



Member Enrollment Process Training

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

Enter text to search...

New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Class #
Edit	Administrators	Jessica Graber	0	4	2	Members	
dit Delete	CTE Teacher Education	Jennifer Messina	0	0	0	Members	

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

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

Click this link for a PDF explaining payment options: [How to Pay for Membership](#)

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

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

Configure Student Activity Tracker: [Configure Stu. Activities](#)

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E8130	Administrators	S	jgraber@skillsusafl.org	Jessica	Graber
Edit	<input type="checkbox"/>	<input type="checkbox"/>	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



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)



SkillsUSA Member Enrollment Options

SkillsUSA Florida State Office

Administrators

Jessica Graber

QR Code

Provide students with the QR code below and ask they scan from their phones. An access code is not needed when scanning the QR code. Post this page on the board or hand-out individual pages to students.



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/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

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](#)

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.
To review, add or change Members in your Training Program, click 'Members' below.

[Quick Start Membership Guide](#)

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	3	Members	

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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 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)

[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](#)



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

[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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To re-register members from last year's archive click here:

Price Quote for this Training Program of members still needing to JOIN:



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>



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.*)





**Live Process
Review Time**



Questions?

Jessica Graber

jgraber@skillsusafl.org

850-284-8534

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

Customer Care Team

customercare@skillsusa.org

844-875-4557

Chat feature at register.skillsusa.org