



SkillsUSA[®]

NLSC Registration Information

National Leadership and Skills Conference (NLSC) Registration Dates
Registration opens April 16, at 12:00 pm CST
Registration closes May 7 at 4 p.m. CST

NLSC Registration Fees

Paid participants: **\$95**

Leverage and Engage training: **\$50**

Academy of Excellence (advisors): included with the \$95 registration fee.

***Minimum of one advisor must be registered per school if there is a contestant**

***If there are fewer than five contestants from one school, only one advisor must be registered.
An additional advisor must be registered for additional students of 6-10, 11-15, etc.*

Click Here for [NLSC Schedule](#) and [Contest Updates](#) **Check contest updates frequently*

***Please Note: Gold Medalists have until May 1st to notify the State Director if they will **NOT** be able to participate in NLSC so that the Silver Medalist may have time to register.**

NLSC Registration Process

Step #1

All participants must register at www.skillsusa-register.org for NLSC to access the ABSORB Virtual Platform which will open **June 1st**. This “Virtual Hub” is where they will find their projects, upload submissions, interact with judges, etc. This platform is similar to the Premier Platform they used at State Conference.

Step #2

Each contestant must have a [valid and unique email address](#). If your school’s email system has multiple firewalls, it is suggested that contestants use a personal Gmail account.

Chapter Advisor Instructors for Registering Contestants for NLSC

Paid NLSC Participants: Register contestants or anyone attending NLSC at www.skillsusa-register.org/Login.aspx. Use your advisor login and password to enter site.

Do not provide students or parents with website log-on information, as they should not be entering information. Only the advisor or school personnel should be registering participants.

Registrant Types:

- **Contestant:** All students competing in a contest. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety, and Outstanding Chapter. *Esthetics and Nail Care contestants should use manikins in place of live models due to the Covid-19 pandemic for NLSC 2021.*
- **Advisor:** Teachers of participating students.
- **Participant:** State officers, voting delegates, national officer candidates or any other attendee who will be attending the virtual conference.
- **Models of Excellence:** Registrants who have achieved the highest honor of the Chapter Excellence Program and will be interviewing as Models of Excellence during NLSC. These chapters were notified that they qualified for this honor by the national Office of Education. Only participants that have been contacted by the national headquarters should register with this type.

Register for Conference:

Log on to: www.skillsusa-register.org/Login.aspx. To register; click the Conference tab > My Registrations > click button Add New Registrant. Select registrant type> member name from drop-down menu> select contest if contestant>click button Save & Continue>complete registration form for each participant. Watch help video on top far-right side or contact our Customer Care Team for assistance by chat, email, or phone.

- The system will only accept conference registration for contestants if your school's membership invoices are paid and students were registered as members by the March 1 national deadline.
- Names added to the registration site are considered registered for NLSC. Be sure to provide:
 - A **valid and unique email** for each individual contestant.
 - A **home address for each contestant. Prizes and other materials will be mailed to student's home.**
 - Identify if a participant meets the criteria specified in the Americans with Disabilities Act.
 - Emergency contact information.

Engage (advisors) and Leverage (state officers): Locate Also Attending; and select Leverage or Engage from the drop-down menu. If the participant is ONLY attending one of these sessions and will not be attending NLSC or the Academy of Excellence check the box for Pre-Conference Attendee ONLY.

Academy of Excellence (advisors only): Locate Attend Academy of Excellence and check the box YES. A new screen will appear that lists the available sessions. Click the drop-down menu in each sessions box to register for a specific time and date.

Registrants from a Previous Conference:

If registering from a prior conference, use the Look Up Previous Registration button at the bottom of the screen and click the register button next to the name. NOTE: This feature will only work if all membership invoices are paid for your school.

- **Conference Liability and Release Form:** Once the name is registered; click the FORM button that is displayed to the left of the name and ensure all fields are completed. It is critical to provide **accurate birth dates and a valid and unique email for contestants.** We recommend you print the Conference Registration Form and have the participant verify the information is accurate.
- **A blank Liability Form** can be printed ahead of time and given to the participant or parents to fill out. Click the tab Conference > [Blank](#) > [Conference Liability & Release Form](#). The form should then be returned to the advisor or designated school person to enter the data on our website as mentioned above.
- **Advisor Attestation:** Ensure that the Attestation Advisor Acceptance box on the bottom of each participants conference registration record is checked and electronically signed.
- **Home Addresses:** You must provide a home address for contestants, delegates and officer candidates. Contest awards and corporate gifts are mailed to contestant home addresses. Delegates and officer candidates may receive mailings due to the virtual environment.
- **Drop and Refund Policy:** Schools are responsible for paying for all registrants that cancel after the registration deadline. Drops made after the deadline are not eligible for a refund/credit.

Frequently Asked Questions

How can I print a report of my NLSC registration?

Click [Conference](#) > [Registration Summary](#). You may also select the following reports from the Conference tab > [Fee Summary](#), [Fees Per Program](#) or [Fee Details](#).

Where do we send our money?

Money collected for all registration fees should be sent to the state SkillsUSA director. The national headquarters collects conference fees from the state association office.

**For TNPS, we collect through LGIP Transfer.*

Why can't I view all my school's participant records?

To view and update all records of your school participant(s), you must own them (you created the record). If you are responsible for registering everyone and are unable to access, contact our Customer Care Team at 844-875-4557 to change your user access.

Why can't I get the record to save?

Required information may be missing: Look for alerts in red typed script. Example: Birth date **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year).**

Why can't I enter my participant in a contest?

To enter a contest, you must select the registration type Contestant, then select the contest.

How do I correct a student's mis-spelled name when the system will not allow me to change?

A contestant name must match the spelling in the membership record. Only national staff can correct the spelling of a member name. To request a correction, click the link above the Participants name; [Click here to request a spelling correction for Contestants](#) in the conference registration record.

What is the Submit button?

This button is only used if your state is using the online system for invoicing. Your registration is complete upon adding the names to the conference registration website. To be sure, you can always click submit even if your state is not using the online invoicing. If you do not see an invoice created online after you submit, contact your state association as they most likely are using a different invoicing method.

Who do I call for registration support?

Contact the SkillsUSA Customer Care Team at customercare@skillsusa.org or 844-875-4557 or by chat on the SkillsUSA conference registration website.