



NLSC Information

April 26 and 27, 2022

2021-2022
SkillsUSA

**UNITED
AS ONE**



Welcome!

- Please keep your microphone muted.
- Camera on, if possible.
- Stay adaptable, flexible and open minded.
- Ask lots of questions!
- Use the chat feature.
- Meeting will be recorded and shared on the Advisor Resources page on our website – skillsusafl.org/resources



Agenda

- Official SkillsUSA Florida Delegation Registration Information
- Registration for Supporters (Parents, Admin, etc)
- Hotel Reservation Information - PassKey
- Live run-through of PassKey



NLSC22 Conference Guide

- Registration information and links
- Conference agenda
- Hotel information
- Bus and car parking information
- And other important conference details
- <https://www.skillsusafl.org/wp-content/uploads/2022/04/NLSC22-Conference-Guide.pdf>
- Posted on our website – [skillsusafl.org/resources](https://www.skillsusafl.org/resources)



Who Registers?

- **Credentials are required for ALL NLSC events – if someone is planning to attend, they MUST register.**
- **Official SkillsUSA Florida Delegation:**
 - Contestants and models
 - Delegates
 - Advisors and other official school chaperones
- **Supporters:**
 - Parents, visitors, and other supporters
 - Administration not serving as chaperones



Official Delegation Registration

- Open now!
- Register online: register.skillsusa.org
- Detailed instructions in [NLSC22 Conference Guide](#)
- Don't forget t-shirt size!
- Home address is required (prizes)
- **REMINDER: STUDENTS MUST HAVE A WORKING, NON-SCHOOL OR DISTRICT EMAIL ADDRESS**
 - Please use public domains like gmail, Hotmail, yahoo, icloud, etc ONLY
 - This will help prevent issues with online testing and score conversion.
- **Deadline: May 9, 2022 (NO DROPS AFTER MAY 9)**
- **Payment Deadline: May 30, 2022 (CHECK ONLY)**



Official Delegation Registration

- Registration fees include:
 - Conference registration
 - Entrance to Opening Ceremony, Recognition Ceremony, and Closing/Awards Ceremony
 - Access to competition floor
 - Champions Festival in Centennial Olympic Park
 - SkillsUSA Florida swag items
 - State Welcome Dinner on Monday and State Celebration Dinner on Friday
 - 5 nights hotel accommodations, including taxes and fees (Based on occupancy. Gratuities and incidentals not included. Additional nights for additional fee.)
 - Limited bus transportation between hotel and GWCC



Official Delegation Fees

- Package fees are based on room occupancy for 5 nights (*additional room night fee*)
- Check in: Monday, June 20
- Check out: Saturday, June 25
- **Packages for less than 5 nights are not available – even if you stay less than 5 nights, you are responsible for the full package price.**
 - Single Occupancy: \$1,550 (\$250)
 - Double Occupancy: \$975 (\$125)
 - Triple Occupancy: \$825 (\$90)
 - Quad Occupancy: \$710 (\$70)



Invoicing

1. Complete online registration at register.skillsusa.org.
2. Complete hotel reservations on Passkey.
3. After May 9, receive an invoice with pricing information based on occupancy and additional room nights.
4. If you complete registration prior to May 9 and are ready for an invoice, please email jgraber@skillsusaf1.org and request an invoice once steps 1 and 2 are completed.



Travel

- Schools must arrange for their own travel to Atlanta, including transfers.
- Share your travel plans with us:
<https://forms.gle/676EDE4ht75BFbhNA>
- Hartsfield-Jackson Airport – discount available from Delta in conference guide
- [Bus parking](#) – marshalling yard at GWCC, \$30/day prepurchase
- MARTA - \$2.50 each way, direct connection from airport



T-Shirt Pre-Orders

- NLSC Conference t-shirts available for pre-purchase for reduced price - \$12 per shirt
 - Also available for purchase onsite at NLSC
- <https://form.jotform.com/221153371640042>
- **ONE ORDER PER SCHOOL**
- **ONE PAYMENT PER SCHOOL**
- Forms due by May 9, 2022
- Pick up shirts at onsite registration in Atlanta
- Payment by check only. Must be received in order to pick up shirts onsite.



QUESTIONS?



Supporter Registration

- Parents, observers, administrators who are not official school chaperones (staying less than 5 days)
- Book hotel reservations on their own and arrange for their own payment
- Purchase day pass or full conference registration
- Pick up onsite at GWCC, not with state registration
- Does not include:
 - Monday welcome dinner
 - Friday celebration dinner
 - Swag items, including state shirts



Supporter Registration

- Book hotel reservations:
 - <https://book.passkey.com/go/d77475e7>
 - Hotel rooms are first come, first served.
 - Book rooms and enter payment information for reservations booked. Stays will be billed separate from any school charges – credit card required for booking.
 - **The only way to guarantee a stay at the Hyatt Regency is to purchase an Official Delegation package at full price.**



Supporter Registration

- Purchase conference registration or day pass
 - <https://www.eventbrite.com/e/national-leadership-skills-conference-guest-passes-tickets-319020568107>
 - Ticket sales open June 1.
 - **State events NOT included.**
 - Full Conference Registration: includes all events, including Opening Ceremony, Recognition Session, and Closing Ceremony - \$195
 - Children 12 & under – free; \$75 to include all sessions
 - One day pass – Tuesday, Wednesday, or Thursday - \$100
 - Includes live stream of sessions at GWCC
 - Individual live stream passes for GWCC - \$35 per session



IMPORTANT NOTE

- Contestants, models, and advisors **MUST** register through state office and pay for the full package rate as part of the official delegation.
 - Due by May 9 – no exceptions!
- Parents and other supporters are encouraged to book on their own.
 - Register online anytime.



A la Carte State Items for Supporters

- Supporters may purchase Monday Welcome Dinner/Friday Celebration Dinner tickets at additional cost – must be received by May 9 (payment due May 30)
 - Monday Welcome Dinner - \$75 per person
 - Friday Celebration Dinner - \$75 per person.
- Swag packages not available for purchase.
- To register for state events (Supporters Only!):
<https://form.jotform.com/221163116287047>



QUESTIONS?



Hotel Reservations – PassKey

BEFORE YOU BEGIN:

- Compile your rooming list with check in and out dates and roommates.
 - [Rooming List Template](#) – does not need to be submitted but can help with cost estimate and rooming list
- Make sure you have first and last names for each room.
- Use your computer instead of the mobile app.
- Once your reservations are submitted, you can make changes but cannot add additional rooms. You will need to submit a new reservation for any additional rooms.



Hotel Reservations – PassKey



NATIONAL LEADERSHIP
SkillsUSA & SKILLS CONFERENCE
ATLANTA | JUNE 2022

[Add Registrant](#) [Hotel Reservations](#) [Batch Print](#) [Submit Registration](#)

If you have questions about a competition, please email jgraber@skillsusafl.org

Filter Event: SkillsUSA National Leadership and Skills Conference

Edit **	Print	Name	School	Contest	Reg Type	Team	Div	State	Submitted
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- Login to your account at register.skillsusa.org and go to Conference – My Registrations. Select National Leadership and Skills Conference from the drop-down list and click on “Hotel Reservations.”



Hotel Reservations – PassKey

- Select check in and out dates and enter the number of rooms needed.



[Start Over](#) [Manage Existing Reservation](#) [Contact Information](#)

SkillsUSA National Leadership and Skills Conference

June 20, 2022 - June 24, 2022

Georgia World Congress Center
285 Andrew Young International Blvd NW
Atlanta, GA 30313, US

Check-in

Checkout

Rooms

Guests per room

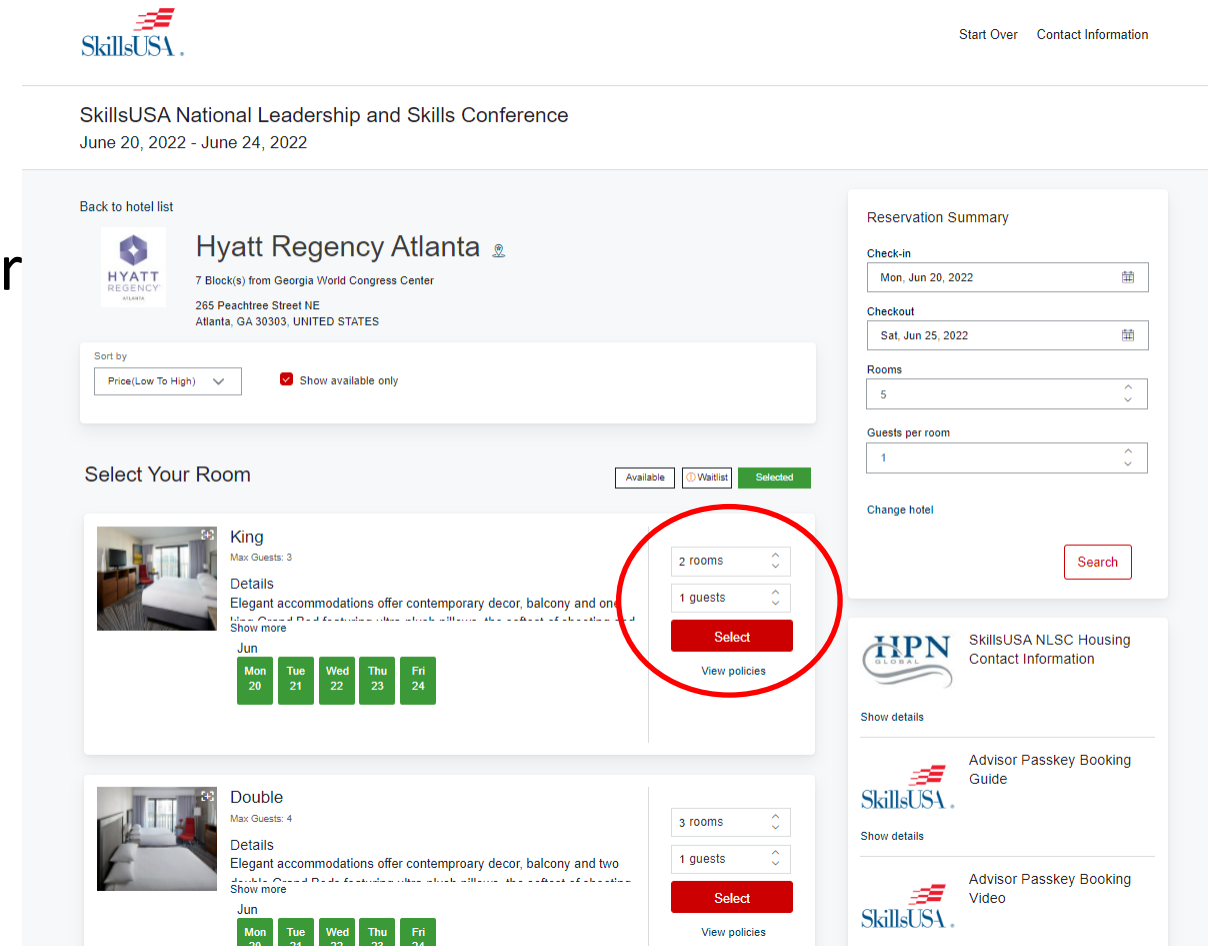
Search

[View all hotels](#)



Hotel Reservations – PassKey

- The system will show available room types. Enter the number of rooms you need for each type and click “Select.”
- Once you have selected the rooms, click “Next.”



SkillsUSA National Leadership and Skills Conference
June 20, 2022 - June 24, 2022

Back to hotel list

Hyatt Regency Atlanta
7 Block(s) from Georgia World Congress Center
265 Peachtree Street NE
Atlanta, GA 30303, UNITED STATES

Sort by: Price(Low To High) Show available only

Select Your Room Available Waitlist Selected

King
Max Guests: 3
Details
Elegant accommodations offer contemporary decor, balcony and on-site...
Show more

Jun
Mon 20 Tue 21 Wed 22 Thu 23 Fri 24

2 rooms
1 guests
Select
View policies

Double
Max Guests: 4
Details
Elegant accommodations offer contemporary decor, balcony and two...
Show more

Jun
Mon 20 Tue 21 Wed 22 Thu 23 Fri 24

3 rooms
1 guests
Select
View policies

Reservation Summary
Check-in: Mon, Jun 20, 2022
Checkout: Sat, Jun 25, 2022
Rooms: 5
Guests per room: 1
Change hotel

HPN SkillsUSA NLSC Housing Contact Information
Show details

Advisor Passkey Booking Guide
SkillsUSA Show details

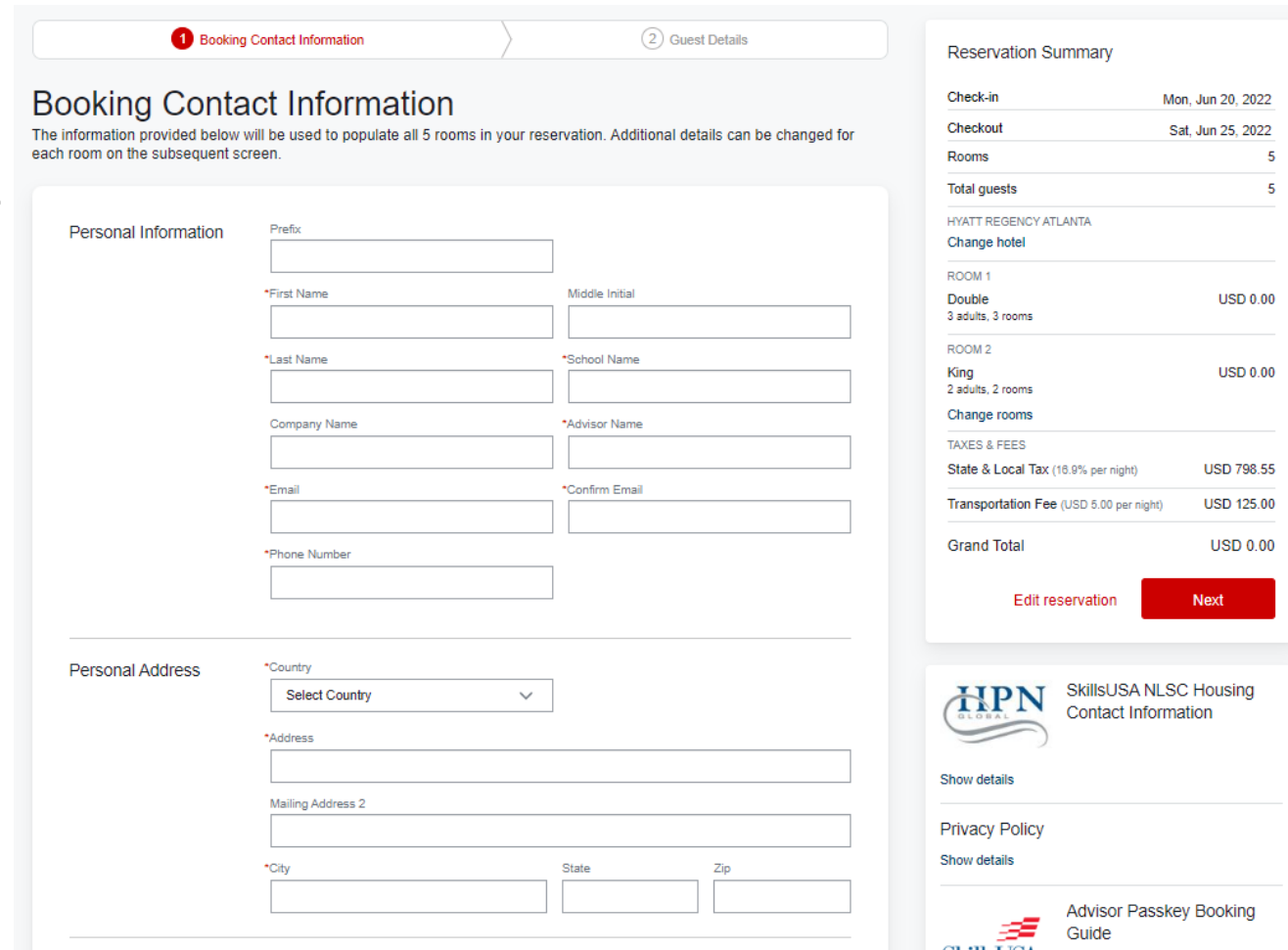
Advisor Passkey Booking Video
SkillsUSA Show details



Hotel Reservations – PassKey

- Enter Booking Contact Information for the Lead Advisor who will serve as the main point of contact onsite and will pick up room keys, etc.

Use your school's address, not your personal address, including the name of your school.



The screenshot displays the 'Booking Contact Information' step of a reservation process. It includes a progress bar at the top with '1 Booking Contact Information' and '2 Guest Details'. The main form is titled 'Booking Contact Information' and contains a sub-section 'Personal Information' with fields for Prefix, First Name, Middle Initial, Last Name, School Name, Company Name, Advisor Name, Email, Confirm Email, and Phone Number. Below this is the 'Personal Address' section with fields for Country, Address, Mailing Address 2, City, State, and Zip. To the right is a 'Reservation Summary' table showing check-in/out dates, room counts, and a total of 5 guests. At the bottom right, there are links for 'Edit reservation' and 'Next', along with logos for 'IPN' and 'SkillsUSA NLSC Housing Contact Information', and a link to the 'Advisor Passkey Booking Guide'.

Reservation Summary	
Check-in	Mon, Jun 20, 2022
Checkout	Sat, Jun 25, 2022
Rooms	5
Total guests	5
HYATT REGENCY ATLANTA	
Change hotel	
ROOM 1	
Double	USD 0.00
3 adults, 3 rooms	
ROOM 2	
King	USD 0.00
2 adults, 2 rooms	
Change rooms	
TAXES & FEES	
State & Local Tax (16.9% per night)	USD 798.55
Transportation Fee (USD 5.00 per night)	USD 125.00
Grand Total	USD 0.00



2021-2022 SkillsUSA

Hotel Reservations – PassKey

- Guest Information for each room.
- Edit the number of guests per room, check in/out dates for individual rooms, etc.
- Enter guest names for each room. Leave your email address for each person.

1 Booking Contact Information 2 Guest Details

Enter Guest Information

Change details for each room as needed

Double [Show room policies](#)

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/20/22	6/25/22	1	Jessica	Graber	jgraber@skillsusaf1.org	...
2.	6/20/22	6/25/22	1	Jessica	Graber	jgraber@skillsusaf1.org	...
3.	6/20/22	6/25/22	1	Jessica	Graber	jgraber@skillsusaf1.org	...

King [Show room policies](#)

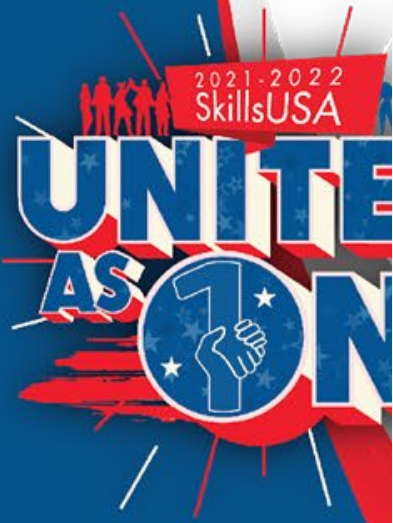
	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/20/22	6/25/22	1	Jessica	Graber	jgraber@skillsusaf1.org	...
2.	6/20/22	6/25/22	1	Jessica	Graber	jgraber@skillsusaf1.org	...

Enter Guest Information

Change details for each room as needed


Double [Show room policies](#)

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/19/22	6/25/22	3	Brandon	Walsh	jgraber@skillsusaf1.org	...
				Richard	Wang	jgraber@skillsusaf1.org	
				Michael	Walsh	jgraber@skillsusaf1.org	
2.	6/20/22	6/25/22	2	Stephanie	Steinbrenner	jgraber@skillsusaf1.org	...
				Andrea	Carmichael	jgraber@skillsusaf1.org	
3.	6/19/22	6/25/22	2	Chester	Copperpot	jgraber@skillsusaf1.org	...
				Sloth	Fratelli	jgraber@skillsusaf1.org	



Hotel Reservations – PassKey






Hyatt Regency Atlanta
 265 Peachtree Street NE
 Atlanta, GA 30303, UNITED STATES

Booking Contact Information
[Edit booking contact information](#)

PERSONAL INFORMATION
 Jessica Graber, State Office
 David Moye
 jgrabr@skillsusafl.org

PERSONAL ADDRESS
 4446 Hendricks Ave PMB 229
 Jacksonville, FL, 32207, US

REQUESTS
 Accessible: No



Double

Edit

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Brandon Walsh	Jun 19, 2022	Jun 25, 2022	3	USD 0.00
Stephanie Steinbrenner	Jun 20, 2022	Jun 25, 2022	2	USD 0.00
Chester Copperpot	Jun 19, 2022	Jun 25, 2022	2	USD 0.00
SUBTOTAL				USD 0.00

- The next screen will show confirmation of rooms, with the check in/out dates, number of guests per room, and the first name listed on each reservation.
- Click the boxes to accept the terms, and click “Confirm Reservation.”

* I have read and accept these room policies.

Do Not Sell My Personal Information

If you are a California resident, California law provides you with specific rights regarding your personal information, including the right to opt out of the “sale” of your personal information. As defined under the law, “sale” means selling, renting, releasing, disclosing, disseminating, making available, transferring, or otherwise communicating orally, in writing, or by electronic or other means, a consumer’s personal information by the business to another business or a third party for monetary or other valuable consideration. You can learn more about your privacy rights, other methods of submitting your opt-out requests, and how we handle your personal information on our privacy policy by reviewing the privacy policy on our website.


* By submitting this reservation, I give Hospitality Performance Network (HPN) consent to use this personal data to process travel reservation(s), provide housing services on behalf of the event organizers, and contact me in the future with notifications and/or reminders relating to the event. This includes giving consent to forward personal data along to HPN’s partners including travel agencies, destination management companies, hotels, and other entities to facilitate processing reservations and registration services on behalf of HPN.

Confirm reservation

Hotel Reservations – PassKey

- Once you click “Confirm Registration,” you will receive email confirmation at the email you listed in the Booking Contact Information.
- You will also see your Master Acknowledgement Number on the next screen. You will need this number to edit your reservation.

Your reservation is complete.
Thank you for booking!



Hyatt Regency Atlanta
265 Peachtree Street NE
Atlanta, GA 30303, UNITED STATES

YOUR MASTER ACKNOWLEDGEMENT NUMBER [Edit](#) [Cancel](#)
VDRSRGPZ

BOOKING CONTACT INFORMATION
Jessica Graber
jgrabers@skillsusafl.org
8502848534
4446 Hendricks Ave PMB 229
Jacksonville FL 32207 US



Hotel Reservations – PassKey

IF YOU NEED HELP:

- Video Tutorial: <https://bit.ly/NLS22CHotelvideo>
- Advisor Guide: <https://skillsusa.egnyte.com/dl/6RD8XFm1VC>
- Questions? Email SkillsUSANLSC@HPNGlobal.com or call 480-998-9770 ext 211
- Reach out to Jessica – jgraber@skillsusafl.org or 850-284-8534



QUESTIONS?

