

REGISTRATION INSTRUCTIONS

Nevada SkillsUSA Championships
April 4th – 7th
Reno, NV



INSTRUCTIONS FOR COMPLETING AND SUBMITTING REGISTRATION FORMS

1. Contest Registration Limits

This form identifies the number of students/teams/entries chapters may register in each contest. Please review this form carefully and do not exceed the limits shown when registering students for contests on the Official Registration web-site. Limits are established to accommodate the maximum number of students possible. Some contests have come close to overfilling. Please register those students considered fully prepared for those contests where a potential decrease in the allowable limit may be enforced.

2. Official Registration Web-Site – Open February 3rd to March 3rd. (Please designate one person from each school to enter registration for State Championships)

Go to <http://www.skillsusa-register.org/Login.aspx> for registration (SkillsUSA.org). After you have created an account - log in. All students and advisors must be registered with nationals (current membership standing) before you can register for the state conference. After logging in to the SkillsUSA Online Membership and Conference Registration System, go to the Conference registration area by clicking on **Nevada State Skills Conference**. This area lists and identifies all of your school's registered participants, which include secondary and postsecondary contestants, advisors, student observers, delegates and state officer candidates. Register students in the area in which they will be competing. Register all advisors that will be attending. Students may compete in one leadership contest (April 5th) and in one occupational related or skill contest (April 6th). **Please note:** Those contests listed under the titles **Occupationally Related** are considered skill contests, and will take place on April 6th. **Job Skill Demonstration** is a leadership contest and will take place on April 5th.

Note: The Official Conference Registration must be done on line February 3, 2017 – March 3, 2017.

Note: All advisors attending the state conference must be registered on the Official Registration.

Team member identification: The purpose of the **Team ID** is to identify those contestants belonging to the same team for a team contest. On the sample registration, North Las Vegas High School registered four students in two 3-D Visualization and Animation teams. The advisor submitting the registration assigns the students a letter (A, B, etc.) according to how the students are to be paired for the contest. In this example, Susan Barton and Roger Simpson are teamed together, as are Evelyn Kramer and Robert Brown. Two Quiz Bowl teams are grouped correctly on the second page. Please use this procedure for all team contests when more than one team is registered in the same contest.

Automotive, Photography and Welding Contestants: Student eligibility for these four (3) contests is determined by regional contests that will take place on February 11th. All automotive, photography and welding contestants eligible to compete in the state contests must have qualified through the regional contests.

Voting Delegate Selection Guidelines:

1. Voting delegates who represent their local chapters at state events must have paid state and national dues for the current school year.
2. Voting delegates are ineligible to run for state officer positions,
3. Voting delegates will be selected by their individual chapters.
4. Voting delegates will serve as members of the House of Delegates.
5. Each SkillsUSA chapter must provide voting delegates to serve in the House of Delegates and will qualify for the number of delegates according to the following guide:

Secondary Delegates

Postsecondary Delegates

<u>Total Chapter Membership</u>	<u>Delegates</u>	<u>Total Chapter Membership</u>	<u>Delegates</u>
5 - 25	2	5 - 25	5
26 - 126	4	26 - 126	6
127 - 227	6	127 - 227	8
228 - 328	8	228 - 328	10
329 - 29	10	328 +	12
430 +	12		

3. Registration Summary (Form B)

This form summarizes the registration fees according to **contestants, delegates and advisors**. The conference registration fees are **\$100.00 per person for those staying at the Host Hotel and \$125.00 per person for those not staying at the Host Hotel, \$50.00** for observers (observers are students and they may not compete or serve as voting delegates). Make all checks payable to the **Nevada Association of SkillsUSA**. Registration forms and checks are due at the address shown by **March 3rd**.

Special Note: There is no guarantee students will be permitted to enroll in contests if the registration is not received on or before the **March 3rd** due date.

Name substitutions may be made **at no cost any time prior to the start of the Conference**. All requests to change names must be submitted in writing by the advisor coordinating registration and sent to **Roger Routsong** by e-mail to nvskillsusa@cox.net.

4. Special Needs Request Form (Form C)

Complete and submit this form if there are students/advisors requiring special accommodations. Be as specific as possible when describing the type of assistance needed.

5. Personal Liability and Medical Release, Code of Conduct, Photo/Sound Release Form (Form D)

All participants, students and advisors, must complete a Personal Liability and Medical Release, Code of Conduct and Photo/Sound Release Form. By signing the front side of this form, students are agreeing to the provisions of the code of conduct. Please take time to review the code of conduct with all students. Extra forms are enclosed with this packet.

6. Safety Verification Forms (Forms E, F & G)

Safety verification forms are required for **Cabinetmaking, Carpentry and TeamWorks**. These forms must be completed and properly signed to register students. As the forms describe, they are to verify students have been properly trained in safety to compete. One form per contest must be submitted.

7. Hotel Rooming List

Provided in this packet is information on the Circus Circus Reno Hotel. Please use the enclosed Room Instructions to reserve rooms. The “Advisor in Charge” must be identified on the on-line registration. Please contact the hotel directly with any questions you may have.

For your convenience, all conference registration forms and materials will be posted on the Association website (www.nvskillsusa.org). Select the item “Conference Information” from the main menu to download all forms. **The official registration form must be submitted online.**

2017 State Conference Registration Manager:

Marni Mast

marni.skillsusa@gmail.com

How to send all registration forms:

- | | |
|---|---|
| 1. Official Registration | National Website (skillsusa.org) |
| 2. Registration Summary (Form B) | Scan and E-mail to Marni Mast |
| 3. Special Needs Request (Form C) | Scan and E-mail to Marni Mast |
| 4. Medical Release/Code of Conduct (Form D) | Scan and E-mail to Marni Mast |
| 5. Safety Verification Forms (Forms E, F & G) | Scan and E-mail to Marni Mast |
| 6. Hotel Room List | Call: Circus Circus Reservations: |

1-800-648-5010

Booking Code: INSKL17

Rates: Sky Tower Standard \$45

Reservations must be made by March 3, 2017

SEND ALL CHECKS/PAYMENTS FOR STATE CONFERENCE TO:

Sindie Read

Nevada Association of SkillsUSA

P.O. Box 3613

Sparks, NV 89432

FAX: (775) 861-1299

(Please include original copy of the Registration Summary Form B with payment)