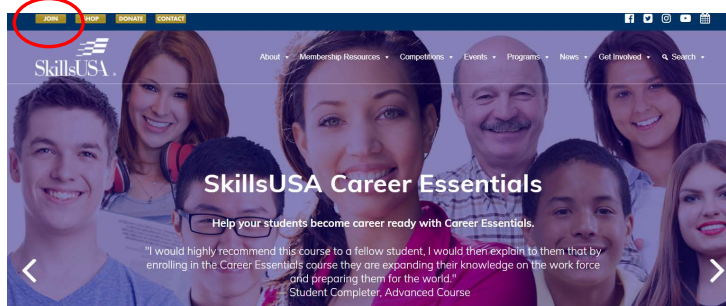
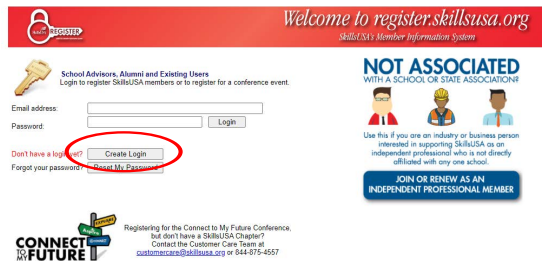


# SkillsUSA Membership Registration Site Step by Step Instructions

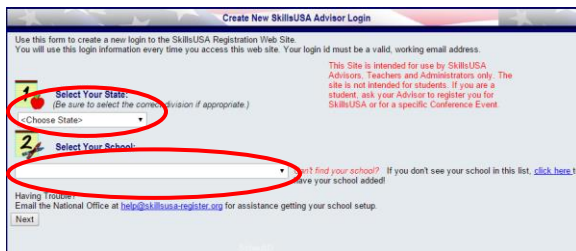
1. Go to the SkillsUSA website: SkillsUSA.org and look for JOIN at the top of the page:



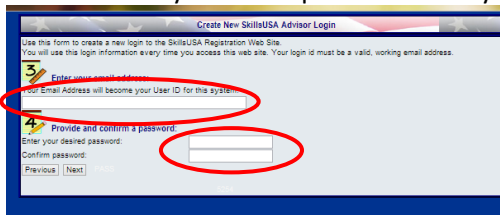
2. You will be asked to Login. If you are a new advisor, you will need to create a login. If you are a current advisor, simply login and proceed to the registration page. (Step 7)



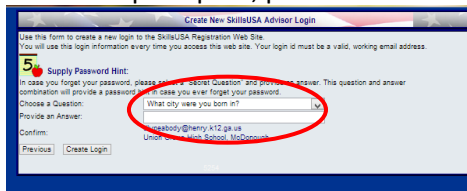
3. Select your state and then your school. You must have an active Chapter to be able to locate your school. If your chapter is not active, you should contact National SkillsUSA.



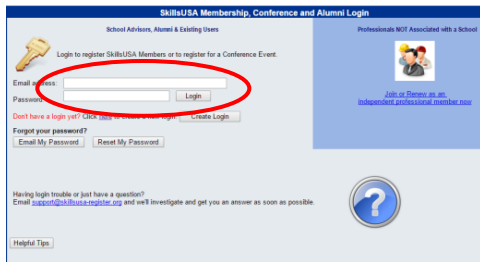
4. Next you are required to enter your email address and provide a password.



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



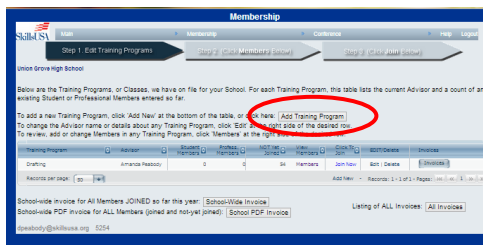
6. You will be taken back to the Login screen. Use your email address and password to login.



7. Here you will be able to add members or register for conferences. Select Membership.

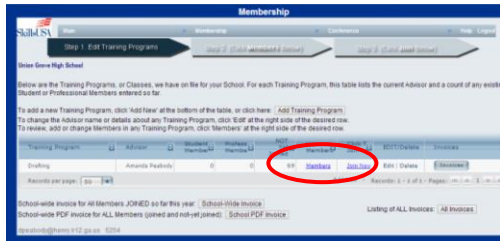


8. If you are a new advisor, you will need to Add Training Program  
 \*If there is not a new training program to add and there is a change in advisor, simply select **EDIT** on the line of the former advisor's trade area to change the name and email to reflect your name.

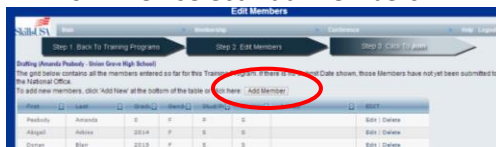


If you want a separate invoice for teachers vs. students - enter the advisor first and hit submit & then enter the students and hit submit. Directions for submitting follow below.

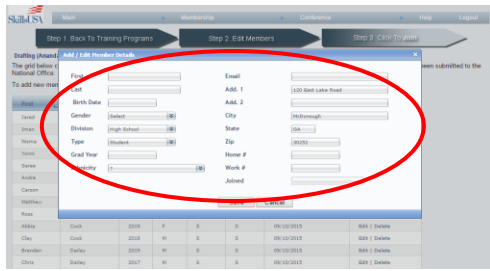
9. Select Members



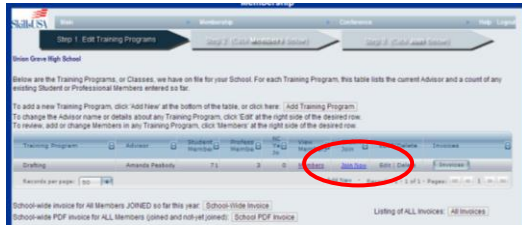
10. Then select Add Members.



11. Complete requested information for each member. Students should only be entered into one training program to prevent duplicates. Be sure to enter yourself as a Professional member in only one training program.



12. You are **ready to submit** your membership to SkillsUSA by selecting **Join Now**. Follow the steps for payment method and an invoice will be generated. **DO NOT FORGET THIS STEP!** Please be reminded there can be no deletions or changes once membership has been submitted.



13. To print a copy of your invoice, simply select the Invoice button.

