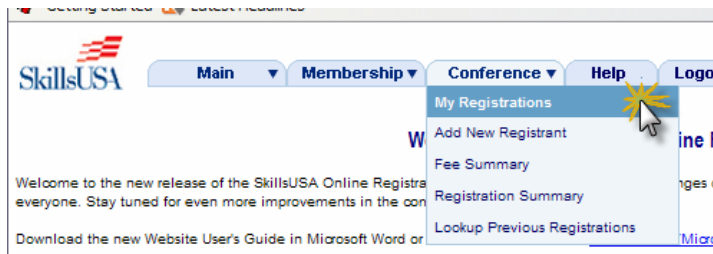


State leadership and Skills Conference Registration

Registration Information

To access the Conference Registration section of the SkillsUSA-Register web site, log into the site, and then using the top menu, select Conference → My Registrations:



The grid on the following page contains a high-level view of the information about each registered participant from your state, including the Name, School, Contest, Division and Team information.

Registration Information cs@monroe.edu

Simple 3 Step Process for Registering Competition Attendees

Filter Event: SkillsUSA National Leadership Skills Conference

Edit	Print	Name	School	Contest	Compete?	State	Div	Type	Team	#
9132	NLSC1	Ambers, Amy	C S Monroe Technology Center - Leesburg, VA	Carpentry	Contestant	VA	S	S		
9124	NLSC1	Doober, Frani	C S Monroe Technology Center - Leesburg, VA			VA	S	S		
9003	NLSC1	Kite, Tommy	C S Monroe Technology Center - Leesburg, VA			VA	P	S		
9128	NLSC1	Klipper, Andrea	C S Monroe Technology Center - Leesburg, VA	Nurse Assisting	Contestant	VA	P	S		0
9130	NLSC1	Mann, George	C S Monroe Technology Center - Leesburg, VA	Commercial Baking	Contestant	VA	S	S		
9127	NLSC1	Neutron, Bulb	C S Monroe Technology Center - Leesburg, VA	Nail Care	Contestant	VA	S	S	B	1
9126	NLSC1	Neutron, Jimmy	C S Monroe Technology Center - Leesburg, VA			VA	P	S		
9131	NLSC1	Park, Marty	C S Monroe Technology Center - Leesburg, VA	Automotive Service Technology	Contestant	VA	S	S		
9129	NLSC1	Whiner, Wendy	C S Monroe Technology Center - Leesburg, VA	Cosmetology	Contestant	VA	P	S	A	2

[Last Name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z](#)
[School: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z](#)

1

This form lists all the existing Participants along with their assigned Contests. The data is automatically restricted based on user profile - State Directors can see everything in their State, and Advisors can only see students in their School.

Re-Register From State Conference or Last Year's NLSC
 If you registered online for a State Conference earlier this year, or for the NLSC Event last year, we might still have all your information available, and can re-register you with just one click! Click the button at right to lookup your name in a list of last year's online registrations, and if you find your name, click the Re-Register button to sign up for this year's Conference.

Register From Existing Membership
 To register an existing SkillsUSA Member for a Competition, click the 'New Registrant' button above, then select the desired member from the 'Reg. Member' drop down list on the Registrant Details page. (Note: this list will only contain members that were registered via this web site!)

While browsing through the registrants on this page, there are several useful navigation controls you may find helpful. Each of the column headings is a hyperlink you can click on to resort the table by that column. By default the registrants are listed in alphabetical order by last name, but if you'd rather see them sorted by School or Division, just click the desired column heading to resort. You'll also notice navigational numbers at the bottom center of the page to help you move from page to page. The grid should list about 10 registrants per page. Once your state has enough registrants to fill more than 10 pages, you can use the ellipsis (...) after the last page number to navigate to the next set of ten pages.

To add a new NLSC Registrant, just click the **New Registrant** button, which will open another page where you can fill in the Registrant details. To edit an existing registration, click the unique ID number in the Edit column of the grid. In either case, the following page is presented, which displays the basic demographic information required for an NLSC registration.

If you are using the site for your own State Competition or a Regional Conference (in addition to the NLSC competition) then you and your advisors need to pay close attention to the "Filter Event" drop down list. Using this list, you can select

the National Leadership Skills Conference attendees, or only your State Conference attendees. When you add a New Registrant, the system automatically assumes they are registering for the selected Event in this list. Be aware that Contest Numbers are different between the State competitions and the National competition. So if you accidentally register a competitor for Welding, but you choose the State Competition, that registration record will NOT be reflected in the National Competition database that is used in Kansas City.

Double-check all your registrants to make sure your advisors have selected the correct Event!

Once you have filled in details about your individual conference attendees, you can click the NLSC1 link in the registrant table to preview and print a complete NLSC1 Medical Release form for parent / guardian signature.

Registrant Details

Clicking the Registrant ID number column in the table will open the following page, which allows you to add or edit Registrant Details, such as home address, parent’s names, and contest information.

Registrant Details
[Print NLSC1](#)
[View NLSC1 PDF](#)

Record Owner: cs@monroe.edu

Save
New
Delete

State Assoc. Chapter 9148

VA C S Monroe Technology Center - Leesburg, VA

Select Event: SkillsUSA National Leadership Skills C

Changing Events Will Clear Any Existing Contests!

Select Division and Level:

High School (Secondary) College (PostSecondary)

Student Professional

Reg. Type: Contestant

National Officer Candidate? Delegate?

Participant's First Middle & Last Name

Danny Cleaver

Participant's Home Address, City, State & Zip Code

Add1: 429 Reach Place

Add2:

City, State, Zip: Westerville VA 21343

Home Telephone Number (with area code)

703-143-5234

Age: 15 Date Of Birth: 5/12/1991

(numbers only) (as mm/dd/yyyy)

NATIONAL TECHNICAL HONOR SOCIETY Student Advisor

[Hide Emergency Contact Details](#)

Name of person to contact in case of Emergency:

James Cleaver

Contact Person's HOME Phone (with area code)

703-143-2343

Contact Person's WORK Phone (with area code)

703-423-5234

Contact Person's CELL Phone (with area code)

703-123-1434

Name of Family Physician:

Dr. Spock

Physician's Phone Number

703-123-4234

Parents Names

James & Tammy Cleaver

Parent's Phone (with Area Code)

703-143-5234

Name of Teacher/Adult accompanying participant to conference, if applicable

Kyle Polter

School:

C S Monroe Technology Center

715 Childrens Center Road Southwest

Leesburg, VA 20175

(703) 771-6560

School Admin(s): admin@monroe.edu;

Occupational Training/Trade Area in which Contestant is enrolled: (This is NOT the Contest for competition - this is simply the class the student is enrolled in. To add a Contest, scroll to the very bottom of this page.)

3D VISUALIZATION & ANIMATION

Gender: Male

Email Address:

dannycleaver@aolmsn.com

Name of person responsible for Participants Medical Bills

James Cleaver

Participant's Relationship to Person Responsible for Medical Bills (example: son, daughter)

father

Participant: Do you have a history of (check all that apply):

Allergies?

No Yes

Heart Condition?

No Yes

Diabetes?

No Yes

Asthma?

No Yes

≡ Screen image continues on next page ≡

Physician's Phone Number
703-123-4234

Name of Insurance Company:
Geico Health Claims

Name of insured:
James Cleaver

Insured's Plan Number:
42034234

Insured's Group Number:
POD34342

Insurance Company's Telephone Number for Member Services:
800-GET-HELP

Insurance Company's Telephone Number for Precertification:
800-MED-CLAIM

If Participant does NOT have any medical insurance, check here:
 No Medical Insurance

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA).
 YES (We will contact you for further information)

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations.

Participants - Check here if you are OVER 18 and attest: Attest (Over 18)

Parent/Guardian - Check here to attest for Participant: Attest (Parent/Guardian-mandatory if Participant is under age 18)

Hide State Specific Details

State Specific Info: Shirt Size: N/A

State Officer Voting Delegate # Extra Award Tickets: What size shoe do you need?

State Officer Candidate Academic Achievement

Need Pin?

For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. You can select Alternate Contestant, Cosmetology Model, etc. on the next screen.

Event	Category	Contest	Division	RegType	Cont/Part	
Edit SkillsUSA National Leadership Skills Conference	Trade, Industrial and Technical Contests	3-D Visualization and Animation	Secondary	Contestant C		Delete

This page is fairly self-explanatory, but there are a few important details to remember. For students and other Skills-USA members, you should select their Division and Level (Secondary/Postsecondary and Student/Professional). Be sure to associate the competitors and other students with their correct Chapter (or School) – this should happen automatically based on the school your login is associated with, but you can override this here to move a registrant to another school. **Also please enter the names of your Competitors in Upper and Lower Case (proper noun) format, as we will print name badges and display winners during the Award Ceremony using the data exactly as you enter it here.** Home address information is required.

In order to register someone for a competition, they MUST be configured as a Contestant in the Reg. Type drop down list box. This means that for Nail Care Models, you still need to indicate they are Contestants on this page. When selecting the competition details on the next page, you can specify additional competitor details.

It is important to supply age and date of birth information for students and competitors, but not necessarily for professionals and other adult registrants. However, if you do not supply an age or birth date, the system will default in some values there, such as an age of 0 and birth date of 1/1/1900 – you can ignore these values for non-competitors. You can Show or Hide the Emergency Contact Details and State Specific Details to make data entry easier. Obviously the more details you and your advisors enter online, the better your printed NLSC1 forms will appear.

If you are entering registration details for a non-competitor, you can just enter as much information as you have and click **Save** to return to the previous grid of registrants, or click the **New** button to save this registration and clear the screen to enter another Registrant. This way you can quickly process through a number of registrations online, without having to go back to the previous page to add another.

When you have entered all the demographic details for a Competitor, you then need to click the Add Contest button to specify which contest they will compete in. Clicking that button (or clicking the Edit button on an existing Contest) takes you to the Contest Details page.

Competition Registration

Competition Registration For:

Cleaver, Danny

Event: SkillsUSA National Leadership Skills Conference Select a competition event.

Division: Secondary Select Secondary or Post Secondary.

Contest: 3-D Visualization and Animation (team of 2) Select a contest.

Reg. Type: Contestant Select a Registration Type.

Team Code: A If applicable, select a Team Code designation (the system will suggest the next appropriate team code based on other registrations from your state, but you can override this if needed.)

Team Sequence: 1 Also enter a sequential Team Member Sequence number.

This page allows you to supply the details about what contest a particular student will compete in, and in what capacity they will compete. Just work through these drop down lists in sequence from top to bottom.

The Event list will indicate whichever Event your Contestant is registered for, which will usually be the National Leadership Skills Conference. If your state were using this web site for your State Competition Registrations, then your State Event would also appear in this list.

It is critically important that you select the correct division for the competitor and contest. Since most contests have both a Secondary and Postsecondary division, you need to be sure your contestant is registered with the correct grouping. Each Contest has a unique Contest ID Number internally in the database, and if you register a Secondary contestant for a Post-Secondary Contest, this will obviously cause problems at the conference.

For Team events, two additional drop down lists will be available – Team Code and Team Sequence. These are used to group competitors together into teams as required by the particular event. In the example above, this registration is for Opening and Closing Ceremonies, which is considered a Team event. In general, the site will automatically supply the appropriate values for these fields. Each state and team will get a unique Team Code. For example, the first North Carolina Contestant in Web Design could be Team Code A, Sequence 1, and the second contestant would be Team A, Sequence 2, etc. When Web Design contestants from Delaware register online, their first contestant might be Team Code G, Sequence 1, and the second would be Team Code G, Sequence 2. Obviously this implies that some very popular events will have Team Codes like AB-1, AB-2, or AF-1 and AF-2. For events with a Model (such as Nail Care), the main competitor should always be Sequence 1, while the model or other team members begin with Sequence 2. For events like Community Service, that allow more than one team to compete from each state, the site should automatically assign a unique Team Code to each team – Team G, Team R, Team X, etc. Within each team, assign a unique sequential Team Sequence number to each Contestant. These Team Codes and Team Sequence numbers are important to the inner workings of the entire NLSC registration and scoring system, so it is important to understand how these work and enter them correctly. To reduce confusion this next year, the name badges of team members will include their team code and

sequence numbers on them, so it is important to verify that all the students who are expecting to compete together have the same Team Code and sequential Team Sequence numbers.