

Advisors,

State Conference Registration is OPEN.

The Alabama SkillsUSA State Conference is scheduled for:

Monday April 15th	Contest Orientations and Opening Session
Tuesday April 16th	Competitions and Career Expo
Wednesday April 17th	Awards Session and National Conference Meeting

To Register go to: www.skillsusa.org

1. Login with your Advisor login and password
2. Click on Conference
3. Select 2019 Alabama State SkillsUSA Conference
4. Select Add New Registrant
 - a. Select Registrant Type:
 - i. *(Contestant, Advisor, Student Observer, Administrator, State Officer, Parent Observer)*
 - b. *Select Member from pull down (list of paid members)*
 - c. *Division (High School or College)*
 - d. *Select Contest: (select from pull down)*
 - e. *SAVE and Continue*
5. *This will take you to a Screen to add:*
 - a. *Mailing Address*
 - b. *Date of Birth (format correctly)*
 - c. *Phone numbers*
 - d. *Tee-shirt size*
 - e. *Emergency Contact Information*
 - f. *SAVE*
6. *Repeat Steps 1-5 to ADD additional Students and Advisors*
7. *When ALL Registration is Complete, Select CONFERENCE, Registration Summary to Print out your Registration.*
8. **Important Reminder:**
 - a. *Each Training Program must have a minimum of **12 members** listed on their roster to be eligible for State Competition.*
 - b. *There Must be at least **ONE paid professional member per training program.***
 - c. *Each Training Program MUST have paid their **\$150 Program Affiliation Fee** Prior to the State Conference to be eligible for competitions.*

For Assistance Contact: Bryan Upton at bupton@alsde.edu,

Wanda Henry at whenry@alsde.edu or Keith Andrews at kandrews@alsde.edu 256-298-0192