STEP-BY-STEP *instructions*



Go to the SkillsUSA website at *www.skillsusa.org* and locate **JOIN** at the top of the page. Click the **JOIN** button to proceed.





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**.

School Advisors, Alumni & Existing Users	Professionals NOT Associated w
Login to register SkillsUSA Members or to register for a Conference Event.	
Email address:	
Password: Login	Join or Renew as an independent professional mer
Don't have a login yet? Click here to create a new login Create Login	
Forgot your password? Email My Password Reset My Password	
Need help? Check out the updated Step By Step Instructions for Membership Registration!	



When creating your login for the first time, you will be asked to select state and school. You must have an active chapter to be able to locate your school. If your chapter is not active, you will need to contact SkillsUSA at 844-875-4557.

Select Your State: (Be sure to select the correct division if appropriate.) «Choose State»	This Bills is intended for use by BillBUIDA Advisors, Teachers and Administrators only. The set is not intended for students. If you are a student, ask your Advisor to register you for SUBJUCA or for a specific Conference Event.
2 Select Your School:	
<select school=""></select>	Can't find your school? If you don't see your school in this list, <u>click here</u> thave your school added!
Having Trouble? Email the National Office at <u>help@skilleuse-register.org</u> for assistan Next	nee getting your school setup.



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

	Create New SkillsUSA Advisor Login
Use this form to create a new login to the SkillsU You will use this login information every time you	SA Registration Web Site. access this web site. Your login id must be a valid, working email ad
Enter your email address:	
Your Email Address will become your User ID for	this system:
Your Email Address will become your User ID for	this system:
Your Email Address will become your User ID for Provide and confirm a password:	this system:
Your Email Address will become your User ID for Provide and confirm a password: Enter your desired password:	this system:
Your Email Address will become your User ID for Provide and confirm a password: Enter your desired password: Confirm password:	this system:



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

-X	Create New SkillsUSA Advisor Login	
Use this form to create a new log	n to the SkillsUSA Registration Web Site.	rkinn emeil erhhrer
Supply Password Hi In case you forget your password provide a password hint in case y	It: please select a "Secret Question" and provide an answer. This quest ou ever forcel your password.	ion and answer co
Choose a Question:	What city were you born in?]
Provide an Answer:		
Confirm: Previous Create Login	teacher@school.com A. B. Skilled High School, Marketway	-



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







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





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.

B. Skilled High School									teacher	Sechoe
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Now you are ready to join members. Select **Members** to begin to add membership.

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Step 1.Edit T	raining Pro	grans		ora (mini Me					1214	
A. B. Skilled High School									teache	Gechoel
Below are the Training Progra current Advisor and a count o To add a new Training Progra To change the Advisor new to review, add or change Me	ams, or Clas If any existin am, click her or details at mbers in an	ses, we have g Student or e: Add Train out any Train y Training Po	on file for your Professional M Ing Program ning Program, dick TM	r School. For ea lembers entered slick 'Edit' on the	ch Training Pr I so far. e desired row. desired row.	rogram, this to	ible lists the	Step By 1	Step Members	Watch Video
Training Program	a Adv	ser 🔒			NOT Yet a		Click T		Involces	6 10
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Culmary Arts	Joan	Hughes	0	0	1	Members	Join New	Edit Delete	Invoces	98202
Records per page: 50	+					Add	New - Ba	cords: 1 - 2 of 2 - Pa	pest inc. in	
School	alunida inuni	on for All Ma	obers JOINED	no far this upon	- D.D.	and Wide Insule				



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

 Step 1. Block To Training Programs
 Step 2. Edit Members
 Step 3. Circle To Joint

 Advertising Design [Count Art] (Dayle Shvey - A. B. Skiller High School)
 The pild below contains all the members entered so far for this Training Program. If there is no Submit Date shown, those Members have not yet b National Office.
 To add new members, citck 'Add New' at the bottom of the table or citck here.
 Add Members



Complete the requested information for each member. Students 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.

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.

First			Email	
Last			Add. 1	4001 Skilled Parkway
Birth m/d/yyyyy			Add. 2	
Gender	Select	\$	City	Marketway
Division	High School	*	State	GA
Туре	Student	*	Zip	33588
Grad Year			Home #	
Ethnicity	2	*	Work #	
		1.5	Joined	



You are ready to submit your membership to SkillsUSA by selecting **Join Now.** Follow the steps for payment method and an invoice will be generated. Please be reminded there can be no deletions or changes once membership has been submitted.

Training Program	Advisor 🔒			NOT Yet G			WG EDIT/Dele	ete Involces	8 1
Advertising Design (Commi Art)	Gayle Silvey	0	0		Members	Join Now	Edit Delete	Invoices	
Culinary Arts	Joan Hughes	0	0		Members	Inin New	Edit Delete	Devoices	9820
Records per page: 50					A	te New - p			
Choo	se method of pay	ment		An	100% of #	e students i	n this Training Pr	rogram joining Sk	killsUS
Choor Check ® Purchase PO Number (requir	se method of pay e Order red):	ment. O Credit	Card	An	100% of th	e students i O Yes	n this Training Pr O No	rogram joining Sk	killsUS



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. Student membership runs annually from Sept. 1 to Aug. 31. Services begin when membership is submitted.

If paying by Visa, MasterCard or American Express: Go to Edit Training Program screen, click button "Invoices" 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.

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 receive your free professional membership incentives.

Note: Payments 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



