

# NLSC Checklist 2021 for Washington

## National registration dates for NLSC:

Opens May 1 // Closes May 12

## 2021 NLSC registration fees:

- Paid participants: \$150 (Contestants and Observers)
- Leverage (state officers) and Engage (advisor) training: \$50 + \$150 registration fee.
- Academy of Excellence (advisors): included with the \$150 registration fee.

**Note: ALL registration payments for NLSC are due to PO BOX 2698, Olympia, WA 98507 by June 25.**

## Important changes for 2021 NLSC:

- A valid and unique email is required for every individual contestant.
- Delegate and national officer candidates must register in the conference registration system.
- Volunteers do not register online. Volunteers contact Darren Gibson, [dgibson@skillsusa.org](mailto:dgibson@skillsusa.org).
- Activate and TAG sessions have been redesigned and will be held in May as part of the Connect to My Future conference.
- Drop Change form is online for 2021, contact [tlufkin@comcast.net](mailto:tlufkin@comcast.net) with changes.

## SkillsUSA support:

- SkillsUSA Championships and volunteer questions: Darren Gibson, [dgibson@skillsusa.org](mailto:dgibson@skillsusa.org) or 405-202-1511.
- Registered participant support, Customer Care Team, [customercare@skillsusa.org](mailto:customercare@skillsusa.org) or 844-875-4557.
- Invoice and payment questions, [tlufkin@comcast.net](mailto:tlufkin@comcast.net) or 360-904-8578.

## Section 1. Member Verification, SkillsUSA Championships and General Information

All participants *must register on the SkillsUSA online registration website* at [www.skillsusa-register.org](http://www.skillsusa-register.org) for NLSC. School administrators and teachers may register participants. Students and their parents should not be registering themselves on the website.

## Verify contestants, voting delegates and national officer candidates qualify for NLSC.

- Every contestant registered has been certified by their instructor/advisor that he/she has received industry accepted safety instruction and the specific safety training as required in the SkillsUSA Championships Technical Standards for their competitive event.

## SkillsUSA Championships Contests

Terri Lufkin will Contact Darren Gibson if you have questions related to Championships/Contests.

- Refer to the official *SkillsUSA Championships Technical Standards* and the SkillsUSA Championships Updates ([www.skillsusa.org/competitions/skillsusa-championships/contest-updates/](http://www.skillsusa.org/competitions/skillsusa-championships/contest-updates/)) for specific requirements for contestants and organization of contests. Please check regularly.
- You must register and pay for the total number of team members required in a team contest. An exception to compete under the team requirement is granted only in the case of an emergency, when one team member has to drop out within five (5) days of the competition. No exception is granted if a team member drops out and a substitute must be registered to complete the team or the team will be penalized, and this is at the discretion of the SkillsUSA Championships director.

## Registrant Types

### Paid Participants:

- **Contestant:** All students competing in a contest. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety and Outstanding Chapter.
- **Advisor:** Teachers of participating students.
- **Participant:** State officers, delegates, national officer candidates or any other attendee who will be attending the virtual conference.
- **Models of Excellence:** Registrants who have achieved the highest honor of the Chapter Excellence Program and will be interviewing as Models of Excellence during NLSC. These chapters were notified that they qualified for this honor by the national Office of Education. Only participants that have been contacted by the national headquarters should register with this type.

### **Volunteer Participants:**

The following groups should contact Darren Gibson at [dgibson@skillsusa.org](mailto:dgibson@skillsusa.org) to volunteer for conference.

- Alumni, Championships Management Team, Courtesy Corps, Judges, National Education Team, National Contest Technical Committee Members.

### **Leverage, Engage and Academy of Excellence Training:**

To register members for these sessions, follow the instructions below.

- To register; log on to: [www.skillsusa-register.org/Login.aspxm](http://www.skillsusa-register.org/Login.aspxm), Click the Conference tab > My Registrations.
- Locate the name if registered by the advisor and click the edit link. If the name has not been registered, click the button Add New Registrant, select a registrant type (see Section #1, Paid Participant types), and complete the registration form.
- **Engage (advisors) and Leverage (state officers):** Locate Also Attending: and select Leverage or Engage from the drop-down menu. If the participant is ONLY attending one of these sessions and will not be attending NLSC or the Academy of Excellence check the box for Pre-Conference Attendee ONLY. Only the fee for Engage or Leverage will be charged if checked.
- **Academy of Excellence (advisors):** Locate Attend Academy of Excellence and check the box YES. A new screen will appear that lists the available sessions. Click the drop-down menu in each sessions box to register for a specific time and date.

### **Registration Deadline/Close of site:**

- The national NLSC registration deadline is **May 12**. This is the deadline for all conference registrations including Leverage, Engage and Academy of Excellence. The registration site will be closed by the end of the business day.
- *There will be no refunds or registration extensions after that date.*

### **Emergency Contact Information:**

State directors and advisors of students can print a copy of the completed Conference Registration and Liability Form for each participant using the batch print from the system: Conference > My Registrations> click the Batch Print button.

### **Section 2. Payment and Refunds:**

#### **Payment:**

- Payment **due date is June 25**. The State Office will prepay our entire delegation at once, your timely attention to your invoice or invoices is imperative.
- If mailing a check, please include a copy of your NLSC invoice or contact Terri Lufkin at 360-904-8578 to pay by credit card over the phone. This will include a 4% fee.
- Your invoice is proof of registration, not a fee estimate. Call 844-875-4557 for assistance.

#### **Refunds:**

There will be no conference refunds or credits after *May 12 national registration deadline* for drops. There is an exception for COVID related illnesses.

### **Section 3. Drops, Substitutions, Additions and Spelling Corrections:**

You will be able to drop, substitute names, make spelling changes and add new participants after registration closes by completing the [online change form \(http://bit.ly/NLSC-Change-Form\)](http://bit.ly/NLSC-Change-Form).

**Add/New Registrants:** Attach the completed and signed Conference Liability & Release form to the Registration Change Form request. *We are unable to register new participants without a completed form.* This includes contestants, advisors, or any participant that was not registered prior to the May deadline.

- A blank Liability Form can be printed ahead of time from the registration website: Click the tab Conference>Blank>[Conference Liability & Release](#).

### **Drops / Cancellations:**

The state is responsible for paying for all participants. This includes contestants, advisors, or any paid registrant. A substitution can be made by completing the online change form.

Exceptions to this policy will be made for COVID related illnesses only. To be eligible for a refund a physician's note will be required. Send documentation to Terri Lufkin, [tlufkin@comcast.net](mailto:tlufkin@comcast.net)

## **Advisor Registration Instructions for 2021 Virtual NLSC**

### **Section 4. Advisor Communication:**

**Paid NLSC Participants:** Register contestants or anyone attending NLSC at [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). Use your advisor login and password to enter site. Only the advisor, school personnel or state director should be registering participants.

### **Register for Conference:**

Log on to: [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). To register; click the Conference tab > My Registrations > click button Add New Registrant. Select registrant type> member name from drop-down menu> select contest if contestant>click button Save & Continue>complete registration form for each participant. Watch help video on top far-right side or contact our Customer Care Team for assistance by chat, email, or phone.

- The system will only accept conference registration for contestants if your school's membership invoices are paid and students were registered as members by the March 1 national deadline.
- Names added to the registration site are considered registered for NLSC. Be sure to provide:
  - A valid and unique email for each individual contestant.
  - A home address for each contestant. Prizes and other materials will be mailed to student's home.
  - Identify if a participant meets the criteria specified in the Americans with Disabilities Act.
  - Emergency contact information.

**Engage (advisors) and Leverage (state officers):** Locate Also Attending: and select Leverage or Engage from the drop-down menu. If the participant is ONLY attending one of these sessions and will not be attending NLSC or the Academy of Excellence check the box for Pre-Conference Attendee ONLY.

**Academy of Excellence (advisors only):** Locate Attend Academy of Excellence and check the box YES. A new screen will appear that lists the available sessions. Click the drop-down menu in each sessions box to register for a specific time and date.

### **Registrants from a Previous Conference:**

If registering from a prior conference, use the Look Up Previous Registration button at the bottom of the screen and click the register button next to the name. This feature will only work if all membership invoices are paid.

- **Conference Liability and Release Form:** Once the name is registered; click the FORM button that is displayed to the left of the name and ensure all fields are completed. It is critical to provide **accurate birth dates and a valid and unique email for contestants**. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.
- **A blank Liability Form** can be printed ahead of time and given to the participant or parents to fill out. Click the tab Conference > Blank > [Conference Liability & Release Form](#). The form should then be returned to the advisor or designated school person to enter the data on our website as mentioned above.
- **Advisor Attestation:** Ensure that the Attestation Advisor Acceptance box on the bottom of each participants conference registration record is checked and electronically signed.
- **Home Addresses:** You must provide a home address for contestants, delegates and state officer candidates. Contest awards and corporate gifts are mailed to contestant home addresses. Delegates and officer candidates may receive mailings due to the virtual environment.
- **Drop and Refund Policy:** Schools are responsible for paying for all registrants that cancel after the registration deadline. Drops made after the deadline are not eligible for a refund/credit.

## Frequently Asked Questions

**How can I print a report of my NLSC registration?** Click [Conference](#) > [Registration Summary](#). You may also select the following reports from the Conference tab > [Fee Summary](#), [Fees Per Program](#) or [Fee Details](#).

**Where do we send our money?** SkillsUSA Washington, PO Box 2698, Olympia, WA 98507.

**Why can't I view all my school's participant records?** To view and update all records of your school participant(s), you must own them (you created the record). If you are responsible for registering everyone and are unable to access, contact our Customer Care Team at 844-875-4557 to change your user access.

**Why can't I get the record to save?** Required information may be missing: Look for alerts in red typed script. Example: Birth date **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year)**.

**Why can't I enter my participant in a contest?** To enter a contest, you must select the registration type Contestant, then select the contest.

**How do I correct a student's mis-spelled name when the system will not allow me to change?** A contestant name must match the spelling in the membership record. Only national staff can correct the spelling of a member name. To request a correction, click the link above the Participants name; [Click here to request a spelling correction for Contestants](#) in the conference registration record.

**What is the Submit button?** Your registration is complete upon adding the names to the conference registration website and clicking submit. If you do not see an invoice created online after you submit, contact 844-875-4557.

**Who do I call for registration support?** Contact the SkillsUSA Customer Care Team at [customercare@skillsusa.org](mailto:customercare@skillsusa.org) or 844-875-4557 or by chat on the SkillsUSA conference registration website.

Terri Lufkin, SkillsUSA Washington, Executive Director, 360-904-8578, [tlufkin@comcast.net](mailto:tlufkin@comcast.net)