

Qualifying Exams Registration Instruction & Deadline Restrictions

Information in RED is NEW this year! Please take precautions to accurately understand them, as there are new RESTRICTIONS about registration deadlines, beginning in the 2011-2012 term.

As always, your students MUST BE “SUBMITTED” MEMBERS of SkillsUSA Nationals.

To register your student for the Qualifying Exams, click “Conference” and then “My Registrations”

To ADD a registrant (Student) select “New Registrant”

There will be a drop down highlighted in BLUE which will contain all your students registered with Nationals. Select a student to copy their information (eliminating the need to fill in all the contact information specifically for the qualifying exams).

To ADD A CONTEST (Exam) click “ADD CONTEST” in the box located near the bottom of the page. There is a *2* exam limit per student.

PLEASE IGNORE THE “TEAM SECTION” when adding a new contest if ONLY 1 exam is being taken.

IMPORTANT!

When adding MUPLITLE EXAMS per student, please “ADD CONTEST” 2 times to their name! This has changed since last year!!

****For the Students preferred contest, PLACE A ‘0’ (ZERO) in the “TEAM SEQUENCE” box.****

In previous years, a student taking multiple exams was required to be registered “twice” (once for each exam being taken). This would mean that in your student list, a students name would appear twice but with DIFFERENT registrant numbers to the left of their name. This year, you can register them EITHER way!! Whichever is more convenient for you!

Deadline Restrictions

The only registration changes allowed after the close of registration (which will be stated on the SkillsUSA Illinois website calendar) are:

- 1) substitutions (same exam/contest being taken) and
- 2) cancellations; where the exam fee will not be deducted.

All other registration changes will NOT be allowed after the close of registration.