

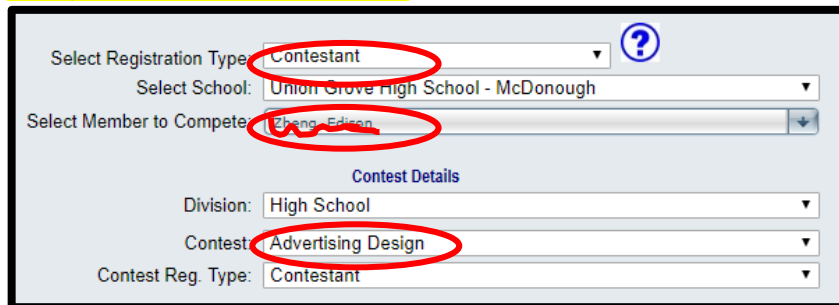
# SkillsUSA Georgia Region Championship Registration Directions

## Instructions:

1. Please login to the registration site: [www.skillsusa-register.org](http://www.skillsusa-register.org) to register your chapter for your region competition.
2. You will enter your email address and 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
4. Be sure to select the correct **REGION CONTEST** from the “**Filter Event**” drop down box.
5. Then click “**Add New Registrant**”.

- a. For each student, make sure the following information is complete and correct: Select Registration Type, Select Member to Compete\*, Contest

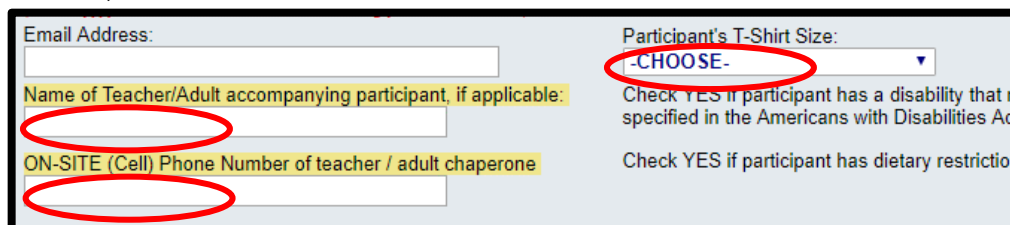
***\*You must register these students as SkillsUSA members before you are able to register them as contestants***



The screenshot shows a registration form with the following fields and selections:

- Select Registration Type: Contestant
- Select School: Union Grove High School - McDonough
- Select Member to Compete: Zhang, Edrian
- Contest Details:
  - Division: High School
  - Contest: Advertising Design
  - Contest Reg. Type: Contestant

- b. Click “**Save & Continue**”
- c. Verify the information on the registrant detail information screen is correct (must include name, street address, etc.) and add the following information: Name of Teacher/Adult accompanying participant, ON-SITE (Cell) Phone Number of teacher, and select T-shirt size



The screenshot shows the registrant detail information screen with the following fields and selections:

- Email Address: [Empty field]
- Name of Teacher/Adult accompanying participant, if applicable: [Empty field]
- ON-SITE (Cell) Phone Number of teacher / adult chaperone: [Empty field]
- Participant's T-Shirt Size: -CHOOSE-

- d. Click “**Save Registration**”
    - i. Fix any errors needed if it does not save the registration (will tell you in red at the top of the page what needs to be fixed)
6. You will continue to add new registrants and save them until everyone from your chapter, who is competing, has been registered. ***Do NOT forget to register yourself and any other advisors attending the conference!!***

7. Once you have completed registering all your attendees, select “**Submit Registration**” to submit your registration to SkillsUSA Georgia
8. Next you may print the fee summary and registration summary (will help you verify you registered everyone correctly) 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). **SkillsUSA Georgia will send you an official invoice once your region registration has closed.**
9. Payment for the conference should follow the submission of your online registration. Registration fees should be paid in full prior to the competition.
  - a. Credit card payment may be made online using the Pay Now Link on the invoice.
  - b. **PLEASE NOTE:** Payment is expected for any participant entered in the system at the close of registration.
10. **Absolutely no refunds will be granted after registration deadline date.**