



New Member Enrollment Training

September 13-14, 2022

Agenda



- Overview of process
- Step by Step instructions and Online Walkthrough
- Online Resources
- Implementation Ideas
- Questions?



Then vs. Now



THEN

- Advisors register members, entering all personal information
- Advisors submit students they enter for membership
- Advisors make payment for membership

NOW

- Advisors create training programs for their chapter and assign an advisor
- Students use a unique course code to enter their own information
- Advisors select the students they want for membership
- Advisors make payment OR students pay on their own



How to Add Members



- Go to Register.SkillsUSA.org and login to you account
- Click on Membership, Add/Edit Members
- Click on Configure Member Enroll/Pay

SkillsUSA Florida State Office - Jacksonville jgraber@skillsusaf1.org [Help](#)

[Edit 100% & Chapter #s](#) [Submit School](#)

Please note some state membership deadlines occur in Jan & Feb. [Click here to check your state deadlines and dues](#) [Video Walkthrough](#)

Need Help with Registration?
Call 844-875-4557 between 8 a.m.–5 p.m. EST Monday, Wednesday and Friday, and 11 a.m.–7 p.m. EST Tuesday and Thursday.

To add a new Training Program, click the 'NEW' link in the top left corner of the grid below. [Quick Start Membership Guide](#)
To review, add or change Members in your Training Program, click 'Members' below.

[New Program](#)

Enter text to search...

New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Class #
Edit	CTE Teacher Education	Jennifer Messina	0	0	10	Members	
Edit	Professional (Chapter)	Jessica Graber	0	3	2	Members	

Page 1 of 1 (2 items) < Prev 1 Next > Page size: 10

School-wide PDF Price Quote for ALL Members (joined and not-yet joined): [Price Quote](#)

Listing of ALL individual invoices: [Show All Invoices](#)

Membership History By Program (Excel): [Membership History \(XLSX\)](#)

Configure Member Enrollment Process / Self-Payment: [Configure Member Enroll/Pay](#)

How to Add Members



- Enable Member Enroll for each program you will register members
- OPTIONAL: You can enable Self-Pay so that students can pay their own dues. You may still collect dues and pay on your own.
- Note the Registration Code for each program – you will provide this to students.

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

Toggle ALL

	Enable Member Enroll?	Enable Self-Pay?	Registration Code	Training Program	Division	Advisor Email	Advisor First	Last
Edit	<input type="checkbox"/>	<input type="checkbox"/>	S5292	CTE Teacher Education	S	jennifer.messina@browardschools.com	Jennifer	Messina
Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E8130	Professional (Chapter)	S	jgraber@skillsusaf1.org	Jessica	Graber

* - Middle School training programs are NOT shown above.

The Member Enrollment / Self-Pay process is only available to High School And College / Postsecondary students.

Return

How Students Register



- Navigate to www.skillsusa-register.org/join and enter the state and Registration Code.
- Click Validate.

Welcome Students!

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

State:

Code:

How Students Register



- Verify school information is correct.
- Enter personal information
 - Name
 - Email (NOT school email)
 - Membership Type (student, professional)
 - Division (HS, CPS – no MS)
 - Grad Year
 - Date of Birth
 - Gender
 - Home Address

Personal Information

First Name*

Tamra

Last Name*

Judge

Email*

tamrajudge@gmail.com

Students- please enter a PERSONAL email address (not a school email)

Type

Student

Professional

Division

High School

College/Postsecondary

Graduation Year

2023

Date of Birth

01/05/2005

Gender*

How Students Register



- **Enter demographic information**

- **Hispanic or Latino/a/x origin**
- **Race**
- **Foster care**
- **Free/reduced lunch**
- **Disability/impairment**
- **English language learner**
- **Migrant student**
- **Homeless student**
- **Parent in military**
- **Single parent**
- **Single pregnant woman**

Demographics

Please answer the following demographic questions.
Your answers will NOT be retained as part of your personal membership information.

I am of Hispanic or Latino/a/x origin*

- No, not of Hispanic or Latino/a/x origin
- Yes, Mexican, Mexican American, Chicano/a/x
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino/a/x or Spanish
- Prefer not to say

Select one or more races*

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to say

I am receiving foster care*

- Yes
- No
- Prefer Not to Answer

I am receiving free or reduced lunch*

- Yes
- No
- Prefer Not to Answer

How Students Register



- Click Register to submit and add student to roster
- Click Back to go back

Confirmation

Click 'Register' to add your name to the SkillsUSA membership list for the Training Program shown above. Your Advisor will finalize and submit Membership for the class.

Back

Register

School Information

School: SkillsUSA Florida State Office
Training Program: Professional (Chapter)
Teacher: Graber
Division: High School (S)

Thank You!

Your information has been registered with your Advisor, who will validate and process all student membership together.

In the meantime, check out how you can get involved with SkillsUSA here: <https://www.skillsusa.org/membership-resources/students/>

How Advisor Submit Registration



- At register.skillsusa.org, login to your account and click Membership, Add/Edit Members
- Under the Details column, click Members

SkillsUSA Florida State Office - Jacksonville

jgraber@skillsusafl.org

[Video Walkthrough](#)

Please note some state membership deadlines occur in Jan & Feb. [Click here to check your state deadlines and dues](#)

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School-wide PDF Price Quote for ALL Members (joined and not-yet joined):

Listing of ALL individual invoices:

Membership History By Program (Excel):

Configure Member Enrollment Process / Self-Payment:

National Chapter ID: 4686

How Advisor Submit Registration



- Click the box next to Ready to Join?
- Select the members you want to join

[Back To School](#)

Professional (Chapter) (Jessica Graber - SkillsUSA Florida State Office)
The grid below contains all the names entered so far for this Training Program.
Names in **red** have NOT been submitted to the National Office and are not official members yet.
Your state is relying on the Member Enrollment Process for adding new Members. The students need to enter their own profiles online.

[New Member](#) [Join Selected](#)

Enter text to search... [Clear](#)

#	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join? <input checked="" type="checkbox"/>
Edit Delete	Gloria	Benitez	0	Female	Professional	High School		<input checked="" type="checkbox"/>
Edit Delete	Maxine	Blackwell	0	Female	Professional	College/PostSecondary		<input checked="" type="checkbox"/>
Edit	Jessica	Graber	0	Female	Professional	High School	9/6/2022	<input checked="" type="checkbox"/>
Edit	Chad	Graber	0	Male	Professional	High School	9/6/2022	<input checked="" type="checkbox"/>
Edit Delete	Tamra	Judge	2023	Female	Student	High School		<input checked="" type="checkbox"/>
Edit	Jayde	Villagomez	0	Female	Professional	High School	9/6/2022	<input checked="" type="checkbox"/>

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To re-register members from last year's archive click here: [Restore Members From Last Year](#)

Price Quote for this Training Program of members still needing to JOIN: [Price Quote](#)

[New Member](#) [Join Selected](#)

Enter text to search... [Clear](#)

#	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join? <input checked="" type="checkbox"/>
Edit Delete	Gloria	Benitez	0	Female	Professional	High School		<input type="checkbox"/>
Edit Delete	Maxine	Blackwell	0	Female	Professional	College/PostSecondary		<input type="checkbox"/>
Edit	Jessica	Graber	0	Female	Professional	High School	9/6/2022	<input type="checkbox"/>
Edit	Chad	Graber	0	Male	Professional	High School	9/6/2022	<input type="checkbox"/>
Edit Delete	Tamra	Judge	2023	Female	Student	High School		<input checked="" type="checkbox"/>
Edit	Jayde	Villagomez	0	Female	Professional	High School	9/6/2022	<input type="checkbox"/>

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How Advisor Submit Registration



- Click Join Selected
- Follow the prompts on the invoicing screen
- Click Join Now when you are ready to submit your membership and receive an invoice

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Names in **red** have NOT been submitted to the National Office and are not official members yet.

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New Member Join Selected

Enter text to search... [Clear](#)

#	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join? <input checked="" type="checkbox"/>
Edit Delete	Gloria	Benitez	0	Female	Professional	High School		<input type="checkbox"/>
Edit Delete	Maxine	Blackwell	0	Female	Professional	College/PostSecondary		<input type="checkbox"/>
Edit	Jessica	Graber	0	Female	Professional	High School	9/6/2022	<input type="checkbox"/>
Edit	Chad	Graber	0	Male	Professional	High School	9/6/2022	<input type="checkbox"/>
Edit Delete	Tamra	Judge	2023	Female	Student	High School		<input checked="" type="checkbox"/>
Edit	Jayde	Villagomez	0	Female	Professional	High School	9/6/2022	<input type="checkbox"/>

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[Price Quote](#)

Online Resources



- Advisor Guide: <https://www.skillsusa-register.org/Documentation/MemberEnrollmentAdvisorInstructions.pdf>
- Student Guide: <https://www.skillsusa-register.org/Documentation/MemberEnrollmentStudentInstructions.pdf>
- YouTube Walkthrough: <https://www.youtube.com/watch?v=vxGBre-Q1mA&feature=youtu.be>
- Set up a one-on-one appointment with me: <https://calendly.com/skillsusaf1/office-hours>

Implementation Ideas



- During chapter/interest meetings
- Delegate to chapter officers
 - Print student instructions and a list of Registration Codes for them to distribute
- Work with other instructors/advisors
- Have students complete registration when they bring their dues
- Have all students in a class complete registration, and then select who you want to join
- ***What else?***

QUESTIONS?

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<https://calendly.com/skillsusafl/office-hours>

Customer Care Team

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844-875-4557

Chat feature at register.skillsusa.org

