

## NLSC 2023 Registration Instructions

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Atlanta Hotels are assigned to state delegations by the SkillsUSA National Office and students and their advisors are required to stay with their state delegation in the assigned hotel. New Jersey will again be staying in the Westin Peachtree Plaza, 265 Peachtree Center Ave. NE, Atlanta, Georgia

Travel arrangements for our state delegation are being handled by Peter Scocca from Vista Travel. Email him at [peter.scocca@frosch.com](mailto:peter.scocca@frosch.com) or call him 848 250-6373

In order to complete registration for the SkillsUSA National Leadership & Skills Conference (NLSC) which grants access to the Championship activities, you must also log into [www.skillsusa.org](http://www.skillsusa.org) and follow the instructions below.

Register contestants, student participants, parents or anyone requiring a badge for entry to the general sessions including the Opening and Awards sessions, access to the SkillsUSA Conference floor, and educational workshops.

Log-on to the Conference Registration site using your advisor log-on credentials to register attendees for the National Leadership and Skills Conference (NLSC). Only the advisor or school personnel should be registering attendees. Below is a short description of the registrant types.

### Registrant Types

- **Contestants:** All students competing in a career competition should register in this category. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety and Outstanding Chapter
- **Advisors:** SkillsUSA advisors or educators attending conference.
  - National Education Team and Courtesy Corp Volunteers: Register on the volunteer site. An invitation with the link will be sent by the national Championships team. Do not register as an advisor or a student on the site that paid participants register on.
- **Administrator (NEW):** Principal, Assistant Principal, Counselor, Chancellor, Dean, President, Vice President, Director, Department Head, CTE Director or any other administrator
- **Participant:** Chapter members, state officers and delegates. Students who are models for Esthetics or Nail Care and who are back-ups to competitors should also register in this category.
- **Models of Excellence:** Participants who have been notified by the SkillsUSA national office that have achieved the highest honor of the Chapter Excellence Program should register in this category. These registrants will be interviewed as Models of Excellence at NLSC.
- **Guest:** Chaperones, family members and other attendee not listed above who wishes to attend the entire conference and State Farm Arena sessions.
- **Children:** Tickets for entertainment venues, or any event not mentioned in the children's registration descriptions below **are not** part of the child's registration. These admissions can be purchased separately onsite.
  - **Child — Free registration (age 10 and under)** Registration includes access to conference floor at Georgia World Congress Center. Admission to general sessions at State Farm Arena are not included. Purchase the Child Session Pass to include admission to the general sessions.
  - **Child Session Pass – Paid Registration (ages 10 and under)** Registration includes access to conference floor at Georgia World Congress Center, Champions Festival, and admission to the general sessions at State Farm Arena.

Children ages three and under may sit on an adult's lap at the State Farm Arena general sessions at no charge. A separate seat is not reserved. Purchase a Child Session Pass to reserve a seat for children ages three and under.

### **Register for Conference**

**Contestants must be registered SkillsUSA members by the state deadline or no later than the national deadline of March 1 to compete at nationals and school membership invoices must be paid before contestants can register.**

- Log on to the registration site and click the tab Conference>My Registrations.
- Select the event SkillsUSA National Leadership and Skills Conference in the filter event drop-down menu.
- Participants previously registered for past conferences: Click the button Look Up Previous Regs at the bottom of the screen to locate registrations from a previous conference and quickly register for NLSC. *NOTE: This feature will only work if all membership invoices are paid in full for your school.*
- Click the Add Registrant button at the top of the screen to manually register new attendees. Follow the prompts. Be sure to select registered members from the drop-down name list. Only manually type names of attendees who are not members at the school.

### **In individual registration records:**

- If applicable, select a pre-conference or the Advisor Summit event in the Add-On Events section.
- Your state may be offering additional add-ons. In the Optional Fees section of each individual registration record click the button Add to display a list of possible options. Select the quantity and click Save.
- The Advisor is responsible for providing the Code of Conduct to students and other attendees they register. Read the agreement in the Attestation section and check the box I agree. See section Conference Registration Liability and Release Form section for instructions on how to display and print the Code of Conduct Agreement.
- Once names are added and individual registration records are completed click the **Submit Registration** button to validate your registration information and to issue an invoice if your state is using the invoicing in the system. **NOTE:** Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked. Be sure to advise your state director before the registration deadline of anyone who is no longer attending.

### **Conference Registration Liability and Release Form**

Once the name is registered; click the FORM link that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for contestants, onsite emergency contacts for all participants, and complete the Americans with Disability Act and food allergies sections if applicable. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.

- A blank Registration, Liability and Release Form can be printed ahead of time and given to the participant to fill out or have a parent sign. Click the tab Conference > [Conference Liability and Release Form](#). The form should then be returned to the advisor or designated school person to enter the data on the website as mentioned above.
- Home Addresses: You must provide a home address for contestants. Contest awards and corporate gifts are mailed to home addresses.
- Emergency contact information is required for all participants.

## Name Badges

- **Name badges must be worn to be admitted to all NLSC functions.** Please remind your students to remember to have their badge before leaving the hotel to avoid a return trip back to the hotel.
- Please do not attach pins directly to name badges. Please attach pins to lanyards.

## Drop and Refund Policy

Schools are responsible for paying for all registrants that cancel after the registration deadline. Drops made after the deadline are not eligible for a refund/credit.

## Commonly Asked Questions and Answers

- **How can I print a report of my NLSC registration?** On the Conference Registration website click the tab Conference > Export to Excel. You may also print a report of Emergency Contacts and a Summary of your schools Registrations.
- **Where do we send our money?** Money collected for all registration fees is included in the travel package price from [Peter.Scocca@Frosch.com](mailto:Peter.Scocca@Frosch.com)
- **Why can't I view all my school's participant records?** To view all records of your school participant(s), you must own them (you created the record). If you are responsible for registering everyone, we can give you "rights" to all the records. Please call our Customer Care Team at 844-875-4557 to request School Administrator rights.
- **Why can't I get the record to save?** Look for red typed script at the top of the screen that indicates the problem. Example: **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year)**. Ensure you answer all the questions in the registration form to reduce these types of errors.
- **Why can't I enter my participant in a contest?** To enter a contest, you must select the Registration Type > Contestant. The contestant must be a registered member by March 1 and the school invoice must be paid.
- **What is the Submit Registration button?** This button is used to validate the information in each individual registration record and will issue an invoice if your state is using the system for invoicing. Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked.
- **Who do I call regarding my state delegation costs, registration, hotel, and transportation questions?** These calls should be directed to [Peter.Scocca@Frosch.com](mailto:Peter.Scocca@Frosch.com)
- **What is the deadline to register for the conference?** The NJ deadline for submitting your conference registration is May 10..
- **Who do I call for help with registration?** SkillsUSA Customer Care Team at 844-875-4557 or email [CustomerCare@skillsusa.org](mailto:CustomerCare@skillsusa.org)