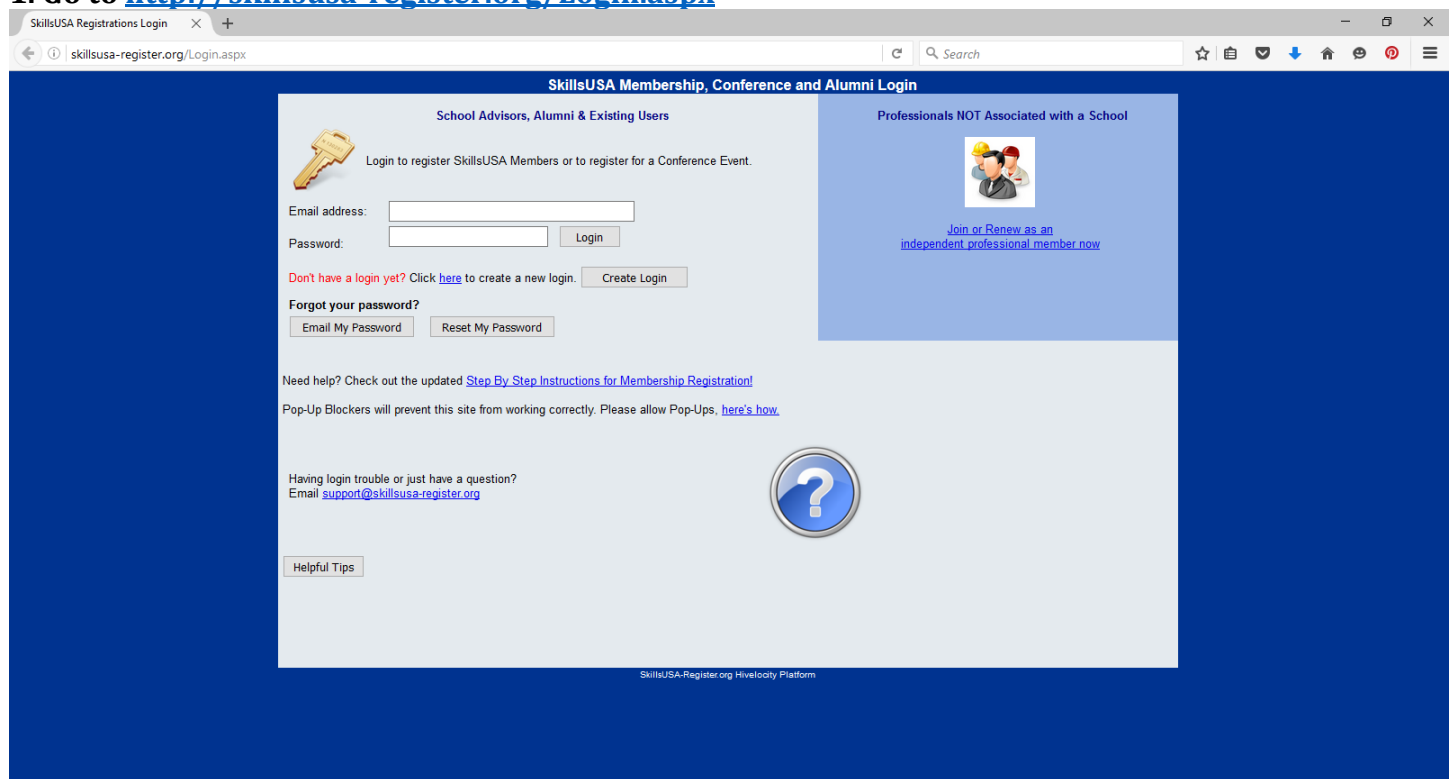


# How to Register for Utah Leadership Training Institute (AKA - 'ULTI' & 'Fall Leadership Conference')

There are a few **EXTREMELY IMPORTANT** things to know before registering for ULTI:

- Only advisors can register students for ULTI because it must be done using an advisor login on the National Website.
- Advisors MUST ensure that ALL student and advisor information is correct. This information will be used for ALL conference and membership registrations on the State AND National levels.
- To best obtain the correct information, you can print and have each student fill out 'Form 1'. This form can be found by going to our new State Website ([www.utahskillsusa.org](http://www.utahskillsusa.org)), clicking 'Conferences and Events', and selecting 'Form 1 - Blank Registration Form' from the drop down menu. It is also available on the ULTI Page of our website.
- If you have any questions or concerns regarding registration, please email [customersupport@utahskillsusa.org](mailto:customersupport@utahskillsusa.org).

## 1. Go to <http://skillsusa-register.org/Login.aspx>



SkillsUSA Membership, Conference and Alumni Login

**School Advisors, Alumni & Existing Users**

Login to register SkillsUSA Members or to register for a Conference Event.

Email address:

Password:

Don't have a login yet? Click [here](#) to create a new login.

Forgot your password?

Need help? Check out the updated [Step By Step Instructions for Membership Registration!](#)

Pop-Up Blockers will prevent this site from working correctly. Please allow Pop-Ups, [here's how](#).

Having login trouble or just have a question?  
Email [support@skillsusa-register.org](mailto:support@skillsusa-register.org)

**Professionals NOT Associated with a School**

[Join or Renew as an independent professional member now](#)

SkillsUSA-Register.org Hivelocity Platform

**\*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE\***

## 2. Enter your login information and click 'Login', or create a New Login if you do not currently have one by clicking the 'Create Login' Button

SkillsUSA Registrations Login

skillsusa-register.org/Login.aspx

### SkillsUSA Membership, Conference and Alumni Login

**School Advisors, Alumni & Existing Users**

Login to register SkillsUSA Members or to register for a Conference Event.

Email address:

Password:

Don't have a login yet? Click [here](#) to create a new login.

Forgot your password?

Need help? Check out the updated [Step By Step Instructions for Membership Registration!](#)

Pop-Up Blockers will prevent this site from working correctly. Please allow Pop-Ups, [here's how.](#)

Having login trouble or just have a question?  
Email [support@skillsusa-register.org](mailto:support@skillsusa-register.org)

**Professionals NOT Associated with a School**

[Join or Renew as an independent professional member now](#)

SkillsUSA-Register.org HiveLocoity Platform

## 3. Click on the 'Conference' Icon with the man in the Red Shirt and Hat

http://skillsus...meAdvisor.aspx

skillsusa-register.org/HomeAdvisor.aspx

### Membership for the 2016-2017 Year is OPEN!

**Membership**

Membership Snapshot For Cyprus High School

**Conference**

Conference Snapshot For Your School Name Utah ULTI Fall Leadership Conference

Event	Count
SkillsUSA National Leadership and Skills Conference	2

\* Unsubmitted Members have been entered onto the site but NOT YET SUBMITTED to the National Office, and therefore are not considered SkillsUSA Members and are not eligible to compete.

[Chapter Excellence Program](#)

[CRC Career Readiness Curriculum](#)

[Jump STEM Jump Into STEM!](#)

Contact us! +

**4. If your Students or Advisors have registered on the National Level previously, you can click the 'Lookup Previous Regs' button towards the bottom right of the screen.**

- **If your Students or Advisors have NOT registered on the National Level previously**  
***\*SKIP TO STEP 8\****

SkillsUSA's Registration System | http://www.skillsusa-registrationinfo.aspx

www.skillsusa-register.org/RegistrationInfo.aspx

**Conference Registrations**

Main | Membership | Conference | Help | Logout

Step 1. Add Registrants | Step 2. Edit Details | Step 3. Submit Registration

Your School's Name Here

Add New Registrant | Lookup Previous Regs | Fee Estimate | Show Invoices | Submit Registration

If you have questions about a competition, please email (customersupport@utahskillsusa.org)

Filter Event: Utah ULTI Fall Leadership Conference

Edit	Print	Name	School	Contest	Reg Type	Te	Created
950516	FORM	Exampleton, Examply			ULTI Student	S	8/5/2016 2:09:50 AM
		EXAMPLE REGISTRANT			Advisor	P	7/16/2016 1:06:36 PM
		EXAMPLE REGISTRANT			Observer	P	8/5/2016 2:21:16 AM
		EXAMPLE REGISTRANT				P	7/9/2016 4:47:15 PM

Records per page: 100 | Apply Filter | Hide Filter | Remove Filter | Records: 1 - 4 of 4 - Pages: 1

Lookup Previous Regs

customersupport@utahskillsusa.org

Contact us!

**5. Click the gray 'Register' button next to the applicable Student or Advisor you would like to register, if available.**

SkillsUSA's Registration System | http://www.skillsusa-register.aspx

www.skillsusa-register.org/ReRegister.aspx

**SkillsUSA**

Main | Membership | Conference | Help | Logout

**Re-Register from Previous Conferences**

Use the table below to search for registrations from previous conferences. This table contains registrations from ALL available Events, but you are re-registering for the currently selected Event shown below.

To Re-Register for the current conference, locate the desired name in the table, and click the 'Register' icon in the first column.

Utah ULTI Fall Leadership Conference | Cancel

Search: | Search | Show All

Reg	First Name	Last Name	City State	School	Regtype	Event
Register	Example	Examply	City Name UT	Your School's Name Here	Contestant	SkillsUSA National Leadership and Skills Conference

Page: 1

Contact us!

6. It will take you to their 'FORM 1' Registration form. Ensure all of their information is correct, scroll to the bottom, and click the gray 'Save Registration' Button at the bottom of the form.

Conference

Main Membership Conference Help Logout

Print NLSC1 << >> Apply Save Delete Watch Video

Created By: Your Email Address Here Last Edited By:

State: UT 950513 CURRENT EVENT: Utah ULTI Fall Leadership Conference

School: Your School's Name Should Populate Here ADD NEW Event? -Register for another event? Duplicate This Registration True

Training Program: -SELECT- (This is NOT a Contest - just the trade area the student studies)

Select Division:  High School  College/PS  Middle School Select Level:  Student  Professional

THIS NAME WILL APPEAR ON BADGES AND CERTIFICATES: Participant's First Middle & Last Name: Registrant Type: ULTI Student

Participant's Home Address: Home Telephone Number (with area code):

City: State: UT Zip: Date of Birth: Age: Gender: -Select-

Name of Teacher/Adult accompanying participant, if applicable: ON-SITE (Cell) Phone Number of teacher / adult chaperone

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA).  YES Describe:

Check YES if participant has dietary restrictions.  YES Describe:

http://skillsusa-register.org/RegWiz.aspx?ID=950513

Email Address: Cell Phone: Graduation Year: 2017

Parents Names: Parents Phone:

Name of SkillsUSA Advisor for participant's Occupational Area: Occupational Training/Trade Area in which Contestant is enrolled: -Please Select Program- (This is NOT the Contest for competition - just the class the student is enrolled in.)

School: Your School's Details will populate here School Admin(s):

**FEES / OPTIONS**

State Officer  Officer Candidate?  Voting Delegate

~~Add Optional State Fee Items: Add This Section Does Not Apply for ULTI~~

These are Additional or Optional fees available within your State for this particular Conference Event. Items might include optional dinners, t-shirts, hotel costs or award ceremony tickets. Please check with your State Director for additional questions.

Event Fee Item Account

There are no records available.

Add New - Records: 0 - 0 of 0 - Pages: <<< << 1 >> >>>

Total Registration Fees: recalc (This total includes all conference registration fees and optional state fees listed above.)

**Individual Payments**

This section is provided for your convenience, to track which Event Participants have paid. Regardless of what is entered here, it is still your responsibility to insure that the appropriate fees are submitted to the State Director prior to attending a Conference Event. This is NOT a secure section of the site, so please DO NOT ENTER CREDIT CARD NUMBERS BELOW.

Type Number Amount Paid In Full? Created

There are no records available.

Add New - Records: 0 - 0 of 0 - Pages: <<< << 1 >> >>>

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations, completely release SkillsUSA's national and state associations.

Participants - Check here if you are OVER 18 and attest:  Attest (Over 18)

Parent/Guardian - Check here to attest for Participant:  Attest (Parent/Guardian mandatory if Participant is under age 18)

Save Registration

Contact us! +

7. Repeat Steps 4-6 as needed until all Students and/or Advisors who have PREVIOUSLY REGISTERED ON THE NATIONAL LEVEL are registered, then continue to Step 8.

## 8. Click the gray 'Add New Registrant' Button towards the top left of the screen.

Conference Registrations

SkillsUSA

Main Membership Conference Help Logout

Step 1 Add Registrants Step 2 Edit Details Step 3 Submit Registration Watch Video

Your School Name

Add New Registrant Lookup Previous Regs Fee Estimate Show Invoices Submit Registration

Your Email Address

If you have questions about a competition, please email ([customersupport@utahskillsusa.org](mailto:customersupport@utahskillsusa.org))

Filter Event: Utah ULTI Fall Leadership Conference

Edit	Name	School	Contest	Reg Type	Te	Created
There are no records available.						

Records per page: 100 Apply Filter Hide Filter Remove Filter - Records: 0 - 0 of 0 - Pages: 1/1

\*\* - Unless you are a dedicated School Administrator, you can only EDIT Conference records that you created. If you see an email address in the Edit column, that implies you are NOT the record-creator, but that record is owned by the indicated email address. You can either contact the record owner at the indicated email address or email [membership@utahskillsusa.org](mailto:membership@utahskillsusa.org) to request your login be granted School Administrator privileges on this site.

This form lists all the existing Participants along with their assigned Contests. The data is automatically restricted based on user profile - State Directors can see everything in their State, and Advisors can only see students in their School.

**Re-Register From State Conference or Last Year's NLSC**

If you registered online for a State Conference earlier this year, or for the NLSC Event last year, we might still have all your information available, and can re-register you with just one click! Click the button at right to lookup your name in a list of last year's online registrations, and if you find your name, click the Re-Register button to sign up for this year's Conference.

Register From Existing Membership

customersupport@utahskillsusa.org

SkillsUSA-Register.org Hivelocity Platform

Contact us! +

## 9. Select the 'Registration Type' from the first drop-down menu

SkillsUSA

Main Membership Conference Help Logout

New Conference Event Registration

Utah ULTI Fall Leadership Conference

If you have questions about a competition, please email ([customersupport@utahskillsusa.org](mailto:customersupport@utahskillsusa.org))

Select Registration Type: ULTI Student

Select School: Your School's Name Here

Select Member to Register: -Select a SkillsUSA Member-

OR Enter Name:

First Name:

Last Name:

Save & Continue Cancel

Contest	School	Participant	Team
There are no records available.			

1/1/1900 8/5/2017  
12:00:00 1:37:41

SkillsUSA-Register.org Hivelocity Platform

Contact us! +

**10. Select 'School' from the second drop-down menu (Your School name should automatically populate, but if you are an advisor for students over students at multiple schools, you may need to select one)**

SkillsUSA

Utah ULTI Fall Leadership Conference

If you have questions about a competition, please email ([customersupport@utahskillsusa.org](mailto:customersupport@utahskillsusa.org))

Select Registration Type: ULTI Student

Select School: Your School's Name Here

Select Member to Register: -Select a SkillsUSA Member-

OR Enter Name:

First Name:

Last Name:

Save & Continue Cancel

Contest	School	Participant	Team
There are no records available.			

1/1/1900 8/5/2017  
12:00:00 1:37:41  
AM

SkillsUSA-Register.org Hivelocity Platform

Contact us! +

**\*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE\***

11. Next, do one of the following, then click the Gray 'Save & Continue' Button

A. Select a 'Member to Register' from the third drop-down menu if you student has previously registered on the National Level.

- *\*If you chose this option, and the student's name populates, skip to STEP 13\**
- *If the student's name DOES NOT populate, do Option B (Green)*

B. OR, if your student has never registered on the National Website in the past, or their name/information does not populate when doing Option A (Red), enter their First and Last name (As it would appear on a Government Issued ID. NO NICKNAMES)

- *\*If you chose this step, continue to STEP 12\**

The screenshot shows the SkillsUSA registration interface. At the top, there's a navigation bar with 'Main', 'Membership', 'Conference', 'Help', and 'Logout'. The main heading is 'New Conference Event Registration' for the 'Utah ULTI Fall Leadership Conference'. Below this, there's a 'Watch Video' button. The registration form includes the following elements:

- 'Select Registration Type': A dropdown menu set to 'ULTI Student'.
- 'Select School': A dropdown menu with the text 'Your School's Name Here'.
- 'Select Member to Register': A dropdown menu with the text '-Select a SkillsUSA Member-'.
- 'OR Enter Name': A section with 'First Name' and 'Last Name' input fields.
- 'Save & Continue' and 'Cancel' buttons.

At the bottom of the form, there's a table with columns for 'Contest', 'School', 'Participant', and 'Team'. The table is currently empty, with the text 'There are no records available.' below it. The footer of the page includes the date '11/19/2017 12:00:00 1:37:41' and the URL 'SkillsUSA-Register.org Hivelocity Platform'.

**\*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE\***

12. Fill out the ENTIRE FORM with as accurate information as possible, then click the gray 'Save Registration' button.

Conference

Main Membership Conference Help Logout

Registrant Detail Info Print NLSC1 << >> Apply Save Delete Watch Video

Created By: Your Email Address Here Last Edited By:

State: UT 950513 CURRENT EVENT: Utah ULTI Fall Leadership Conference

School: Your School's Name Should Populate Here ADD NEW Event? -Register for another event? Duplicate This Registration True

Training Program: -SELECT- (This is NOT a Contest - just the trade area the student studies)

Select Division: High School College/PS Middle School Select Level: Student Professional

THIS NAME WILL APPEAR ON BADGES AND CERTIFICATES: Participant's First Middle & Last Name: -CHOOSE- Registrant Type: ULTI Student

Participant's Home Address: Home Telephone Number (with area code):

City: State: UT Zip: Date of Birth: Age: Gender: -Select-

Name of Teacher/Adult accompanying participant, if applicable: ON-SITE (Cell) Phone Number of teacher / adult chaperone

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). YES Describe:

Check YES if participant has dietary restrictions. YES Describe:

http://skillsusa-register.org/RegWiz.aspx?ID=950513

Email Address: Cell Phone: Graduation Year: 2017

Parents Names: Parents Phone:

Name of SkillsUSA Advisor for participant's Occupational Area: Occupational Training/Trade Area in which Contestant is enrolled: -Please Select Program- (This is NOT the Contest for competition - just the class the student is enrolled in.)

School: Your School's Details will populate here School Admin(s):

**FEES / OPTIONS**

State Officer  Officer Candidate?  Voting Delegate

~~Add Optional State Fee Items: Add This Section Does Not Apply for ULTI~~

These are Additional or Optional fees available within your State for this particular Conference Event. Items might include optional dinners, t-shirts, hotel costs or award ceremony tickets. Please check with your State Director for additional questions.

Event Fee Item Amount

There are no records available.

Add New - Records: 0 - 0 of 0 - Pages: 1

Total Registration Fees: recalc (This total includes all conference registration fees and optional state fees listed above.)

**Individual Payments**

This section is provided for your convenience, to track which Event Participants have paid. Regardless of what is entered here, it is still your responsibility to insure that the appropriate fees are submitted to the State Director prior to attending a Conference Event. This is NOT a secure section of the site, so please DO NOT ENTER CREDIT CARD NUMBERS BELOW.

Type Number Amount Paid In Full? Created

There are no records available.

Add New - Records: 0 - 0 of 0 - Pages: 1

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations, completely release SkillsUSA's national and state associations.

Participants - Check here if you are OVER 18 and attest:  Attest (Over 18)

Parent/Guardian - Check here to attest for Participant:  Attest (Parent/Guardian mandatory if Participant is under age 18)

Contact us! +

Save Registration

C. COM. ESM. NCM

SkillsUSA-Register.org Hivelocity Platform

Contact us! +



### 13. Once you have completed all of the Student and Advisor Registrations for your school, you can click the gray 'Fee Estimates' Button to verify everything is correct.

The screenshot shows the SkillsUSA Registration System interface. At the top, there's a navigation menu with 'Main', 'Membership', 'Conference', 'Help', and 'Logout'. Below this is a progress bar with three steps: 'Step 1. Add Registrants', 'Step 2. Edit Details', and 'Step 3. Submit Registration'. A 'Watch Video' button is also present. In the main area, there are buttons for 'Add New Registrant', 'Lookup Previous Regs', 'Fee Estimate' (highlighted with a red box), and 'Show Invoices'. Below these buttons is a 'Submit Registration' button. A dropdown menu for 'Filter Event' is set to 'Utah ULTI Fall Leadership Conference'. A table lists registrants with columns for 'Edit', 'Print', 'Name', 'School', 'Contest', 'Reg Type', 'Te', 'F', and 'Created'. The table contains several rows, including one for 'Example Registrant' with 'Advisor' as the reg type. At the bottom, there are instructions and a 'Lookup Previous Regs' button.

### 14. A separate window will open with your school's Fee Estimate (Example Below)

The screenshot shows a PDF document titled 'SkillsUSA Event Fee Details Estimate'. The document provides details for the 'Utah ULTI Fall Leadership Conference' held at the UVU Sorensen Student Center. It includes contact information for the event, such as the address in Utah and the website. Below this, there are instructions regarding payment, including a deadline of Friday, September 23, 2016, and a late fee of \$5.00 per registrant after that date. The main part of the document is a table listing registrants and their fees.

Name	Fee Item	Reg Type	Div.	Training Program	Total \$	Submitted?
<b>Your School Name Here</b>	Advisor Registration Fee	P			\$15.00	<input type="checkbox"/>
<b>Example Registrant</b>	ULTI Student Registration Fee	S	Mixed Training		\$15.00	<input type="checkbox"/>
<b>Example Registrant</b>	Observer Registration Fee	P	Mixed Training		\$15.00	<input type="checkbox"/>
<b>Example Registrant</b>	Advisor Registration Fee	P	Mixed Training		\$15.00	<input type="checkbox"/>
<b>Totals for School Name Here (City)</b>				4	\$60.00	
	<b>Grand Total:</b>			4	\$60.00	

At the bottom of the page, there is a note: '\*\* Admin Exempt From Base Fee' and the page number 'Page 1 of 1 on 8/5/2016 2:47:15 AM'.

15. Once you have verified all information is correct, exit out of this window and click the gray 'Submit Registration' Button towards the upper right corner of the screen

The screenshot shows the SkillsUSA Registration System interface. At the top, there are navigation tabs for Main, Membership, Conference, Help, and Logout. Below these are three steps: Step 1. Add Registrants, Step 2. Edit Details, and Step 3. Submit Registration. A 'Watch Video' button is located to the right of Step 3. In the upper right area, there are buttons for 'Add New Registrant', 'Lookup Previous Regs', 'Fee Estimate', and 'Show Invoices'. The 'Submit Registration' button is highlighted with a red rectangular box. Below these buttons, there is a filter event dropdown set to 'Utah ULTI Fall Leadership Conference'. A table lists registrants with columns for Edit, Print, Name, School, Contest, Reg Type, Te, T, and Created. The first row shows a student named 'Exampleron, Exempli' with a creation date of 8/5/2016 2:09:50 AM. Below the table are filter options and a 'Records per page' dropdown set to 100. At the bottom, there is a 'Lookup Previous Regs' button and a 'Register From Existing Membership' section.

**\*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE\***

## 16. You can proceed from here one of two ways:

### A. Submit Per Training Program by:

- Selecting which training program you wish to submit for if you need to submit payment for one or more specific programs
- Check the white check box next to the paragraph starting with, 'I Intend to bring the number of registrants indicated...'
- Enter a PO or Check Number (ONLY IF YOU HAVE ONE, IF NOT SKIP THIS STEP)
- Click the gray 'Submit Checked Training Programs' Button

### B. Submit Entire School by:

- Check the white check box next to the paragraph starting with, 'I Intend to bring the number of registrants indicated...'
- Enter a PO or Check Number (ONLY IF YOU HAVE ONE, IF NOT SKIP THIS STEP)
- Click the gray 'Submit Entire School' Button

SkillsUSA's Registration System x http://www.sk...5880&STID=126 x +

www.skillsusa-register.org/VerifyConferenceSubmit.aspx?EID=2280&CHID=5880&STID=126

SkillsUSA

Main Membership Conference Help Logout

### Verify Conference Submission

There are two invoicing options for your Conference Submission.  
Review the options below, run the Estimate of Fees if desired, then click whichever "Submit" button fits your needs.

**Invoiced Per Training Program** < OR > **Invoiced Per School**

Training Program	# Regs	Total Fees
<input type="checkbox"/> Unassigned Training Program	1	\$15.00
<input checked="" type="checkbox"/> Mixed Training	3	\$45.00
		\$60.00

School	# Regs	Total Fees
Your School's Name Here	4	\$60.00

I intend to bring the number of registrants indicated in the selected (checked) Training Programs above to this Conference Event and agree to accept responsibility to pay the invoices that will be generated for each amount selected above.

PO or Check Number: \*

Submit Checked Training Programs

I intend to bring the above number of registrants to this Conference Event and agree to accept responsibility to pay the invoice that will be generated for the amount shown above.

PO or Check Number: \*

Submit Entire School

\* - If you need a different PO Number for each Training Program, you need to SUBMIT them one at a time, and provide the desired PO Number each time.

Preview Estimate of Fees

Cancel Submission

2280 5880 126

SkillsUSA-Register.org Hivelocity Platform

Contact us! +

**\*IGNORE THIS BLANK SPACE, CONTINUED ON THE NEXT PAGE\***

## 17. Once you have submitted your registrations, return to the main registration screen and click, gray, 'Show Invoices' Button.

SkillsUSA's Registration System <http://www.skillsusa-registration.org/RegistrationInfo.aspx>

### Conference Registrations

Step 1. Add Registrants Step 2. Edit Details Step 3. Submit Registration

Add New Registrant Lookup Previous Regs Fee Estimate **Show Invoices** Submit Registration

If you have questions about a competition, please email ([customersupport@utahskillsusa.org](mailto:customersupport@utahskillsusa.org))

Filter Event: Utah ULTI Fall Leadership Conference

Edit	Print	Name	School	Contest	Reg Type	Te	f	Created
950516	FORM	Exampleton, Examply			ULTI Student		S	8/5/2016 2:09:50 AM
Example Registrant					Advisor		P	7/16/2016 1:06:36 PM
Example Registrant					Advisor		P	8/5/2016 2:33:06 AM
Example Registrant					Observer		P	8/5/2016 2:21:16 AM
Example Registrant							P	7/9/2016 4:47:15 PM

Records per page: 100 Apply Filter Hide Filter Remove Filter Records: 1 - 5 of 5 - Pages: 1

Re-Register From State Conference or Last Year's NLSC

Register From Existing Membership

## 18. Click on the Blue Invoice Number Link starting with an 'S'

SkillsUSA's Registration System <http://www.skillsusa-registration.org/RegistrationInfo.aspx>

### Conference Registrations

Step 1. Add Registrants Step 2. Edit Details Step 3. Submit Registration

Your School's Name Here Your Email Here

Add New Registrant Lookup Previous Regs Fee Estimate Hide Invoices Submit Registration

If you have questions about a competition, please email ([customersupport@utahskillsusa.org](mailto:customersupport@utahskillsusa.org))

Utah ULTI Fall Leadership Conference <http://www.utahskillsusa.org>  
LUVJ Sorensen Student Center - 800 W. University Pkwy Starts: 10/10/16  
Orem, UT Ends: 10/10/16  
Event Fee Questions: [skillsusa\\_utahstatedirector@gmail.com](mailto:skillsusa_utahstatedirector@gmail.com)  
Send Fees To: Richard Wittwer - SkillsUSA Utah  
4318 West 1275 South  
Cedar City, Utah 84720

PLEASE PRINT A COPY OF THIS INVOICE AND MAIL IT WITH THE CHECK OR PURCHASE ORDER. Make Checks payable to SkillsUSA Utah. Mail to the address shown above. Please send one check per school. Credit Card Payments are accepted over the phone. There is a 3% processing fee. ANY questions please call or email: Jennifer Straker (801) 540-4342 REGISTRATION DEADLINE: FRIDAY, SEPTEMBER 23, 2016 LATE REGISTRATION DEADLINE: MONDAY, OCTOBER 3, 2016 PAYMENT MUST BE RECEIVED BY FRIDAY, OCTOBER 7, 2016 A LATE FEE of \$5.00 will be added per registrant after the September 23rd Deadline.

Invoice	Date	School	Training Program	Event	Total	Delete
<b>\$23749</b>	08/05/16	Your School Here	All Programs	Utah ULTI Fall Le	\$60.00	Delete

Records per page: 10 Records: 1 - 1 of 1 - Pages: 1

You may provide information about your school's payment plans for the selected Event to the State Office below.

Pay Type	Check / PO #	Amount	Payment Date	Created By
Check		\$0.00	8/5/2016	Your Email Here

Filter Event: Utah ULTI Fall Leadership Conference

Edit	Print	Name	School	Contest	Reg Type	Te	f	Created
950516	FORM	Exampleton, Examply	Your School Here		ULTI Student		S	8/5/2016 2:09:50 AM
Example Registrant			Your School Here		Advisor		P	7/16/2016 1:06:36 PM
Example Registrant			Your School Here		Advisor		P	8/5/2016 2:33:06 AM
Example Registrant			Your School Here		Observer		P	8/5/2016 2:21:16 AM

19. An invoice similar to the one below will open in another window. Print two (2) copies. Keep one for your records and mail the second with your check or purchase order.

- **Ignore the extra lines with '\$0.00' next to them. It is a formatting complication with the National Website**

SkillsUSA's Registration System | http://www.skillsusa.org/AXReports/pdfInvoiceConference.aspx?InvoiceID=523749

Utah ULTI Fall Leadership Conference  
**INVOICE**  
 Invoice #: 523749  
 Invoice Date: 8/8/2016  
 Invoice Amount: \$60.00  
 Print Date: 10/10/2016

**SkillsUSA**

**Bill To:**  
 Accounts Payable  
 Southwest Applied Technology College  
 510 West 800 South  
 Cedar City, UT 84720  
 Billing Email: cphinson@swatc.edu

**School / Chapter / Training Program:**  
 Southwest Applied Technology College  
 510 West 800 South  
 Cedar City, UT 84720  
 Inv. Created By: weepin@swatc.edu

**Payment Information:**  
 Richard Wittwer - SkillsUSA Utah  
 4318 West 1275 South  
 Cedar City, Utah 84720  
 skillsusa.utahstatedirector@gmail.com

**Event Information:**  
 Dates: 10/10/16 - 10/10/16  
 UVU Sorenson Student Center - 800 W. University Parkway  
 Orem UT

PLEASE PRINT A COPY OF THIS INVOICE AND MAIL IT WITH THE CHECK OR PURCHASE ORDER.  
 Make Checks payable to SkillsUSA Utah. Mail to the address shown above.  
 Please send one check per school. Credit Card Payments are accepted over the phone. There is a 3% processing fee.  
 Any questions please call or email: Jennifer Streker (801) 540-4342

REGISTRATION DEADLINE: FRIDAY, SEPTEMBER 23, 2016  
 LATE REGISTRATION DEADLINE: MONDAY, OCTOBER 3, 2016  
 PAYMENT MUST BE RECEIVED BY FRIDAY, OCTOBER 7, 2016

A LATE FEE of \$5.00 will be added per registrant after the September 23rd Deadline.

Name	Fee Item	Amount
Exampleton, Example	Conference Fee	\$0.00
Exampleton, Example	ContestFee	\$0.00
Exampleton, Example	Registration Fee	\$15.00
Exampleton, Example	ULTI Student Fee	\$0.00
Howell TEST, Kristine	Conference Fee	\$0.00
Howell TEST, Kristine	ContestFee	\$0.00
Howell TEST, Kristine	Registration Fee	\$15.00
Howell TEST, Kristine	Advisor Fee	\$0.00
Witwer, Richard	Conference Fee	\$0.00
Witwer, Richard	ContestFee	\$0.00
Witwer, Richard	ContestFee	\$0.00
Witwer, Richard	Registration Fee	\$15.00
Witwer, Richard	Registration Fee	\$15.00
Witwer, Richard	Advisor Fee	\$0.00
Witwer, Richard	Observer Fee	\$0.00
<b>Number Of Registrants:</b>	<b>3</b>	<b>Total Amount Due:</b>
		<b>\$60.00</b>

20. Exit and YOU'RE DONE! See you at ULTI! WAHOO!

With any Website/Registration Questions  
 Contact us at [customersupport@utahskillsusa.org](mailto:customersupport@utahskillsusa.org)

With any Billing/Finance Questions Contact our State Staff Finance Officer  
 Jennifer Streker at [strekerj@gmail.com](mailto:strekerj@gmail.com)