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.

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
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.
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.
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.

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

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