

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 creating a login, see the Membership Instructions PDF.

3. Click Conference and Filter for the Event: Nebraska Skills & Leadership Conference



4. "Add New Registrant"

"Select Registration Type" Choose either "Advisor" or "Contestant" and "Select School"

"Select Member to Register"

Be sure to choose the correct "Division"

Select a "Contest"

"Save & Continue" Fill out the Registrant Detail Info Form.

All fields are IMPORTANT. Hint: Tab through the fields to select each one.

- A. Choose a Shirt Size.
- B. The First and Last Name that is entered will appear on Badges and Certificates. Please double check spelling.
- C. Name of Teacher/Adult accompanying participant. If under 19, please enter Advisor or State Director who will be responsible for participant.
- D. On-Site Cell phone number for that teacher/adult chaperone.
- E. Students' contact information (email/cell) and parents' names/phone may be used in case of an emergency.
- F. Please check if student will be a voting delegate attending the Delegate Assembly. (No additional fee)
- G. Attest that the participant AND parent/guardian (if under 19 in NE) has read and completely understands the Personal Liability and Medical Release, Code of Conduct, and Photography and Sound Release Agreements. Paper versions can also be found on our website. Chapter Advisors should have copies of each student's release form and a photocopy of their insurance card. Copies are to remain with the advisor for use in case of an emergency.
- H. One everything is entered, click on "Save Registration" at the bottom of the page. If an error is found, the error will be listed in red at the top of the page. Once you've left the form, you may still edit contestants by clicking on their number under the Edit column on the main conference screen.

THIS NAME WILL APPEAR ON BADGES AND CERTIFICATES!

B Participant's First Middle & Last Name

Participant's Home Address:

City State Zip: NE 68048

A Shirt Size: -CHOOSE-
 Registrant Type: Contestant

Home Telephone Number (with area code):

Date of Birth: 2/4/2000 Age: 17 Gender: Male

C Name of Teacher/Adult accompanying participant, if applicable:

D ON-SITE (Cell) Phone Number of teacher / adult chaperone:

Email Address:

Cell Phone: **E**

Parents Names:

Graduation Year: 0

Parents Phone:

F FEES / OPTIONS

State Officer Candidate? Officer Voting Delegate

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state association

G Participants - Check here if you are OVER 18 and attest: Attest (Over 18)

Parent/Guardian - Check here to attest for Participant: Attest (Parent/Guardian) if Participant is under age 18

H Save Registration

- 5. "Submit Registration" once you are done registering everyone that is attending (top right of main conference screen). **DO NOT FORGET THIS STEP, NO ONE IS REGISTERED IF NOT SUBMITTED!** If you want to print out all the registration information for your school, you can click on "Batch Print".
- 6. Most schools will choose the "Invoiced Per School" option which will total your registration. Click the appropriate "Submit" button. A PDF of the invoice should have appeared on your screen for you to print. Make checks payable to SkillsUSA Nebraska and send with a copy of the invoice to: Grafton & Associates, c/o Denise Winters, 5935 S 56th St, Suite A, Lincoln NE 68516