

REGISTRATION INFORMATION

Dates:

Thursday, December 7, 2017 -
Saturday, December 9, 2017

Location:

Tinley Park Convention Center &
Holiday Inn Tinley Park, Tinley Park, IL

Registration Costs:

Price includes conference registration and
hotel accommodations.

Quad Rooms*: \$175

Double Rooms: \$250

Single Rooms: \$400

*Quad rooms are reserved only for student participants;
each room comes with two beds.

Registration Deadline:

November 10, 2017

Registration Process:

Part I – Registering for Conference

Part II – Hotel Accommodations

PREPARING FOR REGISTRATION

1

Submit Student or Professional Membership
for all students and advisors attending.

Steps 6-13 of this guide will walk you
through the membership process:

[skillsusa-register.org/Documentation/
Quick-Start-Membership-Registration-Guide.pdf](http://skillsusa-register.org/Documentation/Quick-Start-Membership-Registration-Guide.pdf)

2

Ensure you have collected all information
for registration including t-shirt sizes, hotel
accommodation requests/types, and any
special accommodations from all attendees.

QUESTIONS?

For questions about L.E.A.D. 2017 Registration,
contact:

Christopher Anderson

(e) canderson@skillsusaillinois.org

(c) 224-612-0099

We'll see you at L.E.A.D.!

SkillsUSA is a partnership of students, teachers,
and industry working together to ensure
America has a skilled workforce.
SkillsUSA helps each student excel.



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309-267-9012
info@skillsusaillinois.org



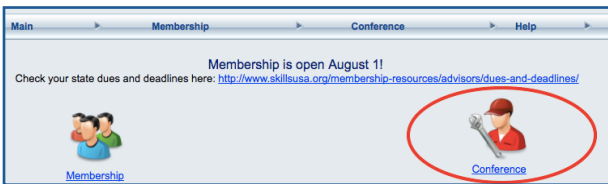
**LEARN
EDUCATE
ACT
DREAM**

REGISTRATION INSTRUCTIONS

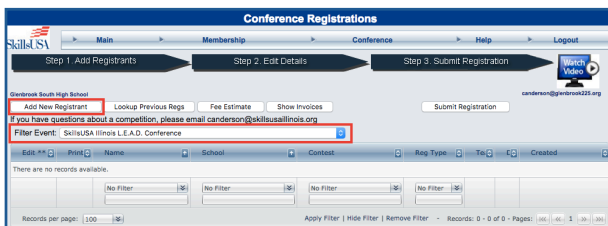
L.E.A.D. Conference 2017
December 7 - 9, 2017
Tinley Park, Illinois

PART I - CONFERENCE REGISTRATION

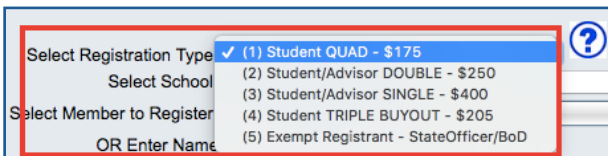
3 Log-in to the SkillsUSA Registration Site, [SkillsUSA-Register.org](http://www.skillsusa.org). Select 'Conference'.



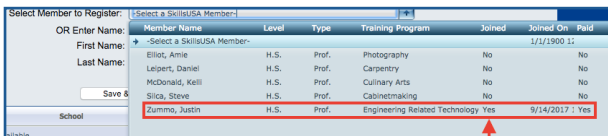
4 Ensure the 'Filter Event' menu is set to "SkillsUSA Illinois L.E.A.D. Conference," then click the 'Add New Registrant' button.



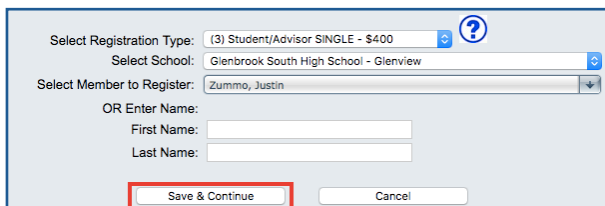
5 Use the 'Select Registration Type' menu to select the participant's hotel room selection. *This is very important and will affect billing.*



6 Using the 'Select Member to Register' menu, select the member you would like to register. Please note they must be 'Joined' in order to register.



7 Select the 'Save & Continue' button. This will take you to the registration form.

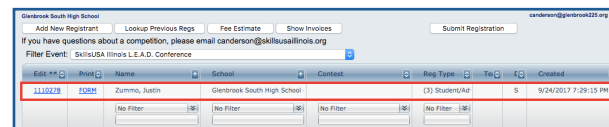


8 Complete the information requested on the registration form. Once complete, select the 'Save Registration' button.

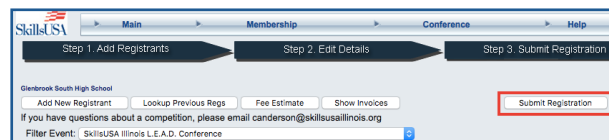
Please pay special attention to T-Shirt Size, On-Site Advisor Information, Special Accommodations, Student Email, Student Cell Phone, & Parent Contact Information.



9 The registrant should then appear in the Conference Registrants list.



10 Repeat steps 4-9, for all members (students and advisors) you wish to register. When registration of all members is complete, select the 'Submit Registration' button.



PART II - HOTEL ACCOMMODATIONS

11 Download the Hotel Registration Form by [Clicking Here](#) or going to goo.gl/55B1fE.

12 Complete the table using the following information. For each room:

- In Column C, enter S for a Student Room or A for an Advisor Room.
- In Column D, enter what kind of room.
- All students should be in Quad or Double.
- Advisors have a choice between Single or Double. See registration information for cost information.
- In Cell E2, enter your school name.
- In Columns F,H,J,L, enter Guest Names. Students should be placed four to a room. Students in a room with less than four individuals will have students added.
- If an advisor is planning on staying in double and does not have a designated roommate from the school, an advisor will be added.

13 Submit the Hotel Registration Form by [Clicking Here](#) or going to goo.gl/vxwnFZ.

If you cannot access Dropbox, please email your Hotel Registration Form to membership@skillsusaillinois.org.