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

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.

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.
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 the self-register option to allow students to enter their own information.

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.

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.

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.

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.

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

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.
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.

NOTE: SkillsUSA accepts Visa, Mastercard and American Express.