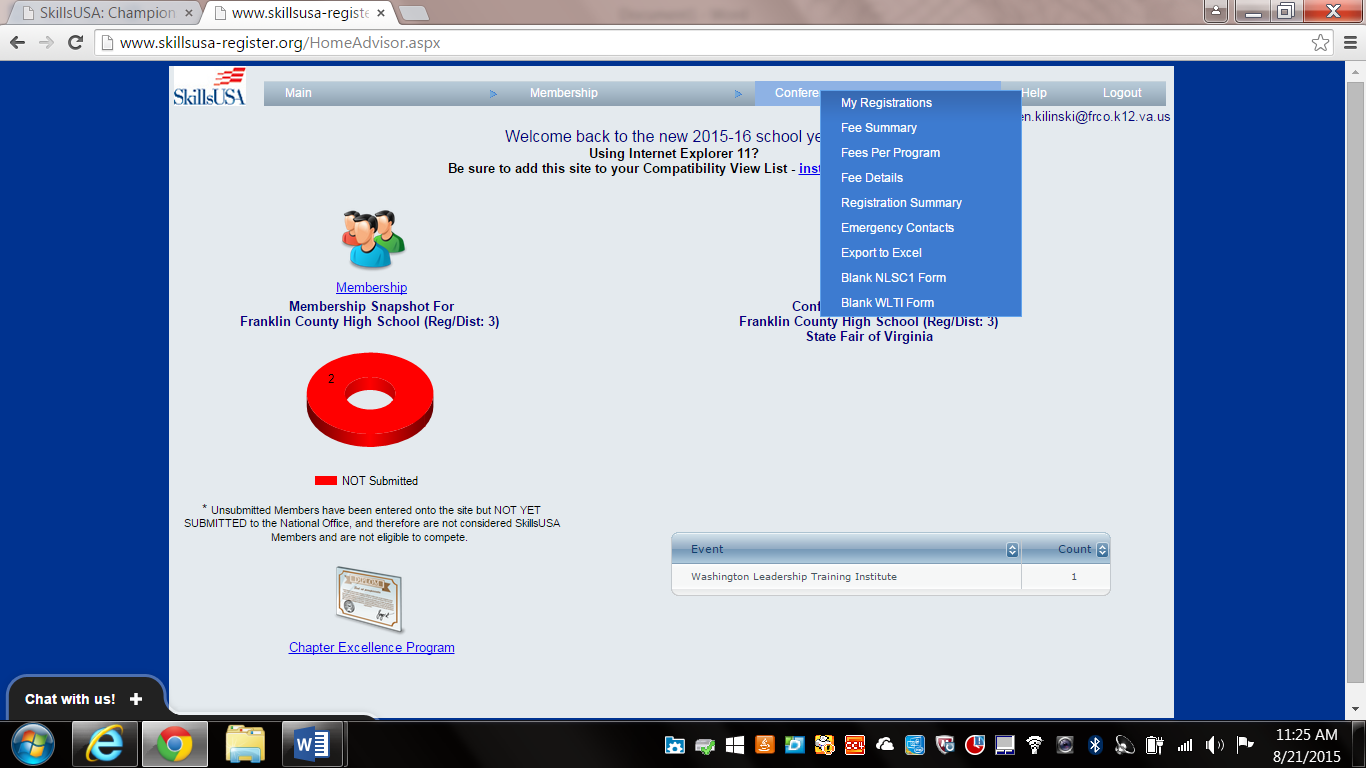
**Log in**

****

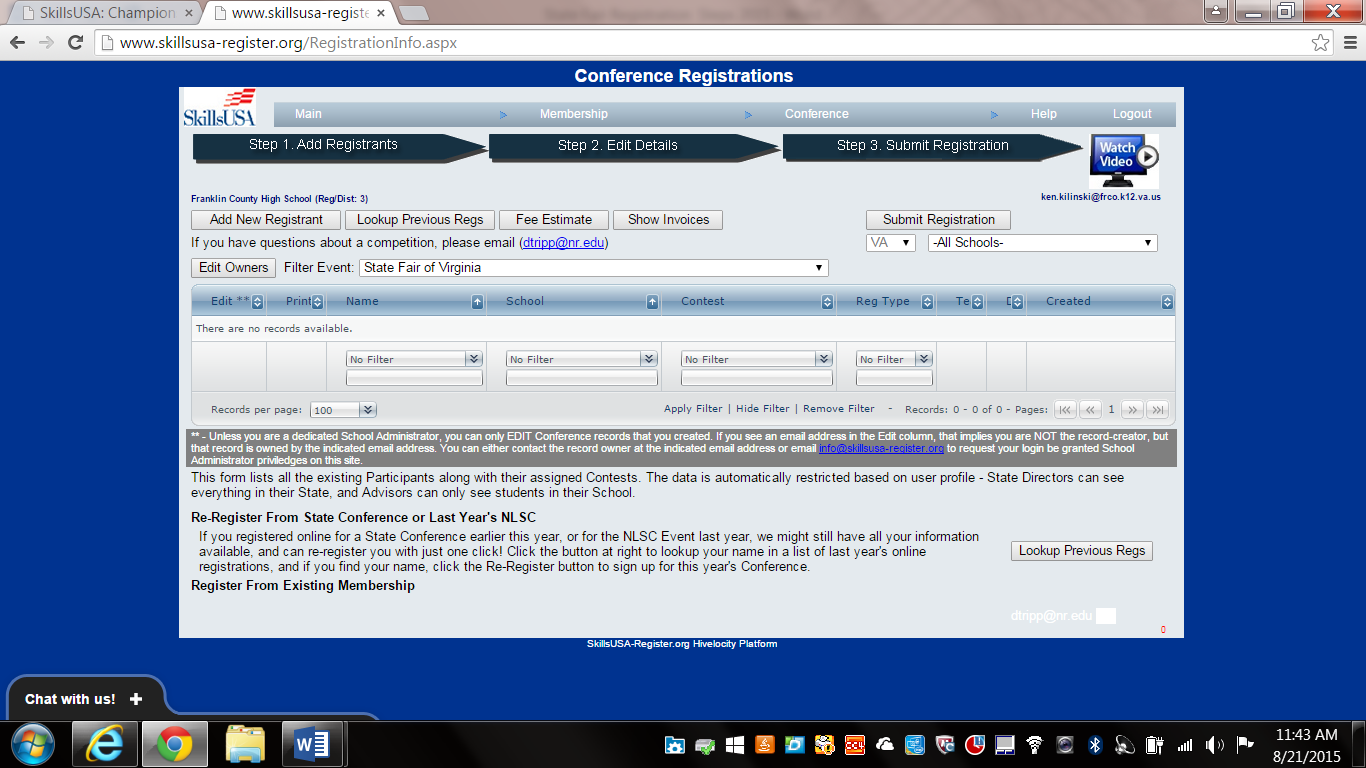
**Now Go to Conference**

****

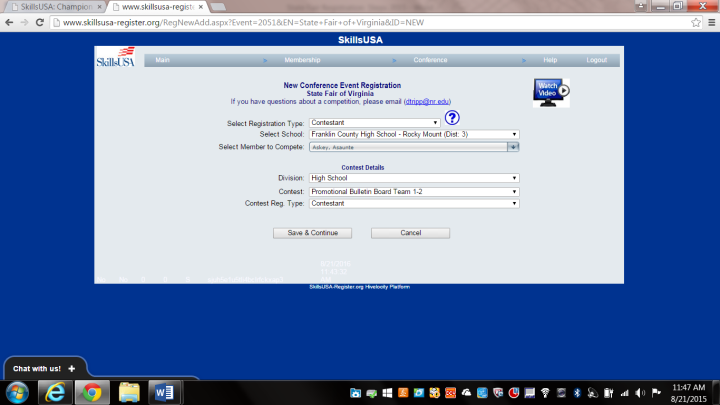
**Go to My Registrations**

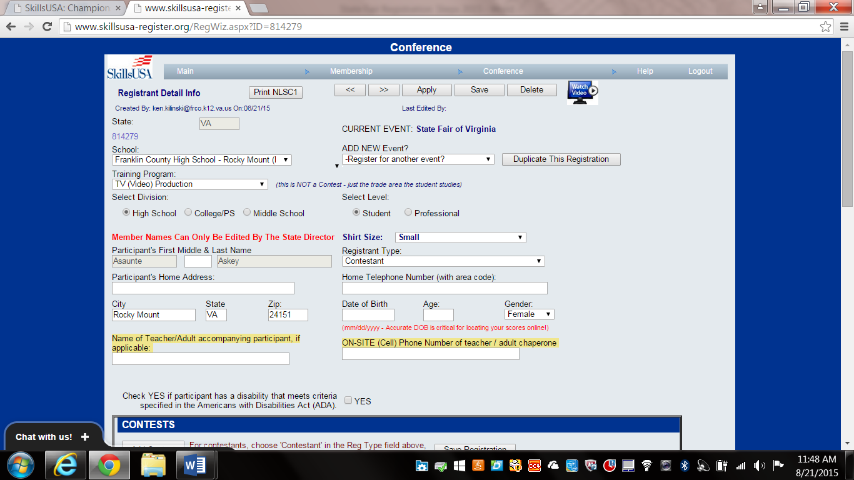
****

**At Filter Event: Go to drop arrow & Choose: SkillsUSA Washington State Leadership and Skills Conference**

**Go to Add New Registrant**

**Fill out the form: Advisor, Student or State Officers. No fee for State Officer if not competing.**



**Please include t-shirt size, home address, gender, teachers cell and emergency contact number for the participant. Save. Repeat for additional participants.**

**Invoice go to: Conference then Fee Summary and print.**

**If you want separate invoices for students & advisors, you may do so by entering names, generating your invoice by “submit registration” & then go back and add additional participants.**

**Please mail in your invoice with your school check/s to: SkillsUSA Washington, Attn: Terri Lufkin, PO BOX 2698, Olympia, WA 98507**