REGISTER

SkillsUSA

SkillsUSA's Member Information System

SKILLSUSA STUDENT MEMEBR
SELF-REGISTRATION & SELF-PAY
TECHNICAL GUIDE

About these Features

SkillsUSA's Membership Information System gives students the ability to self-register and self-pay their membership dues all in one place. This feature will give advisors the ability to quickly and seamlessly affiliate students with their chapter. *for participating states.*

Middle School Statement
Due to The Children's Online Privacy Protection Act regulations, or COPPA, SkillsUSA is not permitted at this time to allow Middle School students and those under the age of 13 to utilize this feature.

Advisor Instructions

1 Sign into Register

To get started, sign into your advisor account on Register, SkillsUSA's Membership Information System. Once signed in, click the membership button to review your list of Training Programs as seen below. Looking for the "Configure Self-Reg/Pay" button below the list of available training programs.

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.

Quick Start Membership Guide

Training Program	Advisor	Student Members	Profess. Members	NOT Yet Joined	View Members	Click To Join	EDIT/Delete	Invoices	ID	Ch
3D Visualization & Animation	Patty Duncan	1	1	2	Members	Join Now	Edit | Delete	Invoices	138394	
Computer Programming	Dusty Swanger	4	1	4	dswanger@	dswange	Edit | Delete	Invoices	138213	
Nurse Asstg (Aide)	Courtney Ferre	0	0	0	cferrell@sk	cferrell@	Edit | Delete	Invoices	138395	
Web Design	Alyssa Baker	0	0	2	albaker@s	albaker@	Edit | Delete	Invoices	138397	

Records per page: 50   Add New - Records: 1 - 4 of 4 - Pages: |<< << 1 >> >>|

School-wide invoice for All Members JOINED so far this year: [School-Wide Invoice]
School-wide PDF Price Quote for ALL Members (joined and not-yet joined): [Price Quote]
Listing of ALL individual invoices: [All Invoices]
Membership History By Program (Excel): [Membership History (XLSX)]
Configure Student Self-Registration / Self-Payment: [Configure Self-Reg/Pay]

This is where you, as an advisor, have the ability to control the availability of both the self-registration and self-pay features for each training program. Additionally, this is where you can access the unique registration code for each training program. *for participating states*

Note: Each Advisor can only view and enable student self-registration and self-pay for their OWN training program.

2 Enable Features

After clicking the "Configure Self-Reg/Pay" button from step 1, click edit in the first column of the table (shown below) to enable/disable these features for your training programs. Enabling these features is as easy as checking a box (shown below). Note that an orange box indicates that this feature is currently active and accessible by students.

As an advisor, you may enable self-registration, self-pay or both features for your chapter at any time. If you wish to collect dues for your chapter face-to-face, you can still enable to self-register option to allow students to enter their own information.

Note: This code is your training program's unique registration code. This is the code you will provide to students in order for them to affiliate with your specific chapter and training program.

Use this page to enable/disable Student Self-Registration by Training Program and to identify the unique "Registration Code" for each Training Program at your school.

If you enable students to self-register, they can register for SkillsUSA using the link below along with the unique CODE for each Training Program at your school. This simply allows the students to enter their own personal data - each Advisor still needs to confirm the information and JOIN each Training Program.

For more information, watch this brief training video.

Direct students to this link: https://www.skillsusa-register.org/join and provide them with the appropriate Registration Code from their Training Program / Class below.

#	Enable Self-Reg?	Enable Self-Pay?	Registration Code	Training Program	Division	Advisor Email	Advisor First	Last
Edit	☑	☑	R8394	3D Visualization & Animation	S	advisorbeta@skillsusa.org	Patty	Duncan
Edit	☐	☑	R8213	Computer Programming	S	dswanger@k12.com	Dusty	Swanger
Edit	☐	☐	R8395	Nurse Asstg (Aide)	S	cferrell@skillsusa.org	Courtney	Ferrell
Edit	☑	☐	R8397	Web Design	S	albaker@skillsusa.org	Alyssa	Baker

* - Middle School training programs are NOT shown above.
The Student Self-Registration process is only available to High School and College / Postsecondary students.

Return

As an example, an advisor may wish to enable the feature during class, walk students through the process and then disable it after class to prevent unwanted additions.

#	Enable Self-Reg?	Enable Self-Pay?
Update Cancel	☑	☑

In order to enable both Self-Registration and Self-Pay, both boxes must be checked. Checking only one box will result in only that feature being enabled. **Some states may participate in one or both of these features. Only the boxes that your state participates in will appear.*

3 Student Instructions

The next section of this guide contains instructions for each feature from the student perspective. Please provide your students with these instructions prior to them beginning the registration process. You can show the student instructions on a classroom projector or print, email or post the information.

As an example, advisors may wish to print, email, post or show the instructions found in the next section on their classroom projector.
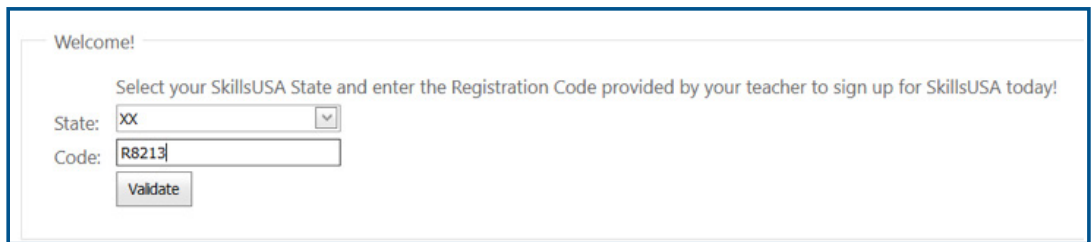
Student Instructions

For Students Utilizing the Self-Pay and Self-Registration Feature

1   Navigate to Register

To begin the self-registration and self-pay process, navigate to www.skillsusa-register.org/join. Once there, select your state and enter the unique chapter code given to you by your advisor.

Welcome!

Select your SkillsUSA State and enter the Registration Code provided by your teacher to sign up for SkillsUSA today!
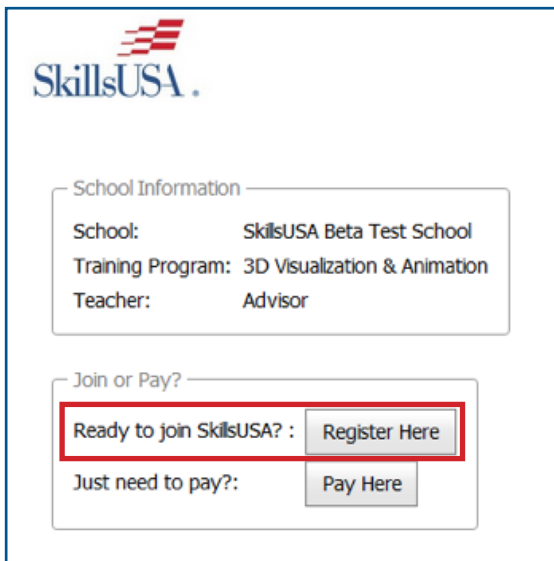
State: XX

Code: R8213

Validate

2   Enter Your Information

After you complete step 1, check to confirm that the school, training program and teacher information is correct. Then, click the "Register Here" button.
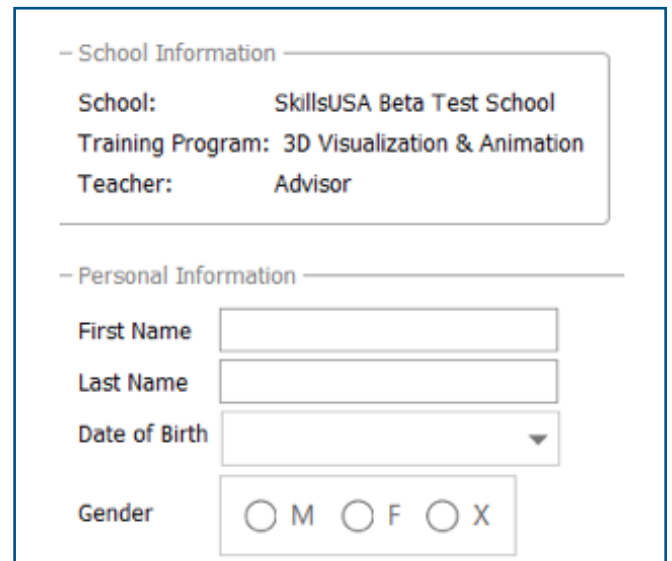
SkillsUSA

School Information

School: SkillsUSA Beta Test School
Training Program: 3D Visualization & Animation
Teacher: Advisor

Join or Pay?

Ready to join SkillsUSA? :   Register Here

Just need to pay?:   Pay Here

Note: You must enter your membership information before completing your dues payment.

School Information

School: SkillsUSA Beta Test School
Training Program: 3D Visualization & Animation
Teacher: Advisor

Personal Information

First Name

Last Name

Date of Birth

Gender   ○ M   ○ F   ○ X

Note: Some states have a field for optional demographic information. These questions are optional and any information collected will not be tied to your personal information. This data helps states with federal Perkins funding for career and technical education.

Complete Your Payment

3

After entering your membership information, you will be directed to complete your payment.

Note: Double-check to ensure your school name and "Paying For" name are correct. This is how SkillsUSA will affiliate your payment with your information.

Online Payments

Select pay by Credit Card or Echeck at bottom of form for SkillsUSA products and services
* - Required Field

Purchase Details

* Chapter ID: 17727   Section: 138213

* School: SkillsUSA Beta Test School

* Paying For: Membership:Patricia Duncan

* Total Amounts: 17.00   Invoice: M454019420

Purchaser Information

* Card Number

* Exp Month   05   * Exp Year   28

* Card Code   ***

* First Name   First Name

* Last Name   Last Name

* Organization/ Company (35chrs Max)   Organization/ Company

* Street   Street

* City   City

* State/Providence   IL   2-letter abbreviation

* Country   United States ∨

* Zip/Postal Code (No Spaces)   ZIP

* Email   Email

* Phone [xxx-xxx-xxxx]   xxx-xxx-xxxx

Pay Now

NOTE: SkillsUSA accepts Visa, Mastercard and American Express.

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