

SkillsUSA Registration

Steps to register for VLSC. Please read even if you have done this before as there are some new options in the registration process.

1. Login to SkillsUSA.org
2. Click on **Conference** in the top menu line then **My Registrations**
3. Make sure to select **2018 Vermont Leadership and Skills Conference** in the drop down menu next to Filter Event.
4. Then you can click on **Add New Registrant** on the top left
5. This brings you to the registration page where you can select students who competed last year, or you can enter new students. You will also select the registration type (contestant, advisor, observer, etc.), school, division (high school or post secondary), and the contest. Then you can Save & Continue.
6. The next screen requires that you enter home address, however advisors can use the school address. If you did this when you registered them as members, it should appear automatically. Names will print as they've been entered both for state and national events. PLEASE DO NOT ENTER NAME IN ALL LOWER CASE! Enter information in all fields at the top of this page.
 - a. If students are competing in a skill event and a leadership event, you will add the leadership event under the next section CONTESTS. Click on Add Contest, choose the contest and then Save Registration in that same section.
 - b. PLEASE ENTER ADVISOR CELL NUMBERS. We only use these in the event of an emergency.
 - c. **NEW THIS YEAR, please click on "Staying for Lunch in the FEES/OPTIONS section if they are planning on coming to the banquet. This is to assist in keeping the costs down for our events.**
 - d. **Add Optional State Fees- This is where you will find the room fees for the hotel for those staying on Wednesday night. Please fill your rooms with your students, or collaborate with another school. We are unable to do this for you.**
 - e. **Add Optional Fees- Also under this section there is a tech center fee that the directors have agreed to contribute. Please assign this fee to either your school advisor or Tech Center Director. Please encourage them to attend, as there is no registration fee for them.**
 - f. **Click on the ATTEST button at the bottom. You will need to get parental permission from your students before clicking on this.**
7. **SAVE REGISTRATION!**