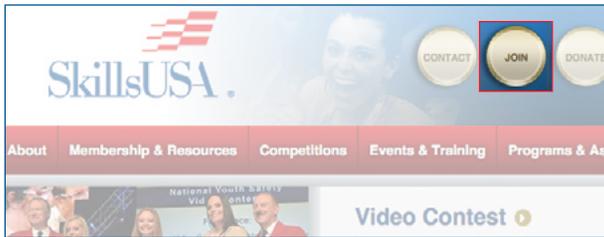


# STEP-BY-STEP instructions



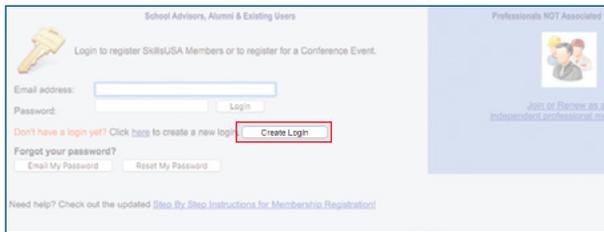
**1**

Go to the SkillsUSA website at [www.skillsusa.org](http://www.skillsusa.org) and locate **JOIN** at the top of the page. Click the **JOIN** button to proceed.



**2**

If you are a new advisor, you will need to create a login by clicking on the **Create Login** button. If you are a current advisor, simply log in and proceed to the registration page, then continue to follow the instructions in **Step 7**.



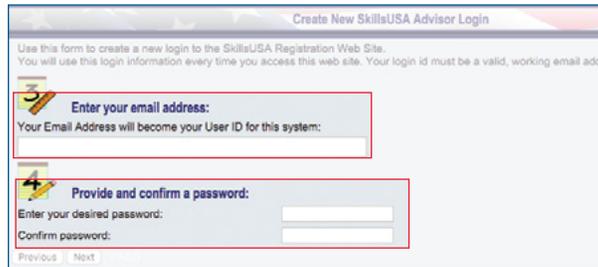
**3**

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.



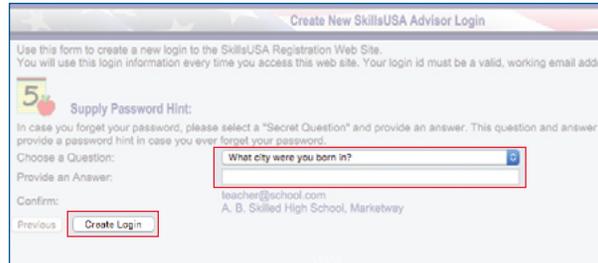
**4**

Next, you are required to enter a valid email address and provide a password.



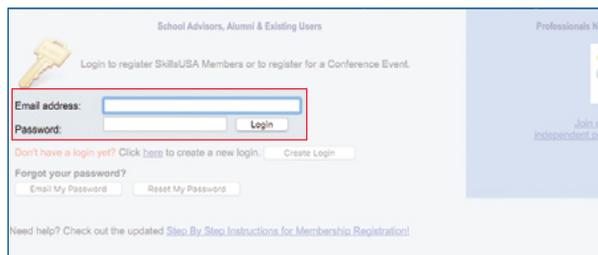
**5**

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



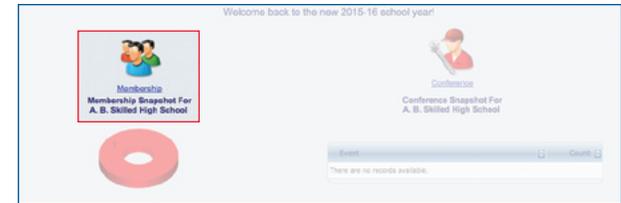
**6**

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



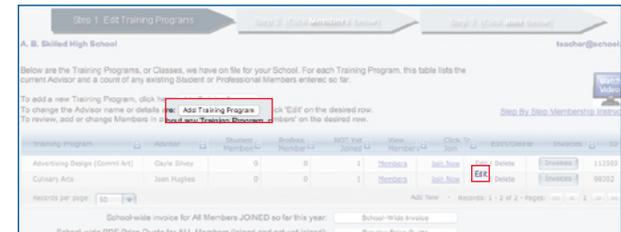
**7**

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



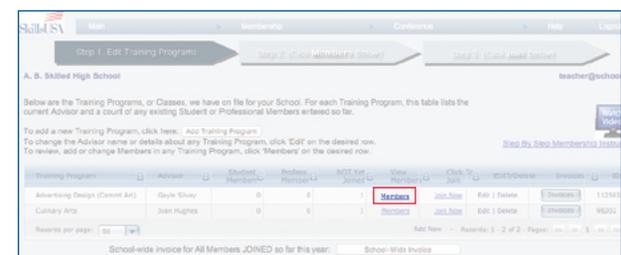
**8**

If you are a new advisor, you will need to **Add Training Program** (the field you teach). If there is not a new training program to add, but instead there is a change in advisor, simply select **EDIT** on the line of the former advisor's training program to change the name and email to reflect your name.



**9**

Now you are ready to join members. Select **Members** to begin to add membership.



# 10

Then select **Add Member** and the Membership Details record will appear.



# 11

Complete the requested information for each member. Students and professional members should only be entered into one training program to prevent duplicates. 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 TYPE field from student to professional and include an email address.

Note: Advisors who were professional members last year have been automatically entered as a professional for the current year. Please verify that your email address is current, and delete advisors that are no longer with the school.

# 12

You are ready to submit your membership to SkillsUSA by selecting STEP 3 Click to Join located at top of the page. Now the steps for payment method and an invoice will be generated. Please be mindful that there can be no deletions or changes once membership has been submitted.

# 13

To print a copy of your invoice, simply select the **Invoices** button on the Edit Training Program Screen.

## CONGRATULATIONS!

You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance in growing your chapter or help in registering members, call the SkillsUSA Hotline toll free at: **844-875-4557**.

## PAYMENT REQUIREMENTS AND 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 or American Express:** Go to Edit Training Program screen, click "Invoices" button next to your training program, click "Pay Now" or to pay for all school invoices click the button at the bottom of the screen "School-Wide Invoice" and click the credit card link. Enter your credit card information as requested. Please note that schoolwide invoices do not reflect any payments made towards the balance.

**If paying by check:** Please send a copy of your membership invoice with the check.

**If using a purchase order:** When checking "Join Now," enter your PO number in the Payment Option box on the website. 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. After March 1, no purchase orders are accepted; all membership must be prepaid by credit card or check. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

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

**Mail a copy of your membership invoice and payment to:**

SkillsUSA Inc.  
Attn.: Membership  
14001 SkillsUSA Way  
Leesburg, VA 20176-5494



# Membership Site



# QUICK START GUIDE

