STUDENT SELF-REGISTRATION & SELF-PAY TECHNICAL GUIDE
About these Features

SkillsUSA is excited to announce the launch of the all-new student membership self-pay option. This new feature of Register, SkillsUSA’s Membership Information System gives students the ability to self-register and self-pay their membership dues all in one place. This feature will give advisors the ability to quickly and seamlessly affiliate students with their chapter.

Middle School Statement
Due to The Children’s Online Privacy Protection Act regulations, or COPPA, SkillsUSA is not permitted at this time to allow Middle School students and those under the age of 13 to utilize this feature.

Advisor Instructions

Sign into Register

1 To get started, sign into your advisor account on Register, SkillsUSA’s Membership Information System. Once signed in, click the membership button to review your list of Training Programs as seen below. Looking for the “Configure Self-Reg/Pay” button below the list of available training programs.

This is where you, as an advisor, have the ability to control the availability of both the self-registration and self-pay features for each training program. Additionally, this is where you can access the unique registration code for each training program.

Note: Each Advisor can only view and enable student self-registration and self-pay for their OWN training program.
Enable Features

After clicking the “Configure Self-Reg/Pay” button from step 1, click edit in the first column of the table (shown below) to enable/disable these features for your training programs. Enabling these features is as easy as checking a box (shown below). Note that an orange box indicates that this feature is currently active and accessible by students.

As an advisor, you may enable self-registration, self-pay or both features for your chapter at any time. If you wish to collect dues for your chapter face-to-face, you can still enable the self-register option to allow students to enter their own information. As an example, an advisor may wish to enable the feature during class, walk students through the process and then disable it after class to prevent unwanted additions.

In order to enable both Self-Registration and Self-Pay, both boxes must be checked. Checking only one box will result in only that feature being enabled.

Student Instructions

Now that you have successfully enabled the features of your choosing, you can disseminate instructions to your students on how to self-register, self-pay, or both. The next section of this guide contains instructions for each feature from the student perspective. Please provide your students with these instructions prior to them beginning the registration process.

As an example, advisors may wish to print, email, post or show the instructions found in the next section on their classroom projector.
Student Instructions

For Students Utilizing the Self-Pay and Self-Registration Feature

**Navigate to Register**

1. To begin the self-registration and self-pay process, navigate to www.skillsusa-register.org/join. Once there, select your state and enter the unique chapter code given to you by your advisor.

![Image 1](example.png)

**Enter Your Information**

2. After you have completed step 1; confirm that the information shown is reflective of your chapter and training program. Next, click the “Register Here” button (shown below).

![Image 2](example.png)

**Note:** Do not click the “Pay Here” button unless you have previously completed the registration process but did not have a payment method available at the time. You must enter your membership information before completing your membership dues payment.

**Note:** You may be asked for optional demographic information depending upon which state association you are affiliating with. These questions are optional. Any answers collected will not be related to your personal membership profile and are only used for Perkins funding purposes within your state.
After entering your membership information, you will be directed to the form shown below to complete your payment. Enter your credit card details in the fields provided. Click the “Pay Now” button to complete your transaction.

**Note:** Please take a moment to review the information shown here. Please ensure that your school name and “Paying For” name are correct. This is how SkillsUSA will affiliate your payment with your information.

**Note:** SkillsUSA accepts Visa, Mastercard and American Express.