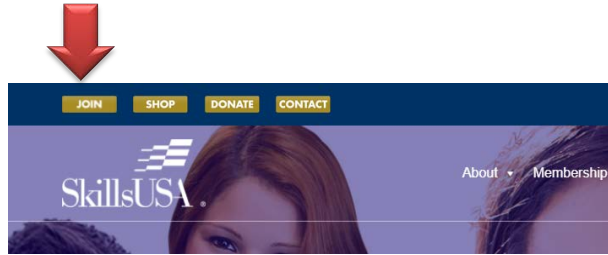


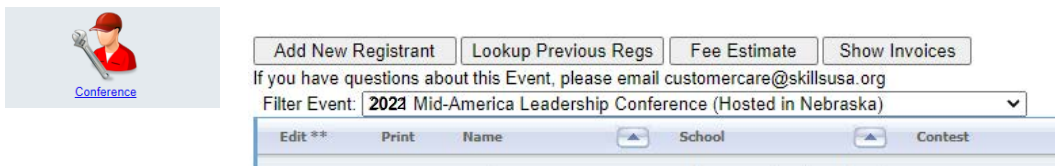
1. Go to the SkillsUSA website: SkillsUSA.org and look for JOIN at the top of the page:



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)

The image shows the login/register page. At the top is a red banner with a padlock icon and the word 'REGISTER'. Below this is a yellow key icon and the text 'School Advisors, Alumni and Existing Users Login to register SkillsUSA members or to register for a conference event.' There are input fields for 'Email address:' and 'Password:', with a 'Login' button. Below these are links for 'Don't have a login yet?' (with a 'Create Login' button) and 'Forgot your password?' (with a 'Reset My Password' button).

3. Click Conference and Filter for the Event: 2022 Mid-America Leadership Conference



4. "Add New Registrant"

The image shows the 'New Conference Event Registration' form. The header includes the SkillsUSA logo and 'SkillsUSA's Member Information System'. A navigation bar contains links for 'Main', 'Membership', 'Conference', 'Alumni', 'State Director', 'Help', and 'Logout'. The form title is 'New Conference Event Registration' for the '2021 Mid-America Leadership Conference (Hosted in Nebraska)'. It includes a 'Watch Video' icon and a message: 'If you have questions about this Event, please email customercare@skillsusa.org'. The form has dropdown menus for 'Select Registration Type:' (set to 'Advisor'), 'Select School:' (set to 'Academy of Education, Law & Public Safety - Grand Island'), and 'Select Advisor to Register:' (set to 'Select a SkillsUSA Member:'). Below these are input fields for 'OR Enter Name:' with sub-fields for 'First Name:' and 'Last Name:'. At the bottom are 'Save & Continue' and 'Cancel' buttons. A footer note reads: 'SkillsUSA-Register.org Hivelocity 2020 Platform SkillsUSA Privacy Policy'.

“Select Registration Type” Choose either “Advisor”, “State Director” or “Participant” and “Select School”  
 “Select Member to Register” (Note: For conferences that do not require membership, there will be an option to just enter First and Last Name instead of selecting a member to register) then “Save & Continue”

5. Fill out the Registrant Detail Info Form. **IMPORTANT fields to pay attention to:**

- A. The First and Last Name that is entered will appear on Badges and Certificates. Please double check spelling.
- B. On-Site Cell Phone for the registrant.
- C. Name of Teacher/Adult accompanying participant. If under 19, please enter Advisor or State Director who will be responsible for participant. On-Site Cell phone number for that teacher/adult chaperone.
- D. Choose Shirt Size.**
- E. Disability and Dietary restrictions information.

[Click here to request a spelling correction for Contestants](#)

**A**

Participant's First Middle & Last Name

Participant's Home Address:

City State Zip:

Home Phone (with area code): Cell Phone (with area code):

Date of Birth: Age: Gender:

Email Address of Registrant:

Name of Teacher/Adult accompanying participant, if applicable:

(Cell) Phone Number of teacher / adult chaperone

Parents' / Guardians' Names (if Participant is under age 18):

Parents' / Guardians' Phone with area code:

Name of SkillsUSA Advisor for participant's Occupational Area:

School where Participant's trade area is taught:

Occupational Training/Trade Area in which Contestant is enrolled:

Graduation Year:

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA).

Check YES if participant has dietary restrictions:

**B**

**C**

**E**

**D**

School:  
 315 Wyandotte St  
 Grand Island, NE 68801 Phone: 3083855945

School Admin(s):

**FEES / OPTIONS**

State Officer?  Officer Candidate?  Voting Delegate?

Add Optional State Fee Items:

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended
There are no records available.				

Total Registration Fees:  (This total includes all conference registration fees and optional state fees listed above.)

**ATTESTATION**

**Advisor Acceptance**

I attest that the information on the SkillsUSA Conference Registration and Liability form has been reviewed with the attendee and there is complete understanding and agreement to the SkillsUSA Code of Conduct, the release of personal information, conference photography and sound release, safety and health responsibilities and liability. If the student is under 18 years old, I have provided the attendee's parent or guardian with the SkillsUSA Conference Registration and Liability Form. By checking the box below, both the attendee and I agree to abide by ALL SkillsUSA guidelines and policies as stated on the Conference Registration and Liability form and any other requirements mandated by the state or national office. We accept all conditions of this agreement, and the attendee and I completely release SkillsUSA national and state associations of any liability.

I Agree:  My Email:

IP: Time Stamp:

**G**

**F**

See Note On Next Page RE: Meal Plans

F. **TO PURCHASE A MEAL TICKET:** You must “Add Optional State Fee Items”

- Once you click “Add”, you will see the “Meals Package”. YOU MUST ENTER "1" FOR QTY AND THEN CLICK “SAVE” in that same window. Make sure the meal ticket shows up in the window.

The image shows two side-by-side screenshots of a web application interface for adding optional state fee items. Both screenshots have the title "Add Optional State Fee Items: Add".

The left screenshot shows a table with columns "Event", "Fee Item", and "Qty". The text "There are no records available." is displayed. A search box contains "Meal Plan - \$110.00". A red arrow points to the "Add" button in the top right corner.

The right screenshot shows the same table with one record: "2018 Mid-America Leadership Conf." in the "Event" column, "Meal Plan" in the "Fee Item" column, and "1" in the "Qty" column. The "Amount" column shows "\$110.00". A red arrow points to the "Save" button in the bottom right corner.

G. Attest that the participant AND parent/guardian (if under 18 or 19 in NE) has read and completely understands your state’s Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements. SkillsUSA Nebraska’s can be found at

<https://skillsusa.wpengine.com/personal-liability-and-medical-release-form/>

Chapter Advisors and/or State Directors 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 if needed.

6. Once everything is entered, including t-shirt size and meal plan (if purchasing), 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. You may edit contestants by clicking on their number under the Edit column on the main conference screen. Once you are satisfied with all your registrations you must SUBMIT the registration for an invoice to generate.
7. Payments should be made payable to SKILLSUSA MID-AMERICA and mailed along with a copy of the invoice to:  
Grafton & Associates  
c/o Denise Winters  
5935 S 56th St Suite A  
Lincoln NE 68516
8. Hotel reservations can be made by calling (402) 564-1492 and payment can be paid directly to the hotel.
9. The average cost per student for the entire conference (including lodging and meals) averages \$250 plus the cost of your transportation. Students may bring extra spending money for the fundraisers and social.

