

# STEP-BY-STEP

## *instructions*



SkillsUSA®

1

Go to the SkillsUSA website at [www.skillsusa.org](http://www.skillsusa.org) and locate JOIN at the top of the page. Click the JOIN button to proceed.

2

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.

3

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.

4

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

5

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

6

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

7

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

8

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.

9

Now you are ready to join members. Select **Members** to begin to add membership.

# 10

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

Step 1: Back To Training Programs    Step 2: Edit Members    Step 3: Click To Join

Advertising Design (Comm Art) [Gaylor Silvey - A, B, Skilled High School]  
The grid below contains all the members entered so far for this Training Program. If there is no Submit Date shown, those Members have not yet been National Officers.  
To add new members, click "Add New" at the bottom of the table or click here: [Add Member](#)

First	Last	Email	Address 1	Address 2	City	State	Zip	Home #	Work #	Joined
Gaylor	Silvey	gaylor.silvey@skilled.com	4001 Skilled Parkway		Marketway	GA	33588			

# 13

To print a copy of your invoice, simply select the **Invoices** button on the Edit Training Program Screen.

Professionals	NOT Yet Joined	View Members	Click To Join	EDIT/Delete	Invoices	ID
0	1	<a href="#">Members</a>	<a href="#">Join Now</a>	<a href="#">Edit   Delete</a>	<a href="#">Invoices</a>	112503
0	1	<a href="#">Members</a>	<a href="#">Join Now</a>	<a href="#">Edit   Delete</a>	<a href="#">Invoices</a>	98202

Add New    Records: 1 - 2 of 2 - Pages: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

# 11

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	Last	Email
Birth m/d/yyyy		Add. 1
Gender	Select	Add. 2
Division	High School	City
Type	Student	State
Grad Year		Zip
Ethnicity		Home #
		Work #
		Joined

# 12

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.

To add a new Training Program, click here: [Add Training Program](#)  
To change the Advisor name or details about any Training Program, click "Edit" on the desired row.  
To review, add or change Members in any Training Program, click "Members" on the desired row.

Step By Step Membership Instructions

Training Program	Advertiser	Students	Professionals	NOT Yet Joined	View Members	Click To Join	Edit/Delete	Invoices	ID
Advertising Design (Comm Art)	Gaylor Silvey	0	0	1	<a href="#">Members</a>	<a href="#">Join Now</a>	<a href="#">Edit   Delete</a>	<a href="#">Invoices</a>	112503
Culinary Arts	Team Hughes	0	0	1	<a href="#">Members</a>	<a href="#">Join Now</a>	<a href="#">Edit   Delete</a>	<a href="#">Invoices</a>	98302

Records per page: 10 20 30 40 50 60 70 80 90 100

Choose method of payment:  
 Check    Purchase Order    Credit Card  
 PO Number (required):   
 Are 100% of the students in this Training Program joining SkillsUSA?  
 Yes    No

Do you need ONE Combined invoice for Students AND Professionals, or TWO SPLIT invoices (one for Students and another for Professionals)?  
 Combined Invoice (Students AND Professionals together)    Split Invoices (Students on one, Professionals on another)

To join these individuals, click "Join Now" below.  
 Once you click "Join Now", no drops or substitutions can be made and you guarantee to pay your membership dues.  
 Accept by checking:  I accept responsibility to pay the invoice generated

[Join Now](#)   [Cancel](#)



## Membership Site



# QUICK START GUIDE

