Member Enrollment Process Training

SkillsUSA

Agenda

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

Then vs. Now

THEN

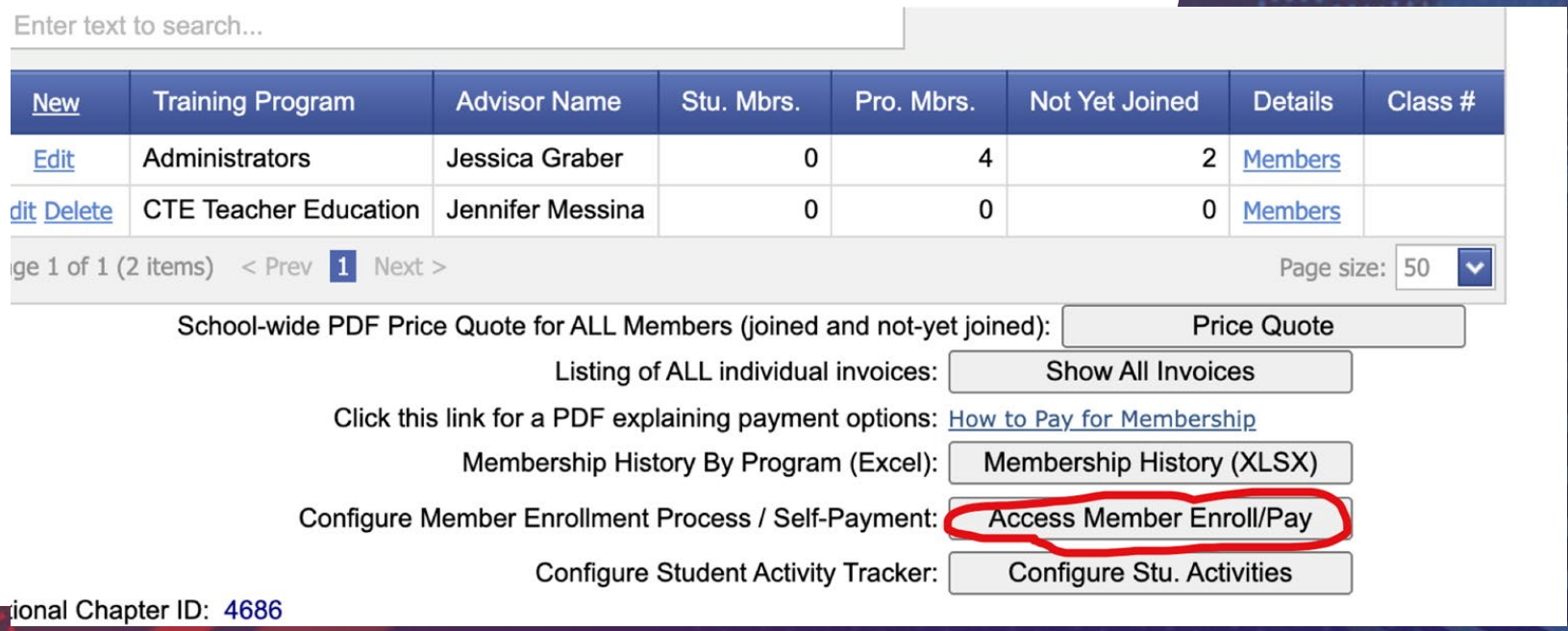
- Advisors register members, entering all personal information
- Advisors submit students they enter for membership
- Advisors make payment for membership

NOW

- Advisors create training programs for their chapter and assign an advisor.
- Be sure to register the student in the training program area applicable to their pathway
- Students use a unique course code **OR** QR code to enter their own information
- Advisors select the students they want for membership
- Advisors make payment **OR** students pay on their own

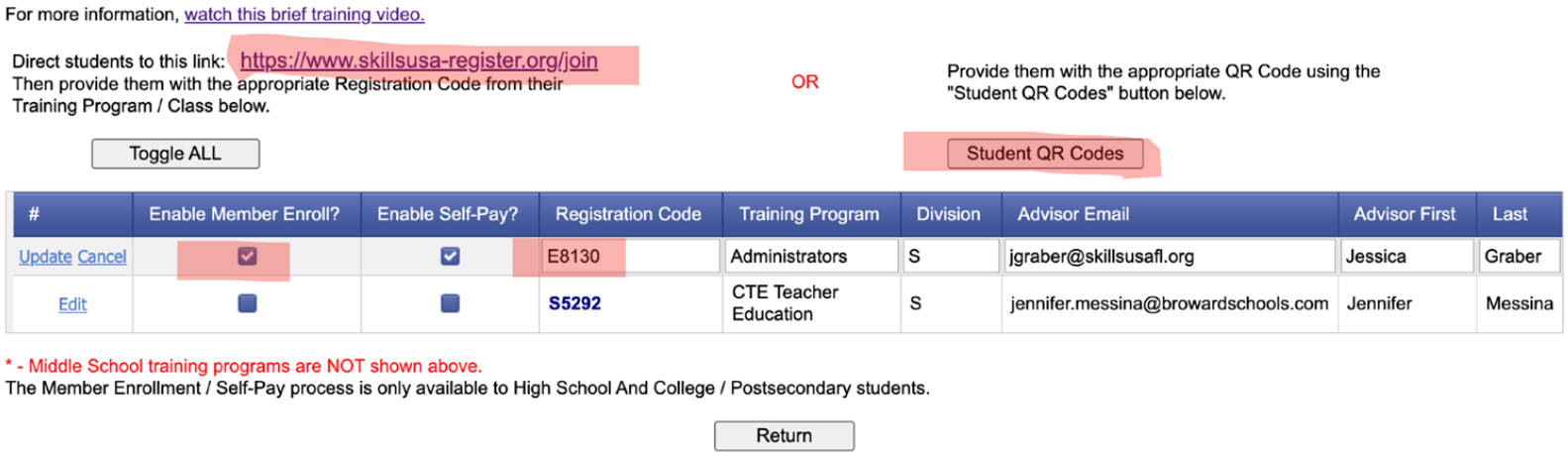
How to Add Members

- Go to Register.SkillsUSA.org and login to your account
- Click on Membership, Add/Edit Members
- Click on Access 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.
- Note the Registration Code **OR** QR Code for each program – you will provide this to students.



For more information, watch this brief training video.

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.

OR

Provide them with the appropriate QR Code using the "Student QR Codes" button below.

Toggle ALL

Student QR Codes

#	Enable Member Enroll?	Enable Self-Pay?	Registration Code	Training Program	Division	Advisor Email	Advisor First	Last
Update Cancel	☑	☑	E8130	Administrators	S	jgraber@skillsusafl.org	Jessica	Graber
Edit	☐	☐	S5292	CTE Teacher Education	S	jennifer.messina@browardschools.com	Jennifer	Messina

* - 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

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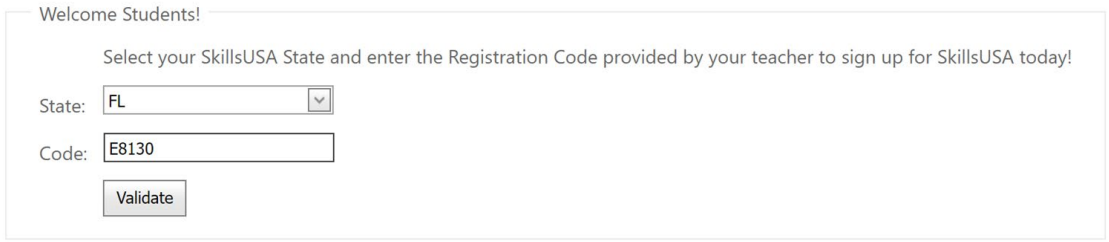
How Students/Professionals Register

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

OR

- Scan QR Code affiliated with training program (NO ACCESS CODE NEEDED)



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How Students/Professionals 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*
  - T-Shirt Size*
  - Home Address

**Professionals joining an existing training program will need to follow this same process*

How Students/Professionals Register

- Enter demographic information

(This information is NOT tied to the membership. It is anonymous and used for Perkins funding)

High School

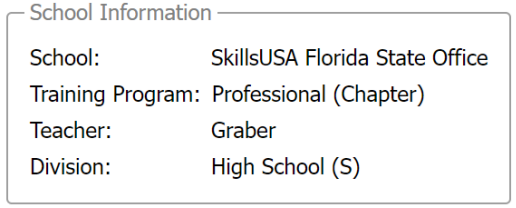
- Hispanic or Latino/a/x origin
- Race
- Foster care
- Free/reduced lunch
- Disability/impairment
- English language learner
- Migrant student
- Homeless student
- Parent in military
- Single parent
- Single pregnant woman

College/PS

- Hispanic or Latino/a/x origin
- Race
- Pell Grant
- Disability/impairment
- English language learner
- Migrant student
- Homeless student
- I have served in the military
- Single parent
- Single pregnant woman

How Students/Professionals Register

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


School Information

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

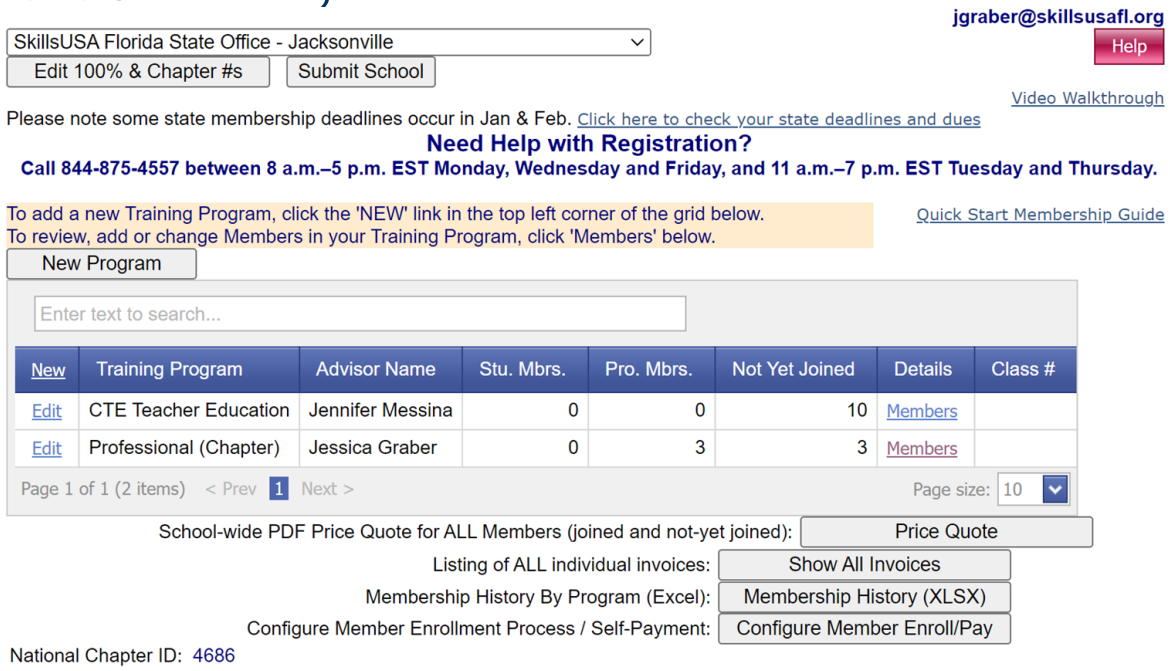
Thank You!

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 Advisors Submit Registration

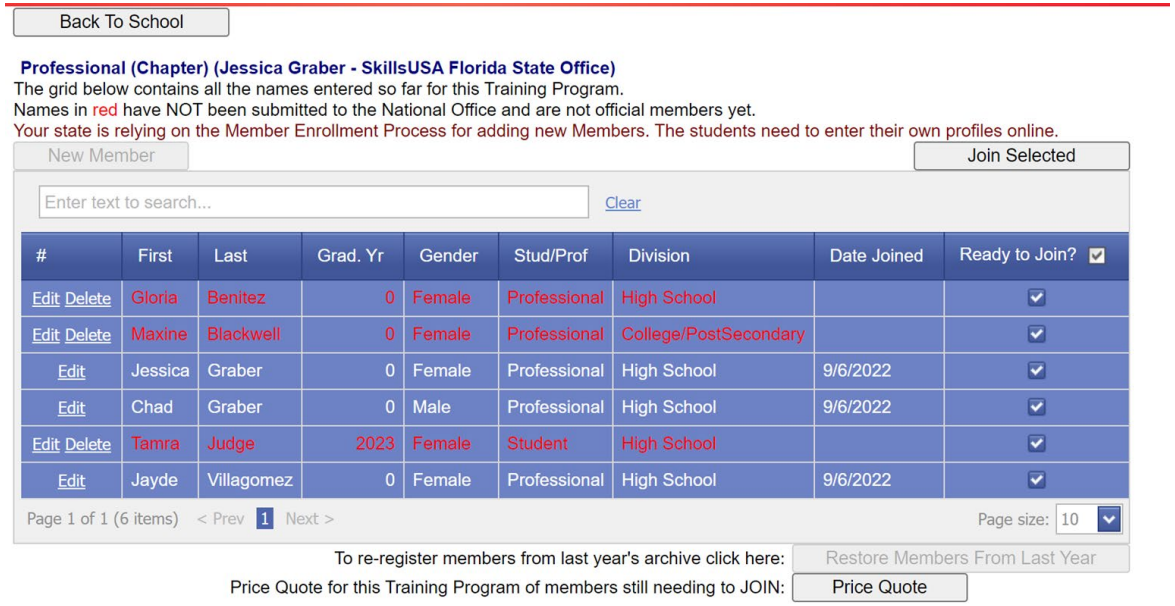
- At register.skillsusa.org, login to your account and click Membership, Add/Edit Members
- Under the Details column, click Members



How Advisors Submit Registration

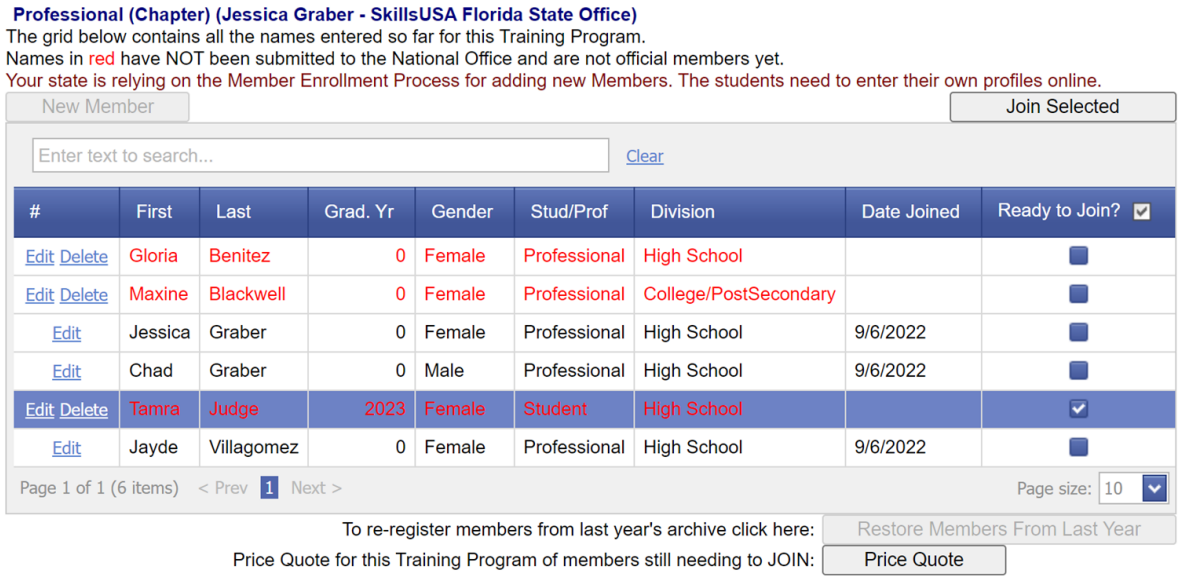
- Click the box next to Ready to Join?
- Select the members you want to join

(Anyone in RED font has not been joined)



How Advisors 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.



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?
Edit Delete	Gloria	Benitez	0	Female	Professional	High School		
Edit Delete	Maxine	Blackwell	0	Female	Professional	College/PostSecondary		
Edit	Jessica	Graber	0	Female	Professional	High School	9/6/2022	
Edit	Chad	Graber	0	Male	Professional	High School	9/6/2022	
Edit Delete	Tamra	Judge	2023	Female	Student	High School		☑
Edit	Jayde	Villagomez	0	Female	Professional	High School	9/6/2022	

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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

Online Resources

- Advisor Guide: Member Enrollment Advisor Guide
- Student Guide: Member Enrollment Student Guide
- YouTube Walkthrough: Member Enrollment Step-by-Step Video
- Set up a one-on-one appointment with me: https://calendly.com/skillsusafl/office-hours

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Implementation Ideas

- During chapter/interest meetings
- Delegate to chapter officers
  - Print QR codes to distribute
- Work with other instructors/advisors
- Have student's complete registration when they bring their dues
- Make as class assignment
- Share QR code in learning platform *(Google classroom, Canva, etc.)*

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Live Process Review Time

Questions?

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850-284-8534

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

Customer Care Team

customercare@skillsusa.org

844-875-4557

Chat feature at register.skillsusa.org