



NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



Get Ready! NLSC Checklist

Registration OPENS: States may open online NLSC registration beginning on April 1.

Registration CLOSES: Online NLSC registration closes May 16 for all states. This is the final deadline date for drops without substitutions. No NLSC refunds or credits will be given after the May registration deadline.

Registration Fees

National registration fee: \$195.

Activate, Leverage and Engage: These pre-conference events are \$165 per person in addition to the conference registration fee.

Children's Session Pass: \$75.

The steps below should be used as a checklist of steps, but this document does not include all the important steps that must be completed to ensure your state delegation is registered for NLSC. Detailed steps can be found in the Registration section on the [NLSC 2023 State Director Information Hub](#).

APRIL

Review the Registration, Payment, and Cancellation

[Gateway>Programs/Events/National Leadership & Skills Conference-Learn More](#) move down to the Registration section. This document includes all the important steps for managing your state NLSC registration.

New features for NLSC 2023 registration are included in the Registration, Payment, and Cancellation section of the NLSC Guide.

Close your State Conference on the Website and Archive

If you used the SkillsUSA registration website for your state conference, you must close the registration website online once your state conference registration has ended.

Log in to: <https://www.skillsusa-register.org/Login.aspx>

Close state conference registration online: State Director tab > Edit > Event Details; click tab State Event>select your event from drop-down menu. Click link Edit>locate check box Open? Uncheck box to close your state event.

Archive your state conference: This is suggested but not required. State Director tab > Archive Conference. Locate the event and click Archive button. Once archived advisors will be able to use the LookUp Previous Regs feature to quickly register for NLSC. **NOTE:** Be sure to save all state conference reports before archiving as data will no longer be available once archived.

Prepare Your State NLSC Site

Once you have closed and archived your state conference, you will set-up your preferences for your state NLSC and open the SkillsUSA registration site for your state delegation. Follow the instructions and complete all steps found on the [Gateway>Programs/Events/National Leadership & Skills Conference-Learn More](#). Move down to the Registration Information, Payment & Cancellation Policy.

Open your state NLSC

Log in to: <https://www.skillsusa-register.org/Login.aspx>

Be sure to complete all steps to set-up your state NLSC before opening.

State Director tab > Edit > Event Details>click the tab Natl Event. Click Edit next to SkillsUSA National Leadership and Skills Conference. Move to bottom of screen and check the box next to the prompt NLSC Open?

Send eligible schools NLSC registration instructions: Template found on the [Gateway>Programs/Events/National Leadership & Skills Conference-Learn More](#). Download the Customizable State Association Guide.

The national office recommends that you **set a state registration deadline that is *prior* to the May 16 national deadline**. This gives you enough time to verify state registrations are accurate and to finalize your sleeping rooms on the hotel Passkey dashboard before the hotel deadline. **The national headquarters will not extend the May 16 national deadline to allow for late adds or changes so plan your schedule accordingly.**

Request an NLSC onsite state check-in appointment. You will check-in your state delegation, pick-up badges and make changes at this appointment. The form will also allow you to certify that all contestants met the national eligibility requirement.

Appointment request link: <https://bit.ly/2022NLSCappointment>. (Request form opens April 01 and closes May 16). Each state is allotted 30 minutes to check-in at conference. If you do not sign up for an appointment, a date and time will be selected for you.

Request delivery of your NLSC state delegation materials. Materials delivered to your hotel are badge holders, badge ribbons, conference pins, Community Service, Delegate and Models of Excellence packets and pre-ordered T-shirts if applicable. If you do not request that

your materials, be delivered to your hotel by June 01, the materials will be stored at Registration, Room A401 where you will need to arrange for pickup.

Delivery request form: [Material Delivery to Hotel](#). (Request form opens April 01 and closes June 01)

MAY

Complete the following steps prior to the national registration deadline of May 16.

May 2nd – Attend Virtual Training - during the Tuesday Weekly Connection with Chelle Travis. An overview of state director conference registration responsibilities, new features for 2023, and tools and tips to help you complete the necessary tasks to close out NLSC registration. We urge you to attend, however, the training session will be recorded for those who are not available. Be sure to watch the recording if you miss this training.

Ensure your entire state delegation is registered by the May deadline. No registrations after this date are accepted online. The complete instructions for ensuring your state delegation are registered for NLSC can be found on the [Gateway>Programs/Events/National Leadership & Skills Conference-Learn More](#). Move down to the Registration Information, Payment & Cancellation Policy.

Be sure to register all Delegates by using the new Delegate Management Tool. Instructions on how to use the new feature can be found on the [Gateway>Programs/Events/National Leadership & Skills Conference-Learn More](#). Click the Delegates button.

Ensure Advisors are registered for the Advisor Summit and all **Activate, Leverage and Engage** attendees are registered for these events by the May deadline. Registration instructions can be found on the [Gateway>Programs/Events/National Leadership & Skills Conference-Learn More](#). Move down to the Registration Information, Payment & Cancellation Policy.

Each State Director is responsible for verifying that that all contestants, voting delegates and national officer candidates of the state SkillsUSA association are active members of both the state and national organization by March 1. Further, every contestant registered must be certified by their instructor or SkillsUSA advisor that they received industry-accepted safety instruction as specified in the SkillsUSA Championships Technical Standards for the contest in which they are competing.

Run problem reports and fix registration errors.

To run reports that identify issues with your state registrations, Log-on <https://www.skillsusa-register.org/Login.aspx>> click button for State Reports>Contest Reports. Run all reports under Problem Reports to include the email validation report and fix errors before the May deadline.

Double check that all team counts meet the number of contestants stated in the SkillsUSA Championships Technical Standards. Note: If a team is disqualified onsite for any reason the registration fees will not be refunded. Review these requirements and run the Team shortages report.

Complete Hotel Registrations in Passkey. Use the State Director Dashboard in Passkey to verify that all attendees booked a room and that reservations dates are accurate. A guide for the NLSC Passkey dashboard can be found on the [Gateway>Programs/Events/National Leadership & Skills Conference-Learn More](#). Move down to Hotel Information Section.

Close State NLSC site. Log in to: <https://www.skillsusa-register.org/Login.aspx> > State Director tab > Edit > Event Details>click the tab Natl Event. Select >Edit> SkillsUSA National Leadership and Skills Conference. Move to bottom of screen and uncheck the box next to the prompt NLSC Open?

JUNE

Payment for your registered state delegation is due to the national headquarters by June 2. Payment for the delegation must be made before contestants can compete. Any additional registration onsite of a participant must be paid at the time they are registered. **Once you close state registration for NLSC, print your state NLSC invoice and send payment for your delegation to the national headquarters.**

Log on to the registration website: <https://www.skillsusa-register.org/Login.aspx> >click link State Reports>NLSC Invoice. You can also access the invoice in the Conference and Fee Reports> click button NLSC Invoice.

The national headquarters recommends electronic payment to ensure payment arrives by the payment due date. See payment options at <http://bit.ly/SDpaymentoptions>

If mailing a check, enclose a copy of your NLSC invoice. To pay by credit card over the phone, contact Sandy Mueller Accounting Manager at smueller@skillsusa.org or 703-737-0616. SkillsUSA accepts American Express, Visa or MasterCard.

Contact Patty Duncan at pduncan@skillsusa.org or 703-737-0635 with questions regarding any of the steps on this checklist.