STATE LEADERSHIP AND SKILLS CONFERENCE REGISTRATION STEPS


2. Upon doing so, you will see this page.

3. Type your username and password in the appropriate boxes. Click Login.

4. You will be taken to the Advisor Home page.
5. To begin registering for the State Leadership and Skills Conference, click the Conference link, and select My Registrations from the drop down menu.

6. Upon clicking the My Registrations button, you will see the following screen.

7. To add Tennessee State Leadership and Skills Conference participants, select the New Registrant button.
8. There are two ways in which to register participants: registering an existing member or completing the Registrant Detail Info form.

9. To register an existing member from your member roster:
   a. Select Registrant Type button (Contestant, Advisor, Observer)
      i. Note the reg. type automatically filters your student and advisor members populated in drop down menu. So you will only see list of advisors if you have the advisor type selected.
   b. Use drop down menu to select member from your chapter

10. Complete all needed information on the Registrant Detail Info form (Be sure you enter correct date of birth for contestants to retrieve their score cards after conference) see screen shot below.

11. As part of the registration fee, each participant will receive a t-shirt. If a shirt size is not specified, the participant will receive a large. There will be no exchanges.
12. As part of the registration fee, each participant will receive a meal and aquarium pass for Tuesday night at the State Leadership and Skills Conference. It is vital that each participant marks the appropriate box seen below to ensure accurate numbers.
13. If you choose not to register using the existing member information, you must complete the Registrant Detail Info form seen above in its entirety.

14. To add contests for participants, click the Add Contest button. The student must be registered as a contestant to add contest.

15. Upon clicking Add Contest, you will be taken to the following screen. You will select the appropriate contest for the participant by selecting the dropdown arrow in the Contest box. Please note that a competitor must be enrolled in the training program in the same school year in which he/she is competing. After selecting the correct contest, click the Save button.
16. After clicking the Save button, you will be taken back to the Registrant Detail Info form. If you have completed the form in its entirety, you can click the Save Registration button. Please ensure that the participant is registered for the correct contest before saving your form. If you have not completed the form, please do so before clicking the Save button.
17. You will follow the process listed in steps above for each contestant/attendee. **An advisor must be registered.**

18. Once you have successfully entered each contestant/attendee, you will click the Submit Registration button.

![Conference Registrations](image)

19. After clicking the Submit Registration button, a red confirmation message will appear (see screenshot above). This message will confirm the number of attendees that have been registered. **Once the red confirmation message appears, you do not need to press the Submit Registration button again, unless you need to make changes.**

20. After registration has been submitted, please select the Show Invoice button. You will see list of invoices for your chapter. Click on the invoice number to print the document, and include invoice with your payment.

![Show Invoice](image)
21. The Submit Registration button will create your invoice so if there is no invoice listed you will need to submit registration.

22. You will mail this invoice with your check. Make checks payable to SKILLSUSA TENNESSEE. All other forms are not required to be printed for this particular conference.

23. You will mail the invoice seen in Step 22 with your payment to:
SkillsUSA Tennessee
Attn: Dr. Brittany Debity-Barker
11th Floor Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
24. Remember, you **MUST** include **SkillsUSA-5000** on the memo line of your check in order for your payment to be accurately processed.

25. Note in screen shot above the sample invoice has a zero balance. As checks are received we will post payments in the registration site, and you will be able to print a zero balance invoice for your records.