

TRAINING OPPORTUNITIES



The SkillsUSA Registration System

Virtual training opportunities for state directors and their assistants, school advisors and administrators, regional coordinators, and accounting personnel are available on the **SkillsUSA Registration System**.

Contact Patty Duncan to setup a one-on-one appointment at: pduncan@skillsusa.org or 703-737-0635. Available topics include:

TOPIC

60 min

AFFILIATION PLAN (CAMPUS AND TOTAL PARTICIPATION PLANS)

Audience: State Directors, Advisors and School Administrators

- Overview of plan benefits and eligible educational resources for TPP schools
- Steps to create affiliation plans online

TOPIC

60 min

MEMBERSHIP REGISTRATION

Audience: State Directors and Advisors

Includes a virtual session on how to register members during your state advisor professional development trainings or offer a group training for a specific school. (Advisors should contact Customer Care for individual support.)

TOPIC

60 min

ACCOUNTING REPORTS (MEMBERSHIP AND CONFERENCES)

Audience: State Directors and Accounting Personnel

- Overview of membership reports; Revenue Share and Open and Aging reports
 - How to reconcile membership state payouts with paid invoices and identify potential revenue from open invoices
- Overview of conference reports; Invoice reports and Fee Summary reports
 - How to use the system for posting payment for district and state conference invoices
- How to prevent schools with state past due invoices from registering as members or conferences to help encourage payment of outstanding invoices

TOPIC

60 min

GENERAL REPORT OVERVIEW

Audience: State Directors and Assistants

Overview of membership and conference management reports; Member and attendee lists, member history reports, member count reports, advisor lists by school or program, demographic reports for state reporting.

TOPIC

60 min

CONFERENCE REGISTRATION SET-UP AND MANAGEMENT

Audience: State Directors, Assistants, Regional Coordinators

Basic overview of how to configure events for district and state conferences on the registration website, adding restrictions, fees, and managing contests and scoring rules.

Audience: Conference Management Team to include scoring team

Annual January virtual training on both the website and the Conference Management System (CMS). Trainer Mark Williams provides in depth training to include onsite conference management tasks; badging, attendee onsite changes, scoring and other topics. See dates and registration information on State Association Gateway calendar.

TOPIC

30 min

MASS E-MAILER: COMMUNICATIONS TO TARGETED AUDIENCES IN THE REGISTRATION SYSTEM

Audience: State Directors and Assistants

How to use the registration system to send mass email communications and reminders to target audiences to include advisors, conference event registrants, CEP applicants, members or unsubmitted members.

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