

SkillsUSA Georgia

2012 State Leadership and Skills Conference

Registration Instructions

On-line Registration Deadline: February 24, 2012 at www.skillsusa-register.org
Submit payment to: SkillsUSA Georgia
5916 East Lake Parkway #129
McDonough, GA 30253

Instructions:

1. Please log on to: www.skillsusa-register.org to register your chapter for the State Leadership and Skills Conference.
2. You will enter your email address and the password that you created when you submitted your online membership. If you did not previously create a password then you can proceed to do that on the site by following the instructions listed.
3. After you have logged in, click on the **"Conference"** tab at the top of the page and then the drop down box of **"My Registrations"** and then click **"New Registrant"**. For each contestant, click on the **"Contest"** tab at the bottom of the page to enter the correct contest. Enter Voting Delegates as Observers (they will receive Voting Delegate ribbons at the conference). You **do not** need to complete the **"Emergency"** tab since each participant will complete the enclosed form titled: Personal Liability / Medical Release / Photography Release.
4. You will continue to add new registrants and save them until everyone from your chapter has been registered.
5. PLEASE ensure the following:
 - a. Each attendee's name is spelled correctly
 - b. The correct contest has been selected for each attendee
 - c. Each attendee has a shirt size listed
 - d. Each attendee is also a register SkillsUSA member
6. **Once you have completed registering all of your attendees, please print the fee summary and registration summary from the website (you can find these by going to the top of the webpage and holding your cursor over the heading titled Conferences – the fee summary and registration summary will appear in the drop down box).** You will want to make a copy for your records and submit a copy with your payment.
7. Complete the following State Conference Registration Form (page 12) and submit the form by the deadline date along with the \$50.00 registration fee for each participant (advisor, chaperone, contestant, voting delegate, courtesy corp, observer) attending. **Payment for the conference should follow the submission of your online registration. Effort should be made to pay all registration fees prior to the conference. Please indicate on your State Conference Registration Form if you wish to pay by Credit Card or attach a Purchase Order. Credit Card payment instructions will be sent to you via a separate email if you have indicated that you prefer to pay by that method. PLEASE NOTE: Payment is expected for any participant entered into the system at the close of registration unless you cancel their registration, which must be done no later than February 29, 2012.**
8. **The deadline for on-line registration is Friday, February 24, 2012 at 9:00 p.m. Contestants that are not registered by February 24, 2012 will not be allowed to compete.**
9. **Absolutely no refunds will be granted after February 29, 2012.**

State Conference Registration Form

To be completed and submitted with your payment (or indication of payment method).

School: _____ System: _____

Advisor: _____

Telephone: _____ Cell: _____

Email: _____

Summary of Registration Fees Enclosed

<i>Participant Code</i>	<i>Quantity</i>	<i>x Amount</i>	<i>= Total</i>
Total Advisors		x \$50.00 each	=
Total Contestants/Voting Delegates/Courtesy Corp.		x \$50.00 each	=
Total Observers		x \$50.00 each	=
Total Chaperones		x \$50.00 each	=
Total Participants =		Total Registration	(A)
<i>Rickey's Challenge Donation</i>		x \$ select amount	=
For the Youth Development Foundation		Total Donation	(B)
		Total Fees Due (A+B)	=
Payment Method:		Mail this form with:	
<input type="checkbox"/> Check <input type="checkbox"/> Purchase Order <input type="checkbox"/> Request to Pay via Credit Card (3.5% service charge will apply)		<input type="checkbox"/> Registration Summary from online website <input type="checkbox"/> Fees Summary from online website	

For Official SkillsUSA Georgia Only

Date: _____ Check #: _____

Amount of Check: _____ From: _____