

SKILLSUSA MEMBER ENROLLMENT PROCESS

TECHNICAL GUIDE

About these Features

This feature will give advisors the ability to quickly and seamlessly affiliate students with their chapter. *for participating states.

Middle School Statement

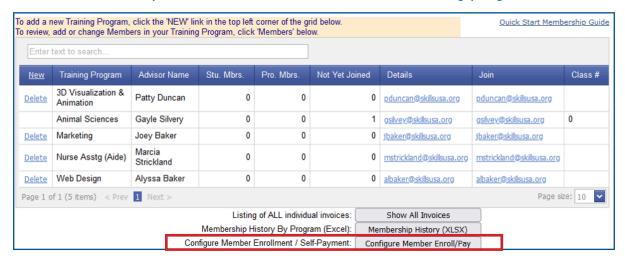
Due to The Children's Online Privacy Protection Act regulations, or COPPA, SkillsUSA is not permitted at this time to allow Middle School students and those under the age of 13 to utilize this feature.

Advisor Instructions



Sign into SkillsUSA Register

To get started, sign into your advisor account on SkillsUSA Register, SkillsUSA's Membership Information System. Once signed in, click the membership button to review your list of Training Programs as seen below. Click the "Configure Member Enrollment/Pay" button below the list of available training programs.



This is where you, as an advisor, have the ability to control the availability of both the member enrollment and pay features (for participating states) for each training program. Additionally, this is where you can access the unique registration code for each training program.

Note: Each Advisor can only view and enable student member enrollment and pay features for their OWN training program.



Enable Features

After clicking the "Configure Member Enroll/Pay" button from step 1, click edit in the first column of the table (shown below) to enable/disable these features for your training programs. Enabling these features is as easy as checking a box (shown below). School Administrators can enable all training programs for Membership Enrollment by clicking the Toggle All button.

As an advisor, you may enable member enrollment, self-pay or both features for your chapter at any time. If you wish to collect dues for your chapter face-to-face, you can still enable the member enrollment option to allow students to enter their own personal information.

Note: This code is your training program's unique registration code. This is the code you will provide to students in order for them to affiliate with your specific chapter and training program.

	Enable Member Enroll?	Enable Self-Pay?	Registration Code	Training Program	Division	Advisor Email	Advisor First	Last
Edit		✓	R8394	3D Visualization & Animation	s	pduncan@skillsusa.org	Patty	Duncan
<u>Edit</u>			S6958	Animal Sciences	S	gsilvey@skillsusa.org	Gayle	Silvery
Edit		-	R8395	Nurse Asstg (Aide)	S	mstrickland@skillsusa.org	Marcia	Stricklan
Edit			R8397	Web Design	S	albaker@skillsusa.org	Alvssa	Baker

As an example, an advisor may wish to enable the feature during class, walk students through the process and then disable it after class to prevent unwanted additions.



In order to enable both member enrollment and self-pay, both boxes must be checked. Checking only one box will result in only that feature being enabled. *Some states may participate in one or both of these features. Only the boxes that your state participates in will appear.



Student Instructions

The next section of this guide contains instructions for each feature from the student perspective. Please provide your students with these instructions prior to them beginning the registration process. You can show the student instructions on a classroom projector or print, email or post the information.

Student Instructions

For Students Utilizing the Member Enrollment Feature



Navigate to SkillsUSA Register

To begin the membership enrollment process, navigate to:
www.skillsusa-register.org/join. Once there, select your state and enter the unique chapter code given to you by your advisor.

— Welcor	me Students!
	Select your SkillsUSA State and enter the Registration Code provided by your teacher to sign up for SkillsUSA today!
State:	-Choose State-
Code:	type unique code here
	Validate

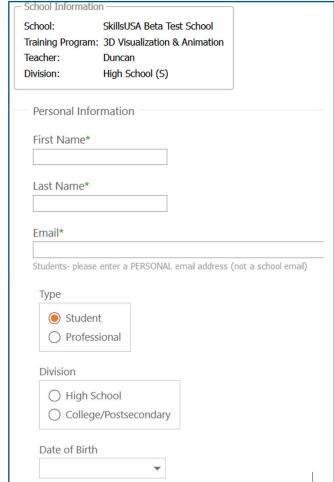


Enter Your Information

After you complete step 1, check to confirm that the school, training program and teacher information shown is correct. Then, click the "Register Here" button.

School:	SkillsUSA Beta Test School	
Teacher:	m: 3D Visualization & Animation Advisor	
– Join or Pay? —		
Ready to join S Just need to pa		
	er your membership information	before
сотр	leting your dues payment.	

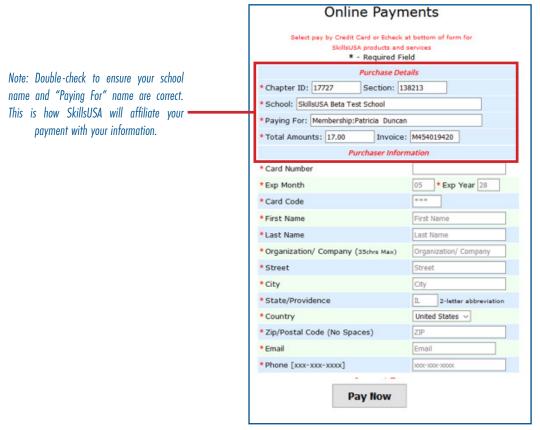
information. This data helps states with federal Perkins funding for Career and Technical Education.





Complete Your Payment

The online credit card payment feature applies for some states. Complete the following if the Pay Now button is available or if directed by your advisor to pay by credit card. After entering your membership information, you will be directed to complete your payment.



NOTE: SkillsUSA accepts Visa, Mastercard and American Express.



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