

MEMBERSHIP
REGISTRATION



QUICK START GUIDE





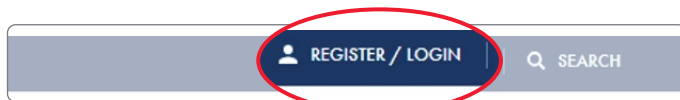
SkillsUSA®

QUICK START GUIDE

Step-by-Step Instructions to Register Students and Teachers as Members

1

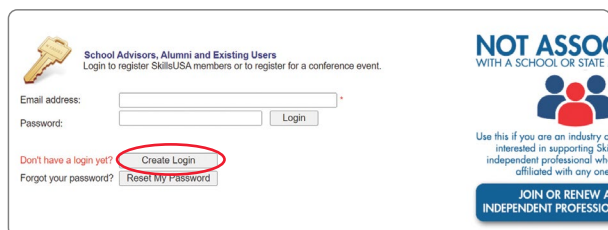
Go to the SkillsUSA website at www.skillsusa.org and click the **REGISTER/LOGIN** button located in the top right to proceed.



2

If you are a new advisor, create a login by clicking on the **Create Login** button. If you

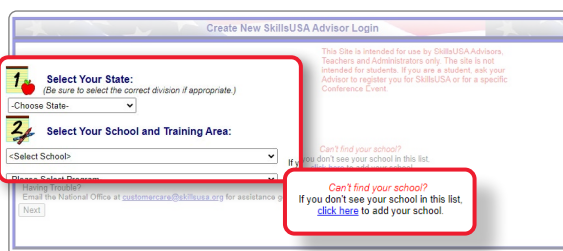
are a current advisor, log in and proceed to the registration page, then go to **Step 7**.



3

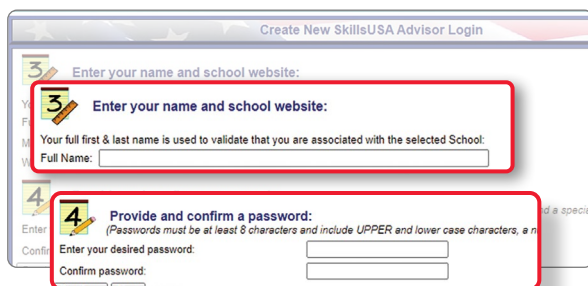
When creating your login for the first time, you will be able to select state, school and program area. You must have an active

chapter to be able to locate your school. If your school is not listed, please click on **Can't Find Your School** and request that your school be added.



4

Next you are required to enter your full name and provide a password.



QUESTIONS? WE'RE HERE TO HELP

For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

Monday/Wednesday/Friday: 8 a.m. – 5 p.m. ET

Tuesday/Thursday: 8 a.m. – 7 p.m. ET

Chat: SkillsUSA Register (skillsusa-register.org)

Call: 844-875-4557

Email: customercare@skillsusa.org

Send payments to: SkillsUSA, 673 Potomac Station Dr., PMB #809, Leesburg, VA 20176

5

If prompted, please answer the Secret Question for password security, then select **Create Login**.

Create New SkillsUSA Advisor Login

Use this form to create a new login to the SkillsUSA Registration Web Site. You will use this login information every time you access this web site. Your login id must be a valid, working email address.

5 Supply Password Hint:
In case you forget your password, please select a "Secret Question" and provide an answer. This question and answer can provide a password hint in case you ever forget your password.

Choose a Question:
Provide an Answer:

Confirm: teacher@school.com
A. B. Skilled High School, Marketway

Previous **Create Login**



School Advisors, Alumni and Existing Users

Login to register SkillsUSA members or to register for a conference event.

Email address:

Password:

Login

Don't have a login yet?

Create Login

Forgot your password?

Reset My Password

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Use this if yo
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6

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

7

Here you will add members or register for conferences. Select **Membership** to add members.

Welcome! Membership registration for the 2022-23 school year is now OPEN!
Check your state dues and deadlines here: <http://www.skillsusa.org/membership-resources/advisors/dues-and-deadlines/>

Membership Chapter Excellence Program
[New Video! Walkthrough of Adding Members](#)

Membership Snapshot For Canadian Skills Delegation

Conferences
Conference Snapshot For Canadian Skills Delegation
Washington Leadership Training Institute

8

To add a new Training Program, click the 'NEW' link in the top left corner of the grid below.
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 #
Edit	Architectural Drafting	Jane Doe	0	0	2	Members	0
Edit	Welding	John Smith	0	0	1	Members	0

Page 1 of 1 (2 Items) < Prev 1 Next >

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

If you are a new advisor, add your Training Program by clicking on the **New Program** button.

9

Now you are ready to join members. Select **Members** to the right of the training program to which you will be adding members.

To add a new Training Program, click the 'NEW' link in the top left corner of the grid below.
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 #
Edit	Architectural Drafting	Jane Doe	0	0		Members	
Edit	Welding	John Smith	0	0	1	Members	0

Page 1 of 1 (2 Items) < Prev 1 Next >

10

Select **New Member**. The **Membership Details** record will appear.

Restore Members **New Member**

Enter text to search... [Clear](#)

New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date
Edit	Delete	Test	Account	0	Student	High School	

Page 1 of 1 (1 Items) < Prev 1 Next >

First Name: Last Name:
Name cannot be changed after joining

Email:
Email and mailing address are required for Professional Members. Please provide NON-School emails for Students.

Gender: Birth (m/d/yyyy):

Stud/Prof: Division:

Grad. Yr: State Assigned ID (if required):

Ethnicity:

Address 1:

Address 2:

City: State Abbrev: CN

Zip: Phone #:

[Update](#) [Cancel](#)

Note: Advisors who were professional members last year have been automatically entered as professionals for the current year. Please verify that your email address is current, and delete advisors that are no longer with the school. Advisors and students are not officially joined until Step 12 is completed and an invoice generated.

11

Complete the requested information for each member. Continue to save and add new members until all members

have been entered into the system. Be sure to enter yourself as a professional member and change the **Stud/Prof** field from "Student" to "Professional." Students and professionals should only be entered into one training program to prevent duplicates.

12

You are now ready to join **selected** members by using the **Ready to Join** checkbox at the right of each member's name or you may select ALL members by using the **Ready to Join** checkbox located in the blue column header. Any members not selected will remain pending in the system until they are officially joined or deleted from the system.

New Member Join Selected

Enter text to search... [Clear](#)

New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join?
Edit Delete	Test	Account	0		Professional	High School		☐
Edit Delete	Test2	Account			Student	High School		☐
Edit Delete	Test3	Account			Student	High School		☐

Page 1 of 1 (3 items) < Prev 1 Next > Page size: 50

New Member Join Selected

Enter text to search... [Clear](#)

New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join?
Edit Delete	Test	Account	0		Professional	High School		☐
Edit Delete	Test2	Account			Student	High School		☐
Edit Delete	Test3	Account			Student	High School		☐

Page 1 of 1 (3 items) < Prev 1 Next > Page size: 50

13

Submit your membership to SkillsUSA by selecting **Join Selected** at the top of the page.

Membership

The Advisor listed under the Training Program below is joining as a Professional Member in this or another Training Program at your School. Thank you!

No exact duplicates found!

Please double-check your school name:

SkillsUSA Beta Test School Leesburg xx

Please verify Advisor's Email: induncan@skillsusa.org or induncan@skillsusa.org

Verify Accounts Payable Email Address to Send Invoice To: induncan@skillsusa.org

Select how you will secure payment:

☐ Check ☒ Purchase Order ☐ Credit Card

NOTE: PO is an authorization by your school that payment will be made. Follow-up payment by cc or check is required.

Do you need ONE Combined Invoice for Students AND Professionals, or TWO SPLIT invoices (one for Students and another for Professionals)?

☒ Combined Invoice (Students AND Professionals together) ☐ Split Invoice (Students on one, Professionals on another)

Once you click "Join Now", no drops or substitutions can be made and you guarantee to pay the invoiced amount.

Accept by Checking ☐ I accept responsibility to pay the invoice generated

[Join Now](#) [Cancel](#)

On the payment page, complete the following fields: **Verify Advisor's Email Address, Opt In, Payment Method, 100% Students Joining, Combined or Split Invoice.** Read and accept the statement: "Once you click 'Join Now' no drops or substitutions can be made and you guarantee to pay the invoiced amount." Upon completion of all fields, click the final **Join Now** in bottom left corner.

CONGRATULATIONS!

You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance call the SkillsUSA Customer Care Team toll-free at:

844-875-4557.

PAYMENT OPTIONS

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Services begin when membership is submitted.

If paying by Visa, Mastercard, American Express or Echeck: Go to the **Edit Training Program** screen and click **Show All Invoices** toward the bottom of the page. Locate your invoice and click on the Invoice ID link located in the first column. A credit card payment link is located on the invoice. To pay for all school invoices, click the **School-Wide Invoice** button located at the bottom of the invoice box. Enter your credit card information as requested.

If paying by check: Please send a copy of your membership invoice with the check to the address on the invoice. To see full details of payment options, including ACH set-up, visit this link: <http://bit.ly/SDpaymentoptions>

If using a purchase order: Verify with your accounting department whether a purchase order is required prior to joining members. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

Note: Payment for membership is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

Please mail a copy of the invoice and your payment to the address on the invoice. If you have questions, call **844-875-4557**.

SkillsUSA
673 Potomac Station Dr., PMB #809
Leesburg, VA 20176

ONLINE RESOURCES

Our online resources for advisors and students support active participation and the development of SkillsUSA Framework skills.



skillsusa.org

SkillsUSA's website, providing information about the organization for stakeholders and the general public.



skillsusa-register.org

SkillsUSA's secure, online portal for membership and conference registration.



skillsusa.org/shop

SkillsUSA's webstore, offering the latest merchandise and educational resources.



brand.skillsusa.org

SkillsUSA's interactive brand resource site, providing logos, templates and more.



careeressentials.org

SkillsUSA's website for Career Essentials curriculum and assessments.



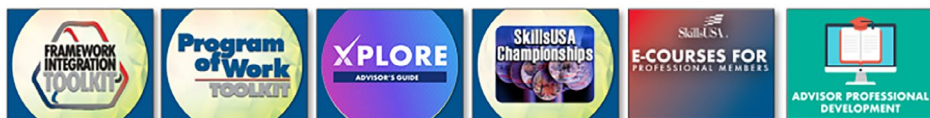
skillsusachampions.org

The digital hub for "SkillsUSA Champions" magazine, providing inspiring stories and relevant news.



WHEN YOU BECOME A PROFESSIONAL MEMBER OF SKILLSUSA

Registering yourself as a professional member annually gives you full access to valuable resources designed to support your success throughout the year.



- **SkillsUSA Framework Integration Toolkit**

The Framework Integration Toolkit has everything you need to ensure career readiness for students including videos, lesson plans, experiential activities and more.

- **Program of Work Toolkit**

The Program of Work Toolkit includes the Program of Work Launch Activity Guides, videos and resources to help you implement effective activities.

- **Xplore!**

A chapter curriculum for members to mentor and engage middle school students in STEM learning while creating an opportunity for future recruitment.

- **SkillsUSA Championships**

The official rules and regulations for each of the competitions that are part of the championships. Available in early October!

- **E-Courses**

Contains SkillsUSA Framework Certification, CTE Knowledge Certification, Promoting Diversity, Equity and Inclusion as a SkillsUSA Leader and Building Self-Motivation in Student Leaders.

- **Advisor Professional Development**

A variety of training opportunities, from webinars to classroom to multi-day sessions, there are a lot of options for differing training needs.

Once you complete your registration, you'll receive an email from SkillsUSA with instructions on how to access your Professional Member Benefits and get started with the available resources.

Should you need additional information, please contact our Customer Care Team.

Call: 844-875-4557 | **Email:** customercare@skillsusa.org
Chat: SkillsUSA Register (skillsusa-register.org)

