

How to Register for SkillsUSA Regional, State or National Conference:

Log on to: www.skillsusa-register.org/Login.aspx. To register; click the Conference tab > [My Registrations](#) > Check "Filter Event", check down area for more event selections. 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.
- Names added to the registration site are considered registered for Regionals, SLSC or 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. Include your own emergency contact as well.

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. Email customercare@skillsusa.org

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 or 844-875-4557 or by chat on the SkillsUSA conference registration website.

If you have questions about Regional contests, contact your regional coordinator. If you have questions about Washington State Leadership and Skills Conference or NLSC, contact director@skillsusawashington.org.