

SKILLSUSA NEW JERSEY COMPETITOR REGISTRATION PROCEDURES

- All competitors must be dues paying members of SkillsUSA. Be sure your SkillsUSA Chapter members are listed on the national website (www.skillsusa.org) In order to compete in the state Championships, students' names must appear on a national membership roster.
- The state website (www.nj-skillsusa.org) is used to register for the state championships. After completing your membership on the national membership site, your students names will be uploaded to the NJ registration site the following Friday. Following the upload process, your eligible student member's names will be accessible for you to assign to a contest.
- Refer to the Contest Registration Booklet to determine the number of students per chapter permitted to register for each contest or the required number of students necessary for each team contest. The Registration Booklet can be downloaded from the Advisor Tab at www.nj-skillsusa.org.

RETURNING/VETERAN ADVISORS

If you have visited the state website and entered your information in previous years, your account is still active.

DO NOT CREATE ANOTHER USER NAME and PASSWORD. The info you have used in the past is **still valid.** (Call Courtney (908 526-8900 Ext. 7249) or email (cnemerofsky@scvts.net) if you forgot your log-in info.)

- Be sure you have registered your competitors as members of SkillsUSA at www.skillsusa.org
- Log-in at www.nj-skillsusa.org using your advisor user name and password, go to the *Registration* tab in the black tool bar
- Click on *Contest Registration*
- Find the Green Button on the right: *ADD NEW ENTRY*
- Follow prompts in the drop down boxes to enter students, models, observers and advisors
- After completing each entry, you should see your list of students that are registered
- To remove a student, click on *REMOVE*. (*CID* is the contestant ID number that has been assigned)
- Next, print your invoice by clicking on the *Print My Invoice* in the *Next Step* box.
- Process your copy of the invoice for payment of state conference fees to NJ SkillsUSA by March 15
- IMPORTANT NOTE: You will not be logging into the Utah State Site. Our system is a clone of a system that was developed for Utah SkillsUSA. A glitch in programming continues to list some pages as Utah.

NEW ADVISORS

- In order to register your student competitors, you must create a username and password in the NJ Registration site.
- Go to www.nj-skillsusa.org/advisors and Click on *New Advisor Account*, select *Get an Account* in the blue bar and follow the prompts.
- After completing the account information, it is necessary to email our office so your account can be activated.
- Once activated, you will be able to register your student's for competition.
- Be sure you have registered your competitors as members of SkillsUSA at www.skillsusa.org
- Log-in at www.nj-skillsusa.org using your advisor user name and password, go to the *Registration* tab in the black tool bar
- Click on *Contest Registration*
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Please don't hesitate to contact our office with questions. We will be glad to walk you through the process.