



**REGISTER**

*SkillsUSA's Member Information System*

# **SKILLSUSA MEMBER ENROLLMENT PROCESS**

**T E C H N I C A L   G U I D E**

# About these Features

This feature will give advisors the ability to quickly and seamlessly affiliate students with their chapter. *\*for participating states.*

## Middle School Statement

Due to The Children's Online Privacy Protection Act regulations, or COPPA, SkillsUSA is not permitted at this time to allow Middle School students and those under the age of 13 to utilize this feature.

# Advisor Instructions

## Sign into SkillsUSA Register



To get started, sign into your advisor account on SkillsUSA Register, SkillsUSA's Membership Information System. Once signed in, click the membership button to review your list of Training Programs as seen below. Click the "Configure Member Enrollment/Pay" button below the list of available training programs.

To add a new Training Program, click the 'NEW' link in the top left corner of the grid below. [Quick Start Membership Guide](#)  
To review, add or change Members in your Training Program, click 'Members' below.

New Program

Enter text to search...

New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Class #
<a href="#">Edit</a> <a href="#">Delete</a>	3D Visualization & Animation	Patty Duncan	0	0	0	<a href="#">Members</a>	
<a href="#">Edit</a>	Animal Sciences	Gayle Silvery	0	0	1	<a href="#">Members</a>	0
<a href="#">Edit</a>	Animal Sciences	Advisor Beta	0	1	1	<a href="#">Members</a>	0
<a href="#">Edit</a> <a href="#">Delete</a>	Carpentry	Devin Goodman	0	0	0	<a href="#">Members</a>	0
<a href="#">Edit</a> <a href="#">Delete</a>	Nurse Asstg (Aide)	Marcia Strickland	0	0	0	<a href="#">Members</a>	
<a href="#">Edit</a> <a href="#">Delete</a>	Web Design	Alyssa Baker	0	0	0	<a href="#">Members</a>	

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School-wide PDF Price Quote for ALL Members (joined and not-yet joined): [Price Quote](#)

Listing of ALL individual invoices: [Show All Invoices](#)

Click this link for a PDF explaining payment options: [How to Pay for Membership](#)

Membership History By Program (Excel): [Membership History \(XLSX\)](#)

[Configure Member Enrollment Process / Self-Payment](#): [Access Member Enroll/Pay](#)

**Note:** Each Advisor can only view and enable student member enrollment and pay features for their OWN training program.

# 2

## Enable Features

After clicking the “Configure Member Enroll/Pay” button from step 1, click edit in the first column of the table (shown below) to enable/disable these features for your training programs. Enabling these features is as easy as checking a box (shown below). School Administrators can enable all training programs for Membership Enrollment by clicking the Toggle All button.

As an advisor, you may enable member enrollment, self-pay or both features for your chapter at any time. If you wish to collect dues for your chapter face-to-face, you can still enable the member enrollment option to allow students to enter their own personal information.

*Note: This code is your training program’s unique registration code. This is the code you will provide to students in order for them to affiliate with your specific chapter and training program.*

Direct students to this link: <https://www.skillsusa-register.org/join>  
Then provide them with the appropriate Registration Code from their Training Program / Class below.

#	Enable Member Enroll?	Enable Self-Pay?	Registration Code	Training Program	Division	Advisor Email	Advisor First	Last
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R8394	3D Visualization & Animation	S	pduncan@skillsusa.org	Patty	Duncan
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S6958	Animal Sciences	S	gsilvey@skillsusa.org	Gayle	Silvery
<a href="#">Edit</a>	<input type="checkbox"/>	<input type="checkbox"/>	R8395	Nurse Asstg (Aide)	S	mstrickland@skillsusa.org	Marcia	Strickland
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R8397	Web Design	S	albaker@skillsusa.org	Alyssa	Baker

\* - Middle School training programs are NOT shown above  
The Student Member Enroll / Self-Pay process is only available to High School And College / Postsecondary students.

As an example, an advisor may wish to enable the feature during class, walk students through the process and then disable it after class to prevent unwanted additions.

#	Enable Member Enroll?	Enable Self-Pay?
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

In order to enable both member enrollment and self-pay, both boxes must be checked. Checking only one box will result in only that feature being enabled. \*Some states may participate in one or both of these features. Only the boxes that your state participates in will appear.

Your students may now enroll by scanning a QR Code specific to your training program. Access codes are not required when utilizing the QR CODE feature. To provide your students with a QR Code click on the Student QR Code button located on the top of the training program box, print out the pdf of the QR and have students scan.



# 3

## Student Instructions

The next section of this guide contains instructions for each feature from the student perspective. Please provide your students with these instructions prior to them beginning the registration process. You can show the student instructions on a classroom projector or print, email or post the information.

# Student Instructions

For Students Utilizing the Member Enrollment Feature



## Navigate to SkillsUSA Register

To begin the membership enrollment process, navigate to:

[www.skillsusa-register.org/join](http://www.skillsusa-register.org/join). Once there, select your state and enter the unique chapter code given to you by your advisor or if your advisor has given you a QR Code, scan and move to step 2..

Welcome Students!

Select your SkillsUSA State and enter the Registration Code provided by your teacher to sign up for SkillsUSA today!

State:

Code:



## Enter Your Information

After you complete step 1, check to confirm that the school, training program and teacher information shown is correct. Then, click the "Register Here" button.

School Information

School: SkillsUSA Beta Test School  
Training Program: 3D Visualization & Animation  
Teacher: Advisor

Join or Pay?

Ready to join SkillsUSA? :

Just need to pay?:

*Note: You must enter your membership information before completing your dues payment.*

*Note: You will be asked additional demographic information depending on the state you live in. Any demographic information collected will not be tied to your personal information. This data helps states with federal Perkins funding for Career and Technical Education.*

School Information

School: SkillsUSA Beta Test School  
Training Program: 3D Visualization & Animation  
Teacher: Duncan  
Division: High School (S)

Personal Information

First Name\*

Last Name\*

Email\*

Students- please enter a PERSONAL email address (not a school email)

Type

Student  
 Professional

Division

High School  
 College/Postsecondary

Date of Birth

# 3

## Complete Your Payment

The online credit card payment feature applies for some states. Complete the following if the Pay Now button is available or if directed by your advisor to pay by credit card. After entering your membership information, you will be directed to complete your payment.

*Note: Double-check to ensure your school name and "Paying For" name are correct. This is how SkillsUSA will affiliate your payment with your information.*

### Online Payments

Select pay by Credit Card or Echeck at bottom of form for SkillsUSA products and services  
\* - Required Field

Purchase Details	
* Chapter ID:	17727
Section:	138213
* School:	SkillsUSA Beta Test School
* Paying For:	Membership:Patricia Duncan
* Total Amounts:	17.00
Invoice:	M454019420

Purchaser Information	
* Card Number	
* Exp Month	05
* Exp Year	28
* Card Code	***
* First Name	First Name
* Last Name	Last Name
* Organization/ Company (35chars Max)	Organization/ Company
* Street	Street
* City	City
* State/Province	IL 2-letter abbreviation
* Country	United States
* Zip/Postal Code (No Spaces)	ZIP
* Email	Email
* Phone [xxx-xxx-xxxx]	xxx-xxx-xxxx

**Pay Now**

*NOTE: SkillsUSA accepts Visa, Mastercard and American Express.*



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