

SLSC Registration Instructions

Registration is open March 3, 2017 through March 17, 2017. Payment is due to the state office no later than April 7, 2017.

Login to www.skillsusa-register.org with your advisor email address and password. ***Only advisors should login and register contestants!***

Click on **Conference**, and **My Registrations**. Select **Florida SkillsUSA Leadership and Skills Conference** from the drop down list.

Click **Add New Registrant**. Select **Registrant Type**, and choose a member from the drop down list of your school's registered members. *****If a student is NOT on your list, they are NOT a registered member, and are NOT permitted to participate in the State Conference. They may attend as an observer ONLY.*****

Select **Division** (Middle School, High School or Post-Secondary) and choose the **Contest**. Each student is permitted to participate in only **one** contest. Select the **Registration Type**, and click **Save and Continue**.

Ensure all the registrant's information is correct, especially the registrant's mailing address (for mailing prizes, if applicable) and birthday (for retrieving score information). This information is automatically populated from the membership registration.

If a student is a **State Officer Candidate** or **Voting Delegate**, be sure to check those boxes at the bottom of the registration.

Click **Attest**, and **Submit**. You will be redirected to the main screen, and to enter additional registrants click **Add New Registrant**. *****Don't forget to register models, advisors, chaperones, and anyone else attending the conference who needs a name badge.*****

Once all registrants are entered, submit your school or training program and agree to payment. The system will generate an invoice in a pop-up window for you to save and/or print, and will also email you an invoice. If you do not receive an invoice, make sure that you have submitted all registrations and agreed to pay the registration fees, and make sure that your email address is correct. No invoice will be generated unless you submit and agree. You can log in to reprint your invoice anytime.

Conference fees are \$110 per attendee, including advisors, students, observers, chaperones, models, state officer candidates, voting delegates, and anyone else attending the conference. Payment should be made by check to SkillsUSA Florida, and mailed to 4446 Hendricks Ave PMB 229, Jacksonville, FL 32207.

Payment must be received by April 7, 2017. At this time, we are unable to process credit cards for conference payment.

Check <http://www.skillsusaf.org/stateconference/contest-updates/> for the most up to date contest information, including supply lists and pre-conference information.

Check <http://www.skillsusaf.org/stateconference/conference-agenda/> for a tentative agenda and information. The final agenda will be given to advisors at registration at the conference on Sunday, April 23 from 12:00pm until 5:00pm.

Hotel blocks will be released on March 3, 2016 at <http://www.skillsusaf.org/stateconference/hotels/> and will close on March 23, 2017. After March 23, hotel arrangements may still be made, but the block rates cannot be guaranteed. Please contact the hotel using their preferred method listed on the spreadsheet.