

Registration Procedures to Add Participant(s) on Nationals Registration Site

Advisors ONLY (Students/parents prohibited from using the Web Site)

- All Idaho Chapters are required to use the online registration system for Fall Leadership Conference, Regional's, and State.
- Advisors use your login and password to enter the registration site. You may create your login and password on the login page.
- Go to the Conference Tab/My Registrations Each procedure below asks you to print a blank NLSC1 form from the web site at: www.skillsusa-registry.org . Use this form to gather contestant information before attempting to enter the contestant on the website
- **Register Participant from a prior conference** - If you registered your contestants last year, you can use the *lookup previous registrations* button on the bottom right. Follow the instructions. If the person is listed, you will be able to bring over all the information. Return to previous page and click on the NLSC1 button to the left of their name. This will print out their form. Give this to the participant for updating. If there are no changes, the registration is complete other than adding contest information (if they are competing).
- **New Participant not Registered on our Web Site –**
Go to the Conference Tab/Batch NLSC1 Form. Please print one copy of the NLSC1 form. Copy the form for as many participants as you have. Give the form to the participants that are the participating. Have them fill out *all* the information. Have them return the form to the advisor or designated school person to input the data on our Web site.
- **Medical Liability –Required for All Participants**
Make sure to check the appropriate box on the bottom where it states: "I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations." If someone requires medical attention, it is important that we have this information and the appropriate box is checked.
- **Conference Tab**
 - Fee Summary – Is a summary of what a chapter owes.
 - Registrations Summary – Is a summary of who is registered.
- **Common Questions?**
 - Where do we send our money?
Money collected for FLC/Regional/State events are sent to the CWI address.
 - I am unable to view all my schools participant records
To view all records of your school participant(s) you must own them (created the record).
If you are in charge of registering everyone, we can give you "rights" to all the records.
You can either call 800-355-8422 or email jgarrison@skillsusa.org.
 - The record will not save!
To enter a contest you must select the Registration Type/Contestant. If you have not selected contestant, it will not allow you to enter a contest.
Example of problem:
Look for red typed script of the problem. The system will tell you.
Example: Birth date; **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year).**
 - Where is the Submit Button?
There is only a "submit button" for membership not conference.
 - What are the Show Steps (Hide Steps) or Show Fee Button (Hide Fee Info) Buttons?
These buttons are listed on the top right side under Conference/Tab/My registrants. Instructions are provided (Show Steps) to tell you how to register participants. Instructions are provided (Show Fee) to inform individuals the cost and where to mail their registration fees.
 - What is the deadline to register for the conference?
See the Web site for each events deadline. *If you have questions, please contact your conference coordinator or director (see Web site for contact information).*
- After you register you also need to go to the PTE Web site and fill out the payment summary form (below). When you send in your payments this form needs to be included with all payments.