



# Congratulations

**Dear Gold-medalist advisors,**

My sincere congratulations to you and your students for your outstanding performance at our Indiana State Championships. I have tried to consolidate as much as I can in one email to all of you, so let's get started.

**Important dates:**

**May 10** – Registration opens for NLSC for Indiana registrants.

**May 10** – **Deadline to let me know your Gold medalist is attending SLSC.** We do this to allow the silver medalist to attend if your gold medalist declines.

**May 13** – Registration closes for NLSC for Indiana registrants. **HARD DEADLINE**

**May 24** – Expect emails to begin rolling out to students to initiate their access to the NLSC HUB and their competitions. Also expect a campaign to roll out from nationals to the advisors regarding the orientation process. You AND your students will truly need to be watching your emails **VERY CLOSELY**. Some contests will start competing that **VERY** week and **ALL** students **MUST** be on the HUB by June 1<sup>st</sup>.

**May 25-** registration fees **DUE- HARD DEADLINE**

**June 1** – Deadline for **ALL** competitors to be established and oriented with their contest Championship HUB.

**2021 Virtual National Leadership and Skills Conference: Schedule of Events:**

[2021 National Leadership and Skills Conference Schedule - external \(skillsusa.org\)](#) or here:

[National Leadership and Skills Conference - SkillsUSA.org](#)

**2021 NLSC Student Supervision Requirement:**

Please read through this document as it is important that you understand your obligation to your registered attendee and need to register as his/her advisor.

[NLSC Student Supervision Requirement v3.docx \(egnyte.com\)](#)

**2021 Your Contest at NLSC**

Everything you need to know about how to prepare for your contest can be found in the **living google document** by using this provided link:

[https://docs.google.com/spreadsheets/d/1\\_CY0V0-V44fmnRF\\_B5hT\\_ruefjdEnvaywSk2VOXBwE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1_CY0V0-V44fmnRF_B5hT_ruefjdEnvaywSk2VOXBwE/edit?usp=sharing)

Remember when NLSC refers to the “virtual technical standards”, these can be found in [ABSORB](#) (mycareeressentials.org) and are a professional membership benefit.

As you can also see in this google doc, NLSC will be using the HUB, just as we used for our written testing for our State Championships. Once registration for NLSC closes, your student will receive an entirely NEW invitation to his/her national competition HUB. And guess what? Due to positive feedback for a need for advisor access and training of the same – you will be receiving assistance to help your student thru this process.

**Paid NLSC Participants:** Register contestants or anyone attending NLSC at [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). Use your advisor login and password to enter site. *Do not provide students or parents with website log-on information, as they should not be entering information.* Only the advisor, school personnel or state director should be registering participants. Cost per registrant: \$115

### **Registrant Types (Cost per registrant: \$115):**

- **Contestant:** All students competing in a contest.
- **Advisor:** Teachers of participating students.
- **Participant:** State officers, delegates, national officer candidates or any other attendee who will be attending the virtual conference.
- **Models of Excellence:** Registrants who have achieved the highest honor of the Chapter Excellence Program and will be interviewing as Models of Excellence during NLSC. These chapters were notified that they qualified for this honor by the national Office of Education. Only participants that have been contacted by the national headquarters should register with this type.

### **Register for Conference:**

Log on to: [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). To register; click the Conference tab > My Registrations > click button Add New Registrant. Select registrant type> member name from drop-down menu> select contest if contestant>click button Save & Continue>complete registration form for each participant. Watch help video on top far-right side or contact our Customer Care Team for assistance by chat, email, or phone.

- The system will only accept conference registration for contestants if your school's membership invoices are paid and students were registered as members by the March 1 national deadline.
- Names added to the registration site are considered registered for NLSC. Be sure to provide:
  - A valid and unique email for each individual contestant. **DO NOT USE a student's school-email address.**
  - A home address for each contestant. Prizes and other materials will be mailed to student's home.
    - Identify if a participant meets the criteria specified in the Americans with Disabilities Act.
  - Emergency contact information.

**Engage (advisors) and Leverage (state officers):** Locate Also Attending: and select Leverage or Engage from the drop-down menu. If the participant is ONLY attending one of these sessions and will not be attending NLSC or the Academy of Excellence check the box for Pre-Conference Attendee ONLY. *For Indiana: our 20212022 state officers are NOT attending virtual leverage this year.*

**Academy of Excellence (advisors only):** Locate Attend Academy of Excellence and check the box YES. A new screen will appear that lists the available sessions. Click the drop-down menu in each sessions box to register for a specific time and date.

### **Registrants from a Previous Conference:**

- **Conference Liability and Release Form:** Once the name is registered; click the FORM button that is displayed to the left of the name and ensure all fields are completed. It is critical to provide **accurate birth dates and a valid and unique email for contestants**. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.
- **A blank Liability Form** can be printed ahead of time and given to the participant or parents to fill out. Click the tab Conference > Blank > Conference Liability & Release Form. The form should then be returned to the advisor or designated school person to enter the data on our website as mentioned above.

- **Advisor Attestation:** Ensure that the Attestation Advisor Acceptance box on the bottom of each participants conference registration record is checked and electronically signed.
- **Home Addresses:** You must provide a home address for contestants, delegates and state officer candidates. Contest awards and corporate gifts are mailed to contestant home addresses. Delegates and officer candidates may receive mailings due to the virtual environment.
- **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.

### Frequently Asked Questions

**How can I print a report of my NLSC registration?** Click [Conference](#) > [Registration Summary](#). You may also select the following reports from the Conference tab> [Fee Summary](#), [Fees Per Program](#) or [Fee Details](#).

**Where do we send our money?** Money collected for all registration fees should be sent to the state SkillsUSA director. The national headquarters collects conference fees from the state association office.

**Why can't I view all my school's participant records?** To view and update all records of your school participant(s), you must own them (you created the record). If you are responsible for registering everyone and are unable to access, contact our Customer Care Team at 844-875-4557 to change your user access.

**Why can't I get the record to save?** Required information may be missing: Look for alerts in red typed script. Example: Birth date, **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year).**

**Why can't I enter my participant in a contest?** To enter a contest, you must select the registration type Contestant, then select the contest.

**How do I correct a student's mis-spelled name when the system will not allow me to change?** A contestant name must match the spelling in the membership record. Only national staff can correct the spelling of a member name. To request a correction, click the link above the Participants name; [Click here to request a spelling correction for Contestants](#) in the conference registration record.

**What is the Submit button?** This button is only used if your state is using the online system for invoicing. Your registration is complete upon adding the names to the conference registration website. To be sure, you can always click submit even if your state is not using the online invoicing. If you do not see an invoice created online after you submit, contact your state association as they most likely are using a different invoicing method.

**Who do I call regarding my state delegation cost and deadline?** These calls should be directed to your state SkillsUSA director. For contact information, please view paperwork provided to you by your state director or go to: [www.skillsusa.org/about/state-directors/](http://www.skillsusa.org/about/state-directors/)

**Who do I call for registration support?** Contact the SkillsUSA Customer Care Team at [customercare@skillsusa.org](mailto:customercare@skillsusa.org) or 844-875-4557 or by chat on the SkillsUSA conference registration website.

**\*\*IF YOU ARE A GOLD MEDAL ADVISOR YOU MUST CONTACT THE STATE OFFICE ASAP, IN CASE THERE ARE MATERIALS YOUR STUDENT NEEDS THAT MAY BE PROVIDED. \*\***

I am not going to pretend to know all the ins and outs of how this will work, but rest assured I am here to help or find the help we need to get your students to the finish line. Our best resource is the Championship HUB for NLSC...get your students "in there" as soon as possible.

Thank you all for allowing your students this opportunity in a less than perfect or normal year.

Kelley Baker  
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Indiana Association of SkillsUSA  
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May 7, 2021