



## Regional Championships Registration Instructions

1. Click [here](#) or go to <http://www.skillsusa-register.org/Login.aspx> on any computer.
2. Upon doing so, you will see this page.

A screenshot of the SkillsUSA Membership, Conference and Alumni Login page. The page is divided into two main sections. The left section is for "School Advisors, Alumni & Existing Users" and contains a key icon, a login instruction, an "Email address:" field, a "Password:" field, a "Login" button, and links for "Create Login", "Email My Password", and "Reset My Password". The right section is for "Professionals NOT Associated with a School" and contains an icon of three people, a "Join or Renew as an independent professional member now" link, and a question mark icon. Three red arrows point to the "Email address:" field, the "Password:" field, and the "Login" button.

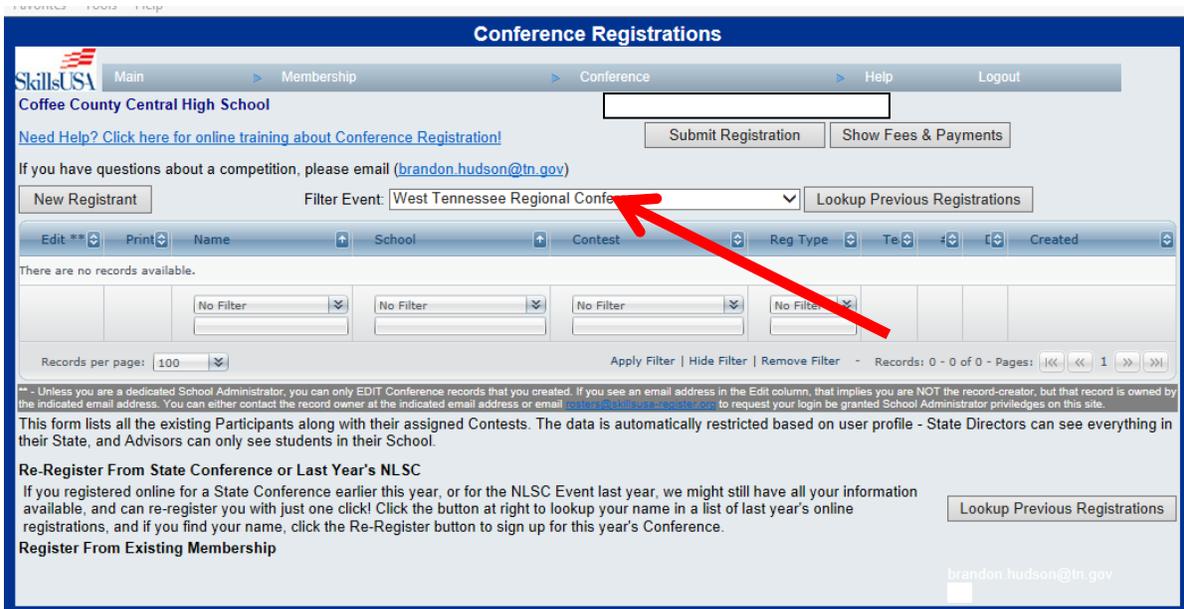
3. Type your username and password in the appropriate boxes. Click Login.

**4. You will be taken to the Advisor Home page.**



**5. To begin registering for regional competitions, click the Conference link.**

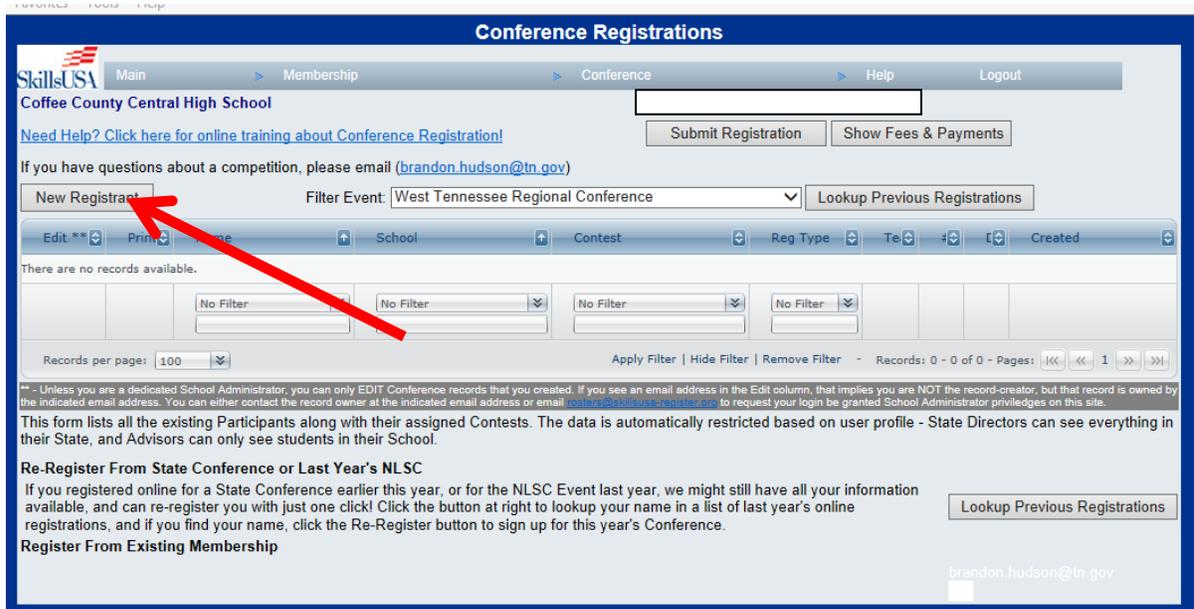
**6. Upon clicking the Conference button, you will see the following screen.**



**\*Personal information removed.**

**7. Please select the appropriate regional conference (West, Middle, East, Upper East) by using the dropdown arrow.**

**8. To add regional competition participants, select the New Registrant button.**



**\*Personal information removed.**

**9. There are two ways in which to register participants: registering an existing member or completing the Registrant Detail Info form.**

**10. To register an existing member from your member roster:**

- a. click the dropdown arrow beside the Register Member button
- b. after selecting the member you wish to register, click the Register Member button
- c. all needed information on the Registrant Detail Info form will be populated for you

**Conference**

SkillsUSA Main Membership Conference Help Logout

**Registrant Detail Info** << >> Apply Save Cancel Delete

To Register an existing member for this Event, select the desired member from the following drop down list, then CLICK THE REGISTER MEMBER BUTTON.

Register Member > Acklen, Mindy (Secondary-Prof.) Criminal Justice, Mindy Acklen, Joined:Yes

State: TN (NEW)

School: Coffee County Central High School - Manchester

Training Program: -SELECT-

Select Division:  High School (Secondary)  College (PostSecondary)

Selected Event: West Tennessee Regional Conference

Select Level:  Student  Professional

Size: -CHOOSE-

Registrant Type: Contestant

Participant's First Middle & Last Name

Participant's Home Address:

City State Zip:

Date of Birth Age:

(mm/dd/yyyy - Accurate DOB is critical for locating your scores online!)

**CONTESTS**

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. Save Registration

Event	Contest	Division	RegType	Delete
There are no records available.				

Records per page: 10 Records: 0 - 0 of 0 - Pages: <<< << 1 >> >>>

Email Address:

Cell Phone:

Parents Names:

Name of Teacher/Adult accompanying participant, if applicable:

Pre-Conference Attendee ONLY:

Officer Candidate?

School: 100 Red Raider Dr Manchester, TN 37355 Phone: (931) 723-6159

Gender: Male

Graduation Year: 2013

Parents Phone:

Occupational Training/Trade Area in which Contestant is enrolled: - Please Select Program -

(This is NOT the Contest for competition - just the class the student is enrolled in.)

Name of SkillsUSA Advisor for participant's Occupational Area:

Delegate? School Admin(s): skipper@k12coffee.net

**FEES / OPTIONS**

State Officer  Voting Delegate

11. If you choose not to register using the existing member information, you must complete the Registrant Detail Info form seen above in its entirety.

12. To add contests for participants, click the Add Contest button.

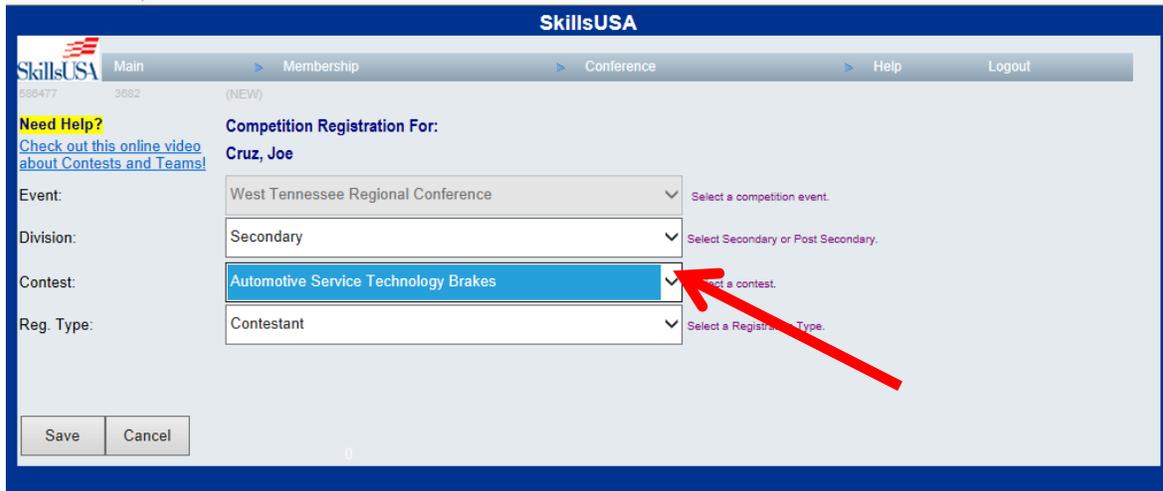
**CONTESTS**

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. Save Registration

Event	Contest	Division	RegType	Delete
There are no records available.				

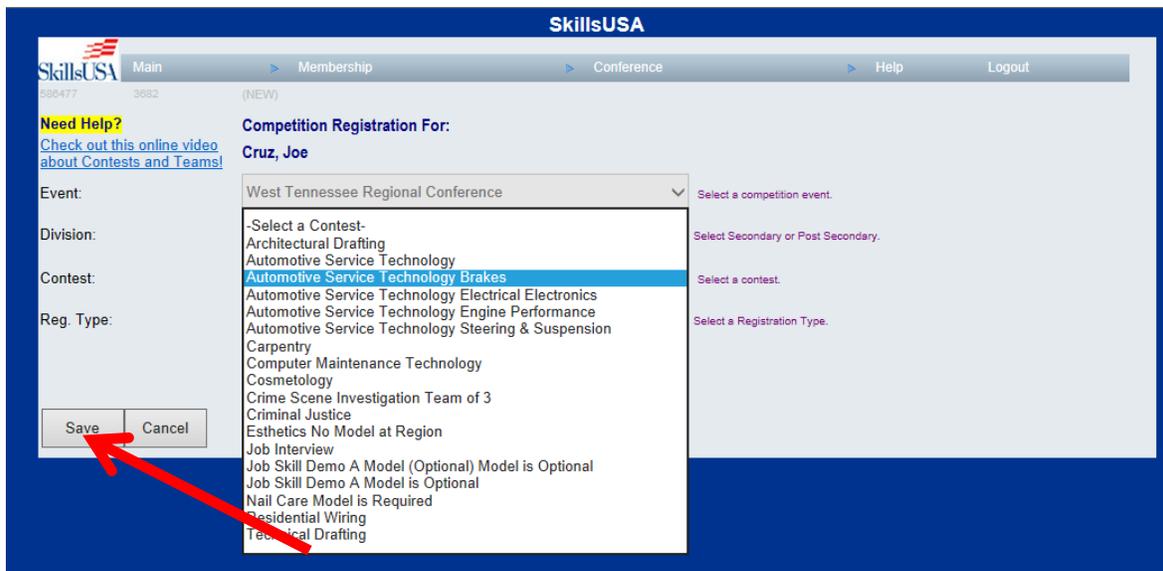
Records per page: 10 Records: 0 - 0 of 0 - Pages: <<< << 1 >> >>>

13. 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.



The screenshot shows the SkillsUSA Competition Registration form for Cruz, Joe. The form includes fields for Event, Division, Contest, and Reg. Type. The Contest dropdown menu is open, showing 'Automotive Service Technology Brakes' as the selected option. A red arrow points to the dropdown arrow in the Contest field. Below the form are 'Save' and 'Cancel' buttons.

Event:	West Tennessee Regional Conference	Select a competition event.
Division:	Secondary	Select Secondary or Post Secondary.
Contest:	Automotive Service Technology Brakes	Select a contest.
Reg. Type:	Contestant	Select a Registration Type.



The screenshot shows the SkillsUSA Competition Registration form for Cruz, Joe. The Contest dropdown menu is open, displaying a list of contests. The 'Automotive Service Technology Brakes' option is highlighted. A red arrow points to the 'Save' button at the bottom left of the form.

Event:	West Tennessee Regional Conference	Select a competition event.
Division:	-Select a Contest- Architectural Drafting Automotive Service Technology Automotive Service Technology Brakes Automotive Service Technology Electrical Electronics Automotive Service Technology Engine Performance Automotive Service Technology Steering & Suspension Carpentry Computer Maintenance Technology Cosmetology Crime Scene Investigation Team of 3 Criminal Justice Esthetics No Model at Region Job Interview Job Skill Demo A Model (Optional) Model is Optional Job Skill Demo A Model is Optional Nail Care Model is Required Residential Wiring Technical Drafting	Select Secondary or Post Secondary.
Contest:		Select a contest.
Reg. Type:		Select a Registration Type.

14. 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.

State: TN 586477

School: Coffee County Central High School - Manchester

Training Program: -SELECT-

Select Division:  High School (Secondary)  College (PostSecondary)

Selected Event: West Tennessee Regional Conference

Changing Events Will Clear Any Existing Contests!

Select Level:  Student  Professional

Shirt Size: Large

Registrant Type: Contestant

Home Telephone Number (with area code):

Participant's First Middle & Last Name: Joe Cruz

Participant's Home Address: 710 James Robertson Parkway

City: Nashville State: TN Zip: 37243

Date of Birth: 7/14/1981 Age: 32

(mm/dd/yyyy - Accurate DOB is critical for locating your scores online!)

**CONTESTS**

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. Save Registration

Event	Contest	Division	Reg Type	Delete	
<a href="#">Edit</a>	West Tennessee Regional Conferen	Automotive Service Technology Brakes	Secondary	Contestant	Delete

Records per page: 10 Records: 1 - 1 of 1 - Pages: << 1 >>

Email Address:

Cell Phone:

Parents Names:

Name of Teacher/Adult accompanying participant, if applicable:

Gender: Male

Graduation Year: 2013

Parents Phone:

Occupational Training/Trade Area in which Contestant is enrolled: - Please Select Program -

15. You will follow the process listed in Steps 8-14 for each contestant/attende. **An advisor must be registered.**

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

**Conference Registrations**

SkillsUSA Main Membership Conference Help Logout

Coffee County Central High School

Need Help? Click here for online training about Conference Registration!

If you have questions about a competition, please email ([brandon.hudson@tn.gov](mailto:brandon.hudson@tn.gov))

New Registrant Filter Event: West Tennessee Regional Conference

Edit **	Print	Name	School	Contest	Reg Type	Te	Created
586477	FORM	Cruz, Joe	Coffee County Central High Sc	Automotive Service Technolog	Contestant		7/30/2013 10:10:30 AM
		No Filter	No Filter	No Filter	No Filter		

Records per page: 100 Apply Filter | Hide Filter | Remove Filter - Records: 1 - 1 of 1 - Pages: 1

\*\* - Unless you are a dedicated School Administrator, you can only EDIT Conference records that you created. If you see an email address in the Edit column, that implies you are NOT the record-creator, but that record is owned by the indicated email address. You can either contact the record owner at the indicated email address or email [brandon.hudson@tn.gov](mailto:brandon.hudson@tn.gov) to request your login be granted School Administrator privileges on this site.

This form lists all the existing Participants along with their assigned Contests. The data is automatically restricted based on user profile - State Directors can see everything in their State, and Advisors can only see students in their School.

Email Sent To [brandon.hudson@tn.gov](mailto:brandon.hudson@tn.gov) from  Coffee County Central High School - Manchester, TN - Ready to submit 1 Participants for the West Tennessee Regional Conference event.

Re-Register From State Conference or Last Year's NLSC

If you registered online for a State Conference earlier this year, or for the NLSC Event last year, we might still have all your information available, and can re-register you with just one click! Click the button at right to lookup your name in a list of last year's online registrations, and if you find your name, click the Re-Register button to sign up for this year's Conference.

Register From Existing Membership

brandon.hudson@tn.gov

**\*Personal information removed.**

**17. 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 are making changes.****

**Once you have submitted an invoice will automatically be generated for your school and/or program. You can pay the registration fees by individual program, or the school as whole. You MUST include the invoice with your check for payment to be processed accurately! If you BOE is paying for multiple schools, please include ALL invoices for each school with the payment.**

**Mail the invoice with your payment to: SkillsUSA Tennessee  
11th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243**

***\*Remember, you MUST include SkillsUSA-4000 on the memo line of your check in order for your payment to be accurately processed.***