

## End of Year- Save Membership and Conference Data

Each year at the end of July, we archive membership where member names and report data for the current school year will no longer be accessible on the registration website.

Please be sure to save reports that include member names and other report data for your state's future use. Historical documents can be saved to your state folder on the Gateway or save the reports to your computer. The national office recommends you save reports by **mid-July**. Historical data can be useful to you for many reasons, from comparing last year's membership to searching for a particular teacher or student.

### Running Membership and Conference Reports

Below are a few suggested reports you may want to run and save. In addition, if you have not already archived your state conferences you may also want to run and save the conference reports before archiving your state conferences.

1. **Log-on** to: <https://www.skillsusa-register.org/Login.aspx>
2. **Click on the icon button for "State Reports":**
3. **Run reports:**

### Membership Reports

Most reports allow you to filter using dates from the previous year, however, the data in the reports below may only be accessible for current school year. Recommend saving these reports before the end of July.

**Membership> Advisors to Excel** – List of advisor names and contact information by school and training program. This list will be available after we archive membership but may change in the upcoming year and will be helpful to save for future communications to advisors.

**Membership> Members to Excel** – List of all members both student and professionals by school and training program. This data will no longer be available once archived.

**Membership> Membership Counts**- Export into a PDF or excel member counts by chapter, type, and division. Select report options by clicking the down arrow key next to Choose Version and Report Output. This data will no longer be available once archived.

### Conference Reports

#### Conference>Conference Fee and Reports

State conference data is not automatically archived at the end of the year. However, to ensure you do not overlook saving the information you may want to export the data now and archive so that you are ready for next year's conference registrations.

Select an Event from the drop-down menu: Select and run reports for each event you would like history data on.

**Conference Registrants (XLS)** – This will save the names of participants that registered prior to your registration close date. If you downloaded to the SkillsUSA CMS system or other state programs and made changes onsite those updates will not reflect in the online reports.

**Conf. Invoice List (PDF), Conference Invoices (PDF or XLS)**- If you are using the registration site to manage your state conference invoices or use these invoices to bill customers that have not paid, you will want to save these invoice reports before you archive and before you update the state event for the upcoming year. **NOTE:** Once you update an existing state event with current year information invoices from the previous year will display the updated information. This is because invoices are not static in the system. Once a user retrieves an invoice, the system will automatically pull data from the current event and populate it to the invoice.

### **Archive State Conferences and Events**

Once you have saved information from your state events, archive by clicking “State Director tab”>Archive Conference. Click the button Archive for each event/conference. The event will disappear from the list once archived and data will no longer be available online.