



NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



Registration Information, Payment and Cancellation Policy

As a state SkillsUSA director, there are multiple steps you will need to take to prepare your state delegation registration for the SkillsUSA National Leadership & Skills Conference (NLSC). This section contains important information for setting up your state NLSC registration website and managing contestants and state delegation registrations and breaks the steps down into a coherent, chronological sequence from preparing for NLSC registration to closing out of registration and ensuring your delegation has a successful experience.

Training and Support

- **SkillsUSA Championships and volunteer registration questions:** Tracy Whitehead, twhitehead@skillsusa.org or 931-797-3155.
- **Configuring state registration site and state reports:** Patty Duncan, pduncan@skillsusa.org or 703-737-0635.
- **Conference invoice and payment questions:** Sandy Mueller, smueller@skillsusa.org or 703-737-0613.
- **Registering attendees and general registration support:** Customer Care Team, customercare@skillsusa.org or 844-875-4557.
- **Name spelling changes:** State directors and advisors can request spelling changes directly in the participant's registration record by clicking the highlighted link above the participants name [Click here to request a spelling correction for Contestants.](#)

Virtual Training

An overview of some of the information below, tools and steps that the state director needs to complete to close registration will be held on Tuesday, May 2 during the Weekly Connection with Chelle Travis. The training session will be recorded.

Conference Registration Website

All registrants **must register on the SkillsUSA online registration website** at <https://www.skillsusa-register.org/Login.aspx> for NLSC. The state SkillsUSA director, school administrator or teachers may register participants. Students should not register themselves. Registration instructions that can be copied and pasted for distribution to schools in your state are in the Advisors Guide located in the [NLSC 2023 State Director Information Hub](#).

SkillsUSA Championships Contests

Please contact Tracy Whitehead with questions related to the information below.

Contestant Verification

- Only students who are registered by the National March 1 deadline are eligible to compete at NLSC. Students who compete and win at a state event *are not* exempt from the national March 1 national deadline requirement.
- Refer to the SkillsUSA Championships Technical Standards and the SkillsUSA Championships Updates for contestant requirements and organization of contests. The Technical Standards are posted on [Absorb LMS](#) and contest updates are here: www.skillsusa.org/competitions/skillsusa-championships/contest-updates/
- Be sure the contestant receives these instructions and has demonstrated their knowledge of the safe operation of the tools and equipment used in the contest.
 - Refer to the SkillsUSA Official Contests document for contest names and abbreviations as well as the number of competitors in each contest.
 - Models for Esthetics and Nail Care *are not* contestants and should be registered as a Participant.
 - If you add a new contest in your state *after* the May registration deadline, we cannot guarantee a workstation to compete at nationals this year due to the necessary planning for materials and floor space. Advanced approval from SkillsUSA Championships must be requested.

State SkillsUSA directors are not required to complete the online National NLSC Review section of the website (found at: State Director tab>National NLSC Review). Instead, you will acknowledge that you verified the information when you submit your NLSC appointment request. This feature will still be available for any state directors who wish to use it for personal tracking.

Close Your State (SLSC) Conference (for states using the SkillsUSA website)

After your State Leadership and Skills Conference (SLSC) ends, you will close your conference site and archive the information. **Do not skip the following steps! Once the data is archived, you will not have access to it again.**

- **Save your state conference information** before archiving.
Log in to: <https://www.skillsusa-register.org/Login.aspx> >click link State Reports>Conference and Fee Reports. Select the event from the drop-down menu. Click Conference Registrants button to export all your data into an Excel file for future reference. Save open invoice reports and other reports as needed.
- **Archive your state conference**; State Director tab > Archive Conference. Locate the event and click Archive button. **Once archived advisors will be able to use the Look Up Previous Regs feature to quickly register for NLSC.**
- **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.

Prepare and Open Your State for NLSC Registration

Once you have archived your SLSC, you will prepare the site and then open NLSC registration.

- **State Add-on Fees**

The national conference registration fee is \$195. State associations may charge an additional fee to cover state registration or items provided to your attendees such as T-shirts, meals or logo items. The add-on fee can be different for students versus adults (Professional members).

New this year! Beginning April 1, update your state add-on fees on the same screen where you enable NLSC hotel reservations, invoices and T-shirts. Log in to: <https://www.skillsusa-register.org/Login.aspx> >click tab State Director>Edit>tab Natl Event. Click Edit next to SkillsUSA National Leadership and Skills Conference. Locate the NLSC fee box for students and professionals and update or add a fee for 2023. Click Save. This fee will be added to the national registration cost on school price quotes and invoices. Any fees currently in the state office screen under the combined fee box for NLSC/WLTI will automatically carry over to the NLSC fee box in the event details screen.

- **Invoices and Price Quotes**

You can use the system to invoice schools or to create a price quote for schools to turn into their administration for approval. Log-on to the registration site> State Director tab > Edit > Event Details> click tab Nat'l Event> Edit> SkillsUSA National Leadership and Skills Conference. Check the boxes next to Invoice on Submit for NLSC and Show Fees for NLSC? for these features to be true. Uncheck the boxes so no invoices will appear, and the Show Fees button will be hidden.

- **New this year!** Beginning April 1, state add-on fees and the national registration fee will be combined to one dollar amount on the school invoices and will show as the conference fee.
- Registration fees will be combined and show as one dollar amount on the invoice. This enhancement eliminates invoices from showing separate national registration fee and state add on fees on separate lines. Product and contest-specific fees will continue to show as separate lines on the invoice.

- **Update billing information**

State directors are responsible for collecting NLSC fees from schools. If using the website for invoicing schools; State Director tab > Edit > Event Details> click tab Nat'l Event> Edit> SkillsUSA National Leadership and Skills Conference > update name, address, city, state, ZIP code and phone number of person or company to receive conference fees: information.

In the Billing Notes section, identify the type of payments you will accept (checks, purchase orders, credit cards and/or cash) and the contact information for the person handling conference-related questions for your state. This information will be displayed on the invoice. Click Save. **NOTE:** The registration system will not connect to your individual state credit card processing system. Schools should contact your billing department directly to pay by credit card.

- **Conference T-Shirts**

The conference T-shirt question appears on all NLSC registrations. To hide the NLSC T-shirt question, log-on to the registration site> State Director tab > Edit > Event Details> click tab Nat'l Event> Edit> SkillsUSA National Leadership and Skills Conference. Uncheck the box: Show Shirt Size?

- **Hotel Reservations**

All rooms are booked using Passkey by clicking the Hotel Registration button on the conference site. This button can be hidden from advisors if you prefer to book your state hotel rooms. **The system is preset to your state preference last year.** Verify this year's preference. Go to State Director tab > Edit > Event Details > click tab Nat'l Event > Edit > SkillsUSA National Leadership and Skills Conference. Check the box Allow Hotel Reservations for NLSC if you want advisors to book their own rooms. Uncheck the box if you will book the rooms. Click Save. **NOTE:** State Directors can always see the Hotel Reservation button even if hidden from advisors. All hotel bookings in PassKey must be completed by the deadline communicated by HPN Meeting Services.

- **Optional Products**

If you are offering optional items or events such as meal functions, items for opening session or any additional item not included in the state add-on fee, use the Products feature.

Log in to: <https://www.skillsusa-register.org/Login.aspx> > State Director tab > Edit > Event Details > Products tab. Use previous products when possible and update fees as needed. To add a new product, click link Add New > complete the required data and Save. Be sure to include instructions on how to select products in your advisors instruction packet. The fee will be added to the invoice once selected by the user in in the registration process. **Please do not delete or change any WLTI items listed.**

- **Customized Questions**

If you have custom questions from state or previous NLSC conferences, verify that the questions still apply as they will appear unless hidden. Verify and update; Click State Director tab>Edit>Customized Web Fields. **Check the box to include the question. Uncheck box to hide for NLSC.**

- **Delegates and National Officer Candidates**

Delegates and national officer candidates must be registered SkillsUSA members by the March 1 national deadline and register as an NLSC attendee.

New this year! A new feature is available beginning April 1 that will allow you to quickly register students as delegates and select students as alternate delegates. This new management feature will also allow you to select their delegate committee assignment at the same time you are registering them as Delegates! See Delegate Registration process on the [NLSC 2023 State Director Information Hub](#).

- **Activate, Leverage and Engage (ALE)**

State directors and advisors may register attendees for Activate, Leverage or Engage (ALE) pre-conference training events by selecting the session in the individual NLSC registration records. Locate the prompt; Also Attending and select the training from the drop-down menu.

If the attendee is only participating in ALE and not attending NLSC, check the box Pre-Conference Attendee Only. If that box is checked, the attendee will not be issued a badge for the conference and will not receive materials for paid NLSC attendees. Only the fee for ALE will be charged. Additional instructions and materials will be provided by the SkillsUSA staff hosting ALE.

Activate session — For chapter leaders

Leverage session — For state officers

Engage session — For advisors

New this year! Advisors Summit

State directors and advisors can register advisors for the new Advisors Summit at NLSC. Check the box next to Advisors Summit in the add-on event section of individual NLSC registration records. There is no fee for this track.

- **OPEN/CLOSE NLSC:** Once you have completed the steps above you are ready to open your state NLSC site. Follow the instructions below or email Patty Duncan to assist you. *Your state NLSC registration will not automatically be opened for you.*
- Log in to: <https://www.skillsusa-register.org/Login.aspx>. Go to State Director tab > Edit > Event Details > click tab Nat'l Event > Edit > SkillsUSA National Leadership and Skills Conference. Move down and check the box next to the prompt NLSC Open? **Once you close your state registration for NLSC, uncheck the box.**

Verify State Registration for Accuracy

It is critical that any issues with NLSC registration records are resolved as soon as possible. State SkillsUSA directors should assist with fixing errors by running the problem reports for your state and resolving issues prior to the national May deadline. This will prevent delays with obtaining valid information after registration closes.

- **Problem Reports** checks for contestants who have not selected a contest, missing team codes, non-contestants registered in a contest, inconsistent divisions, email validation and other missing data.

To run the report in the conference registration system, Log-on> click button for State Reports>Contest Reports. Run all reports under Problem Reports and fix errors. Be sure to run the Email Validation report. **A valid and unique email is required for all contestants.**

Due Dates, Fees, Cancellations and General Information

Registration Opening Date: States may open state NLSC registration starting **April 1**. Be sure your state registration site is prepared and opened on time so all delegation members have time to register for NLSC.

Registration Deadline/Close Date: The national NLSC registration deadline is **May 16**. This is the deadline for all conference registrations including Delegates, National Officer candidates, Advisors Summit, Activate, Leverage and Engage. The registration site will close by 5 p.m. Pacific Time.

There are no refunds or registration extensions after May 16. The national headquarters advises that you close state NLSC registration before the national deadline so you have time to review and troubleshoot any issues.

You may close your state in the registration website and re-open it if needed until May 16. Follow the instructions above under OPEN/CLOSE NLSC.

Exempt Registrations

The National Leadership & Skills Conference registration fee is \$195 for all registrant types. Each state receives an automatic credit of \$390 that is deducted from the state invoice, which provides **two free registrations**. You do not need to designate or advise the national registration team who receives the credit.

- **Exempt Registration Types**

Each state SkillsUSA director and one assistant will automatically receive a free registration when both are registered as the registrant type State Director. Only two State Director registrants are permitted per state. Register other state employees as registrant type State Office. If you wish state office registrants to be exempt use your \$390 credit and delete their invoice from the system.

Children ages 10 and under can register for free with access to the conference floor. **Admittance to the Opening Session and Awards Session is not included with the 10-and-under free registration.** Entrance to other events that require a badge are not included in the child's free registration. These admissions must be purchased separately at NLSC. Select registrant type; Child Session (\$75) for access to the conference center and the Opening Session and Awards Session, if desired.

Cancellations/No Refunds

There are no conference refunds or credits after the May 16 registration deadline for drops/cancellations without a substitute. Please ensure schools are aware of this policy. See cancellation policy due to COVID-19 illness at [NLSC 2023 State Director Information Hub](#).

Payment

Payment for your registered state delegation is due to headquarters by June 2. Payment for your delegation must be made before your contestants can compete.

Any additional registrations of participants onsite must be paid when registered.

Once you close your state for NLSC, print your state NLSC invoice online 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 or go to Conference and Fee Reports> click button NLSC Invoice.
- The national headquarters recommends electronic payment to ensure payment arrives by the due date. Payment options at <http://bit.ly/SDpaymentoptions>
- If mailing a check, include a copy of your NLSC invoice.
- To pay by credit card over the phone, contact Sandy Mueller, Accounting Manager, smueller@skillsusa.org or [703-737-0616](tel:703-737-0616)
- SkillsUSA accepts these credit cards: American Express, MasterCard and Visa.