



SkillsUSA Vermont Spring Leadership and Skills Conference Registration Instructions 2021

Updated on 2-16-21

Please review these steps to ensure you are registering your students for the 2021 VSLSC properly. There are some new steps in this process, so please review even if you have participated in previous years.

PLEASE NOTE:

Contest limits have changed, so please review this year's Contest Status Sheet which can be found at this link on our SkillsUSA VT website:

https://docs.google.com/document/d/1ulpHnqSuz84fLUTOc_01Z0Xo5ollwGjLYDwaPeXJWhw/edit

1. Login to the **SkillsUSA National Site** at <http://www.skillsusa-register.org/Login.aspx>
2. Click on **Conference TAB** in the top menu line.
3. Select **2021 Vermont Leadership and Skills Conference** in the drop-down menu next to Filter Event.
4. Next, click on **Add New Registrant** on the top left. This brings you to the **Registration Page**.
5. You will first select the **Registration Type**. There are ONLY four (4) options:
 - *Advisor
 - *Contestant
 - Observer
 - *Participant

****ALL students and/or advisors who are participating in ANY portion of the conference MUST register as either a contestant, advisor or participant. The observer category is for non-members. ONLY the contestant type registration will generate the list of competitions to choose from.***
6. The next tab is **Select School**. If your school is not listed there already, use the drop-down arrow to the right and select your school.
7. For competitors and advisors, use the "**Select a SkillsUSA member**" drop-down menu to select either the student or the advisor from the list of registered members at your school. ***If the name you are looking for isn't here, then they are likely NOT a registered member.***
8. Complete the **Division** and **Contest** sections of the **Contest Details**. Make sure to click the **Save & Continue** TAB to save the current registration.
9. The next screen asks you to fill in **registration information** for your student or advisors. Advisors may use their school's address but should enter their cell phone numbers for emergency contact. PLEASE ENTER NAMES WITH PROPER CAPITALIZATION (not in all caps or lowercase!). For student registrations, the system WILL NOT allow you to complete a registration without the following tabs completed:
 - Birthdate and Age**
 - Name of Teacher/Adult accompanying participant, if applicable**
 - ON-SITE (Cell) Phone Number of teacher / adult chaperone**
 - Participant's T-Shirt Size:**
10. ***If students are competing in a skill event and a leadership event***, you will add the **second event** under the next section **CONTEST**. Click on **Add Contest**, choose the contest and then **Save Registration** in that same section.
11. **Competition Fee** - In addition to the \$10.00 per person Registration Fee, each competitor will be charged a **\$10.00 Competition Fee** for each contest they enter up to maximum of two (one Skill and one Leadership). The MAX cost for the 2021 VSLSC for any student will be **\$30.00**.
13. Click on the **ATTEST** button at the bottom. By Attesting, you are verifying that you have received full parental permission from your student families and that they understand what is involved in their student's contest.
14. **Choose Save Registration**. Each registration should be saved at the conclusion of the second page. Once you click the SAVE button, the system will return you to the Registration HOME PAGE so you can Add New Registrant.
16. **Submit Registration**: Once you have completed entering all the registrations you are responsible for and have

checked for the correct spelling in each contestant's name as well as the contests they are registered for, you are ready to "click" the Submit Registration TAB at the top of the Conference Registration Home Page. Please be sure you have checked, and double checked everything before clicking the SUBMIT button. Chapter Advisors will **NOT be able to edit information** on the Conference Registrations after the submit button has been click. You can also get a **Fee Estimate** by clicking on the Fee Estimate TAB on the Conference Registrations Home page.

17. An **Invoice** for the 2021 SkillsUSA Vermont Leadership and Skills Conference will be generated by the system as soon as the Submit Registration button is clicked. **The Invoice will be emailed to the Lead Advisor at the local chapter as well as to the State Director. ALL payments for the 2021 VSLSC should be made directly to:**

**SkillsUSA Vermont
307 South Street
Springfield, VT 05156
Attention: Christopher Gray, State Director**

Please DO NOT send 2021 VSLSC payments to the National SkillsUSA Headquarters in Leesburg, VA.

For requests about Registration changes or modifications, please email the Contest Coordinator Matthew Bingnot at mbingcvcc@buusd.org or State Director Christopher Gray at cgray@rvtc.org.