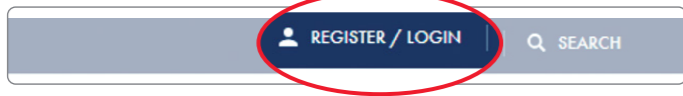


QUICK START GUIDE



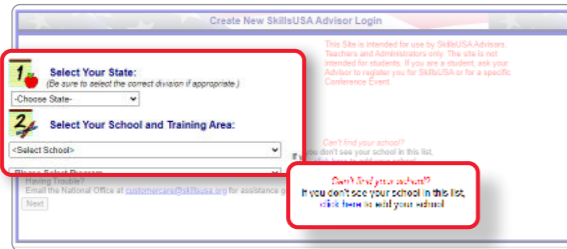
Step-by-Step Instructions to Register Students and Teachers as Members

1 Go to the SkillsUSA website at www.skillsusa.org and click the **REGISTER/LOGIN** button located in the top right to proceed.



2 If you are a new advisor, create a login by clicking on the **Create Login** button. If you are a current advisor, log in and proceed to the registration page, then go to **Step 7**.

3 When creating your login for the first time, you will be able to select state, school and program area. You must have an active chapter to be able to locate your school. If your school is not listed, please click on **Can't Find Your School** and request that your school be added.



4 Provide and confirm a password: (Passwords must be at least 8 characters and include UPPER and lower case characters, a number, and a special character.)

4 Next you are required to enter your full name and provide a password.

QUESTIONS? WE'RE HERE TO HELP

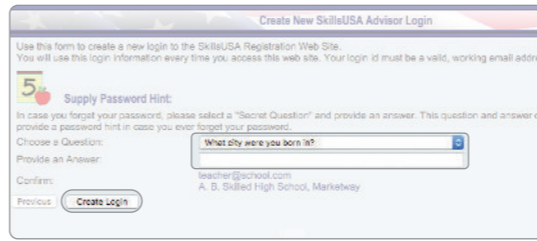
For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

Monday/Wednesday/Friday: 8 a.m. – 5 p.m. ET
Tuesday/Thursday: 8 a.m. – 7 p.m. ET

Chat: SkillsUSA Register (skillsusa-register.org)
Call: 844-875-4557
Email: customer@skillsusa.org

Send payments to: SkillsUSA, 673 Potomac Station Dr., PMB #809, Leesburg, VA 20176

5 If prompted, please answer the Secret Question for password security, then select **Create Login**.

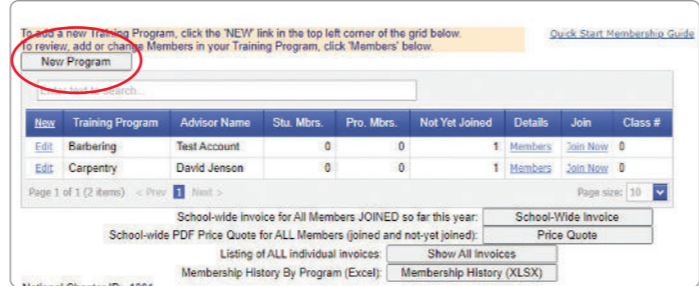


6 You will be taken back to the Login screen. Use your email address and password to log in.

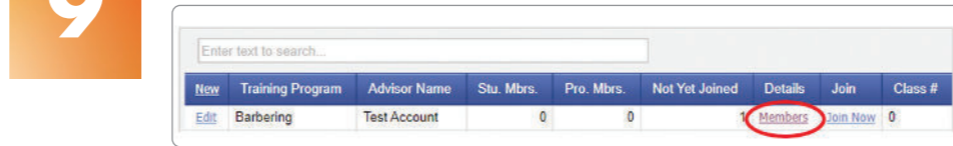
7 Here you will add members or register for conferences. Select **Membership** to add members.



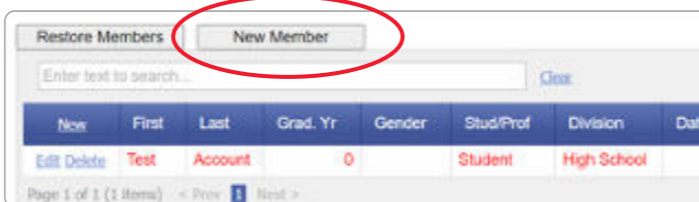
8 If you are a new advisor, add your Training Program by clicking on the **New Program** button.



9 Now you are ready to join members. Select **Members** to the right of the training program to which you will be adding members.

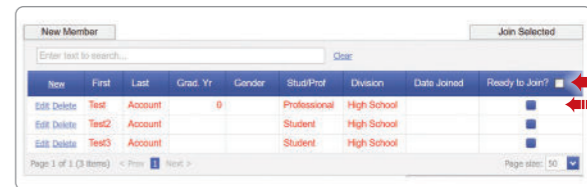


10 Select **New Member**. The **Membership Details** record will appear.

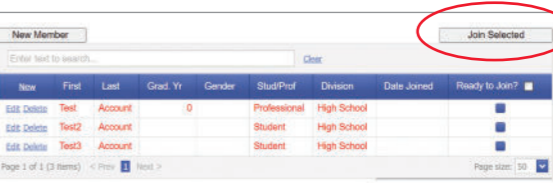


Note: Advisors who were professional members last year have been automatically entered as professionals for the current year. Please verify that your email address is current, and delete advisors that are no longer with the school. Advisors and students are not officially joined until Step 12 is completed and an invoice generated.

12 You are now ready to join **selected** members by using the **Ready to Join** checkbox at the right of each member's name or you may select ALL members by using the **Ready to Join** checkbox located in the blue column header. *Any members not selected will remain pending in the system until they are officially joined or deleted from the system.*



13 Submit your membership to SkillsUSA by selecting **Join Selected** at the top of the page.



On the payment page, complete the following fields: **Verify Advisor's Email Address, Opt In, Payment Method, 100% Students Joining, Combined or Split Invoice**. Read and accept the statement: "Once you click 'Join Now' no drops or substitutions can be made and you guarantee to pay the invoiced amount." Upon completion of all fields, click the final **Join Now** in bottom left corner.



CONGRATULATIONS!
You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance call the SkillsUSA Customer Care Team toll-free at: **844-875-4557**.

PAYMENT OPTIONS

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Services begin when membership is submitted.

If paying by Visa, Mastercard, American Express or Echeck: Go to the **Edit Training Program** screen and click the **Show All Invoices** toward the bottom of the page. Locate your invoice and click on the Invoice ID link located in the first column. A credit card payment link is located on the invoice. To pay for all school invoices, click the **School-Wide Invoice** button located at the bottom of the invoice box. Enter your credit card information as requested.

If paying by check: Please send a copy of your membership invoice with the check to the address on the invoice. To see full details of payment options, including ACH set-up, visit this link: <http://bit.ly/SDpaymentoptions>

If using a purchase order: Verify with your accounting department whether a purchase order is required prior to joining members. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

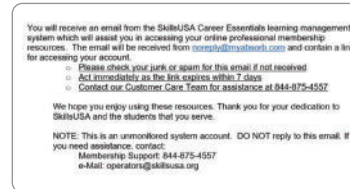
Note: Payment for membership is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

Please mail a copy of the invoice and your payment to the address on the invoice. If you have questions, call **844-875-4557**.

SkillsUSA
673 Potomac Station Dr., PMB #809
Leesburg, VA 20176

ACCESS THE BENEFITS OF PROFESSIONAL MEMBERSHIP

- Registered Professional members receive complimentary access to numerous SkillsUSA resources. Once your Professional membership is submitted, the member will receive two emails. The first email — which will come from **SkillsUSA REGISTER** — will confirm submission of membership. The second will come from **SkillsUSA ABSORB** (noreply@myabsorb.com). To validate your Professional Member benefits, click on the validation link.

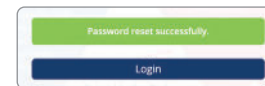


Please note that this link will only be active for seven days. If the email is not received, please check junk/spam folders.

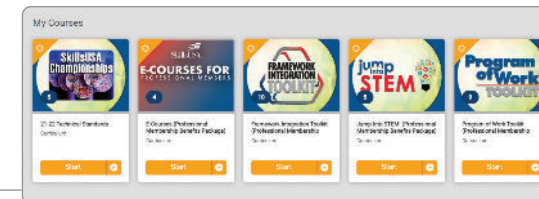
- The validation link will direct you to a webpage to create a password.



- Once a password is successfully created, a **Login** button will appear. Click on this button. Log in using the member email as the username and newly created password.



- Once logged in to SkillsUSA ABSORB, the member will be able to locate the **Professional Membership Benefits** on their dashboard.



- Once the account is created, this account can be accessed in two ways:



Directly on SkillsUSA ABSORB at absorb.SkillsUSA.org.



In SkillsUSA REGISTER at SkillsUSA-register.org. After logging in, select the benefits at the bottom of the dashboard.

Call: 844-875-4557 | Email: customercare@skillsusa.org
Chat: SkillsUSA Register (skillsusa-register.org)



ONLINE RESOURCES

Our online resources for advisors and students support active participation and the development of SkillsUSA Framework skills.



skillsusa.org

SkillsUSA's website, providing information about the organization for stakeholders and the general public.



skillsusa.org/shop

SkillsUSA's webstore, offering the latest merchandise and educational resources.



careeressentials.org

SkillsUSA's website for Career Essentials curriculum and assessments.



skillsusa-register.org

SkillsUSA's secure, online portal for membership and conference registration.



brand.skillsusa.org

SkillsUSA's interactive brand resource site, providing logos, templates and more.



absorb.skillsusa.org

SkillsUSA's Learning Management System, housing curriculum, including the SkillsUSA Championships Technical Standards and professional member benefits.



skillsusachampions.org

The digital hub for "SkillsUSA Champions" magazine, providing inspiring stories and relevant news.



congressweb.com/susa

SkillsUSA's advocacy site, allowing members to contact elected officials and media with messages.



MEMBERSHIP REGISTRATION

QUICK START GUIDE

and

How to Access Professional Member Benefits

