Advisors – Configure and Share Self Registration Code with Students

The SkillsUSA Membership Registration site now offers a quick way for students to “self-register” for SkillsUSA! Follow these simple steps to make it easy to collect student information from their cell phones or computers:

1. Enable the “Self-Registration” feature for your specific training programs as desired and then share the unique registration code with your students.
2. Let the students enter their own information on their cell phones or computers during or after class.
3. You can review and adjust their information prior to “joining” your training programs online!

Step by Step:

Once you are logged into the SkillsUSA Membership site, click the membership button to review your list of training programs as seen below. Look for the “Configure Self-Reg” button below your training programs:

Here you can control when to open and close self-registration for each training program and look up the specific registration code for each training program. Each advisor can only see and enable student self-registration for their OWN training program using this screen.

Direct students to this link: https://www.skillsusa-register.org/pam and provide them with the appropriate Registration Code from their Training Program / Class below.
Advisor Step 1 - Click “Edit” in the first column to enable/disable this feature for your training programs. For example, you might enable it DURING class and walk the students through it, but then DISABLE it so the students cannot add more members after class is over.

Advisor Step 2 - Once enabled, share the unique registration code with your students specific to the appropriate training program. Walk your students through these steps:

Student Step 1 – Go to [www.skillsusa-register.org/join](http://www.skillsusa-register.org/join), select your state and enter the registration code for your program:

![Image of SkillsUSA registration website](image1)

Student Step 2 – After validation, enter your name, date of birth and gender.

Student Step 3 – Please also provide answers to the demographic questions, then click Register. *(Note: All answers are stored separately from the individual student information. If the State Director has not enabled Student Demographics, then this section will not be visible at all, and students can only provide name, date of birth and gender.)*

Students fill in as much as they want and click “Register”. When the student registration is complete, they receive a brief “Thank You” message and a link to the student’s page of the main SkillsUSA.org site.

![Image of SkillsUSA student registration form](image2)

**Thank You!**

Your information has been registered with your Advisor, who will validate and process all student membership together.

In the meantime, check out how you can get involved with SkillsUSA here: [https://www.skillsusa.org/membership-resources/students/](https://www.skillsusa.org/membership-resources/students/)

Advisor Step 3 - Finally, remember to go back and disable the “Student Self-Registration” option after you’ve collected all your student information. As the advisor, you can then review and adjust student names as needed prior to clicking the “JOIN” button for each training program.