



1/4/2010

Instructions & Help Qualifying Exams Online Registration

Larry Huck, Registration Consultant

I suggest you read through these instructions once before beginning your registrations. The instructions are organized as a “check-list” that you can utilize. Printing these pages will make the check list easier to use. If you have any doubts about the procedures, please contact me. Accuracy and Completeness are both very important. I am happy to walk you through the procedure over the phone while you are at your computer.

I can be reached at: (630)761-8268 and ldhflyguy@sbcglobal.net

Qualifying Exam Registration Closes at Midnight:

January 22, 2010

It is recommended that you set deadlines for students that are well before January 22.

Suggestion: Before beginning the following procedures, prepare an organized, accurate list of each of the members that you will be registering to take a Qualifying Exam. That list should include the name of the contest for which each member wishes to take a qualifying exam. A list of the contest names is found at the Illinois SkillsUSA website by clicking “Registration Forms” followed by “7.0 Illinois SkillsUSA Contests – Codes – Etc.”. The website address is: www.illinoiskillsusa.org

Note #1) A member may be registered for and take up to two exams, provided that the member is enrolled in two training programs and the member is attempting to qualify for a contest related to each training program **OR** there are two contests that directly relate to the member’s training program. A \$7.00 fee must be paid for each exam for which the member is registered.

When registering a member for two exams, you must specify which contest the member would “prefer” to compete in should they qualify to be in both. A member who qualifies for two contests will only be allowed to compete in their “preferred” contest, unless the other contest does not fill up. A member that has taken two qualifying exams and only qualifies to compete in their second choice contest, on the day the exam results are published, will not eventually be switched to their preferred contest unless that contest is not completely filled by other qualified exam takers.

Note #2) You may alter your registration online until registration closes. You will be expected to pay for the exams for which you have registered. Only SkillsUSA student members that are registered for exams will be allowed to take them.

- 1) **If you have not “submitted” your Membership online to National SkillsUSA, you should do this first. Qualifying Exam registrations will not be processed for anyone who is not currently listed as “submitted” on the online National registration system. See “Online Membership Registration/Rosters” at the Illinois SkillsUSA website for instructions on completing your Membership.**
- 2) If you have "submitted" your Membership online to National SkillsUSA, you should enter the online National SkillsUSA Registration System, where you will find the “Welcome to the SkillsUSA Online Membership and Conference registration System” page with the 5 color tabs at the top-left. **NEXT: Select the “Conference” tab followed by “My Registrations”.** (You may go to the online National Registration System by using the link near the bottom of the Illinois SkillsUSA homepage or <http://www.skillsusa-register.org/Login.aspx>)
- 3) **Register yourself before registering anyone else** so you can tell me which exam site your school's students will be attending and so I'll know who is responsible for your school's registration.
Follow these steps:
 - a. Click on the “New Registrant” button on the left side of your screen. A “Registrant Details” page should appear with your school’s name on it.
 - b. Make sure “Select Division” is correct. In “Select Level” be sure “Professional” is selected so you will not be charged any registration fee for an exam. In the “Reg. Type:” box select “Advisor”. You will need to supply your name, mailing address, and date of birth to satisfy the registration system. Make sure your home phone number is supplied.
 - c. Click on the color tab labeled “State Info” which is located below “City, State, Zip:”. Then complete **“The Name of my Qualifying Exam Site is:”** with the **name, date, and time** for the exam site you and your students will be attending. This is the only instance in the registration procedure where you should give the name, date, and time for the exam site. It will not be recognized if you put it anywhere else. **(The sites and times are listed in Carol Huck’s Memo regarding written exams. Carol’s Memo is Advisor Memo #4 “Written Qualifying Exams” at the Illinois SkillsUSA homepage.)**
 - d. Click either the “Save Registration” button or the “Save” button.

- 4) **Now you should register your Students** --- (If you will have any students to register for two exams, skip to the bottom of this page now and read “Registering a Student for Two Exams”.)
Click on the “New Registrant” button on the left side of your screen. A “Registrant Details” page should appear with your school’s name on it.
- 5) Near the top-left is a button labeled “Reg. Member” followed by a drop-down menu. Pick the member from the menu that you wish to register for taking a Qualifying Exam and click the “Reg. Member” button. This should automatically fill in the student’s correct Division, Level, First & Last Name, Complete Mailing Address, Home Phone Number and Date of Birth, if you supplied them correctly when you submitted your Membership online. If there is an error, please correct it on this page.
- 6) a) In “**Reg. Type**” select “**Contestant**”.
b) Click the “Add Contest” button on the left side of the page. You should now see your student member’s name and four fill-in boxes.
c) The “Select a contest” box should now be used to select the correct contest name. The other three boxes should already be correctly filled. If you see something wrong correct it. Now, click “Save” on this page.
d) Click either the “Save Registration” button or the “Save” button to complete the student’s exam registration.
- NOTE:** If you need to correct something after you click “Save”, use the “Edit” choice on the left side of the page for the particular member.
- 7) Go back to step “4” above and enter another member (or the same member if they are taking two exams) and another contest name by working your way back to this step. Repeat steps “4” through “7” for all exams for which you wish to register members to take.
- 8) Finally! Click on the “Conference” tab at the top of the “Registration Information” page followed by clicking on “Fee Summary”. If all looks correct, print out the summary and mail it to me along with a school check for your registration fee total.

My address is: Larry D. Huck, Registration Consultant
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- ◆ You may also wish to click on “Registration Summary” and print this out and show it to your students to have them verify that you have registered them correctly. You should do this before the registration deadline, in case you need to make changes.

Registering a Student for Two Exams

- a. A student that wishes to take two exams must be registered twice as though they are two different people with identical information, except that a different exam will be chosen each time.
- b. You must let me know which contest that student prefers to be in, should they qualify for both. To accomplish this: **While still on the “Registration Details” page that is displaying that student and their preferred contest, click the “State Info” tab and place a check mark in the box for “This is the Preferred Contest”**. Only use the check mark box when a student is being registered to take two exams.

NOTE: You might discover that you can simply add another contest to the same member without leaving that member’s “Registrant Details” page and repeating their registration. **Please do not do this. This will make your fee summary incorrect. You will not be able to specify a preferred contest. And, I will have to contact you about these matters.** For the State Conference registration you will only need to enter a member once and you can register that member for multiple contests.