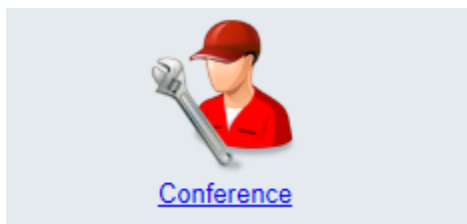


1. Go to the SkillsUSA website: SkillsUSA.org and look for JOIN at the top of the page:



2. You will be asked to Login. If you are a new advisor, you will need to create a login. If you are a current advisor, simply login and proceed to the registration page. (Step 7)

3. Click Conference and Filter for the Event: 2018 Mid-America Leadership Conference



4. "Add New Registrant"

“Select Registration Type” Choose either “Advisor”, “State Director” or “Participant” and “Select School”
 “Select Member to Register” (Note: For conferences that do not require membership, there will be an option to just enter First and Last Name instead of selecting a member to register) then “Save & Continue”

5. Fill out the Registrant Detail Info Form. **IMPORTANT fields to pay attention to:**

- A. The First and Last Name that is entered will appear on Badges and Certificates. Please double check spelling.
- B. On-Site Cell Phone for the registrant.
- C. Name of Teacher/Adult accompanying participant. If under 19, please enter Advisor or State Director who will be responsible for participant. On-Site Cell phone number for that teacher/adult chaperone.
- D. Choose Shirt Size.
- E. Disability and Dietary restrictions information.

A

THIS NAME WILL APPEAR ON BADGES AND CERTIFICATES!

Participant's First Middle & Last Name: Greg [] Stahr

Participant's Home Address: []

City: Lincoln State: NE Zip: 68509

Home Phone (with area code): [] Cell Phone (with area code): []

Age: 62 Date of Birth: 2/15/1956 Gender: M

Email Address: greg.stahr@nebraska.gov

Name of Teacher/Adult accompanying participant, if applicable: []

ON-SITE (Cell) Phone Number of teacher / adult chaperone: []

Parents' / Guardians' Names (if Participant is under age 18): []

Parents' / Guardians' Phone with area code: []

Name of SkillsUSA Advisor for participant's Occupational Area: Greg Stahr

School where Participant's trade area is taught: SkillsUSA Nebraska State Office - Lincoln

Occupational Training/Trade Area in which Contestant is enrolled: Professional (Chapter)

Graduation Year: 0

Participant's T-Shirt Size: -CHOOSE-

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). YES Describe: []

Check YES if participant has dietary restrictions: YES Describe: []

B

D

E

C

Pre-Conference Attendee ONLY (OR Admin Exempt):

School: Nebraska Department of Education School Admin(s):

Lincoln, NE 68509 Phone: (402) 471-0898

FEES / OPTIONS

State Officer? Officer Candidate? Voting Delegate?

Arrival Date / Time: [] Departure Date / Time: [] Hotel Nights: []

(Arrival & Departure Dates must be provided in the format 'm/d/yyyy hh:mm PM/AM' as in 8/21/2018 6:00 PM. You can leave the TIME off if you are not tracking airline flight times)

Add Optional State Fee Items:

These are Additional or Optional fee items available within your State for this particular Conference Event. Items might include optional dinners, t-shirts, hotel costs or award ceremony tickets. Please check with your State Director for additional questions.

Event	Fee Item	Qty	Amount	Extended
There are no records available.				
	Meal Plan - \$110.00			

Save | Cancel - Records: 0 - 0 of 0 - Pages: 1

Total Registration Fees: [recalc](#) (This total includes all conference registration fees and optional state fees listed above.)

Individual Payments This section is provided for your convenience, to track which Event Participants have paid. Regardless of what is entered here, it is still your responsibility to insure that the appropriate fees are submitted to the State Director prior to attending a Conference Event. This is NOT a secure section of the site, so please **DO NOT ENTER CREDIT CARD NUMBERS BELOW.**

Type	Number	Amount	Paid In Full?	Created
There are no records available.				

Add New - Records: 0 - 0 of 0 - Pages: 1

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations.

Participants - Check here if you are OVER 18 and attest: Attest (Over 18)

Parent/Guardian - Check here to attest for Participant: Attest (Parent/Guardian-mandatory if Participant is under age 18)

G

F

See Note On Next Page RE: Meal Plans

F. **TO PURCHASE A MEAL TICKET:** You must “Add Optional State Fee Items”

- Once you click “Add”, you will see the “Meals Package”. YOU MUST ENTER "1" FOR QTY AND THEN CLICK “SAVE” in that same window. Make sure the meal ticket shows up in the window.

Two screenshots of the "Add Optional State Fee Items" web interface. The left screenshot shows an empty table with a search bar containing "Meal Plan - \$110.00" and a "Save" button. A red arrow points to the "Add" button. The right screenshot shows the same interface with one item added: "2018 Mid-America Leadership Conf." with a quantity of 1 and an amount of \$110.00. A red arrow points to the "Save" button.

G. Attest that the participant AND parent/guardian (if under 18 or 19 in NE) has read and completely understands your state’s Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements. SkillsUSA Nebraska’s can be found at

<https://www.skillsusanebraska.org/projects?id=191441>

Chapter Advisors and/or State Directors should have copies of each student’s release form and a photocopy of their insurance card. Copies are to remain with the advisor for use if needed.

6. One everything is entered, including t-shirt size and meal plan (if purchasing), click on “Save Registration” at the bottom of the page. If an error is found, the error will be listed in red at the top of the page. You may edit contestants by clicking on their number under the Edit column on the main conference screen.
7. Payments should be made payable to SKILLSUSA MID-AMERICA and mailed along with a copy of the invoice to:
Grafton & Associates
c/o Denise Winters
5935 S 56th St Suite A
Lincoln NE 68516
8. Hotel reservations can be made by calling (402) 564-1492 and payment can be paid directly to the hotel.
9. The average cost per student for the entire conference (including lodging and meals) averages \$250 pluse the cost of your transporation. Students may bring extra spending money for the fundraisers and social.

