

REGISTRATION INFORMATION

Dates:

Thursday, November 1, 2018 -
Saturday, November 3, 2018

Location:

Sheraton Lisle
3000 Warrenville Rd, Lisle, IL

Registration Costs:

Price includes registration, all meals Friday and Saturday, and hotel accommodations.

Quad Rooms*: \$200

Double Rooms: \$275

Single Rooms: \$450

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

Registration Deadline:

October 3, 2018

PREPARING FOR REGISTRATION

1

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

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

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, and any special accommodations from attendees.

QUESTIONS?

For questions about L.E.A.D. 2018, 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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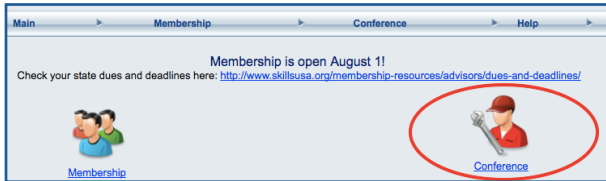
309-267-9012
info@SkillsUSAIllinois.org

REGISTRATION INSTRUCTIONS

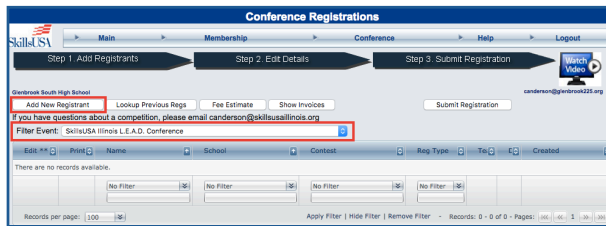
**L.E.A.D. Conference 2018
November 1-3, 2018
Sheraton Lisle**

PART I - CONFERENCE REGISTRATION

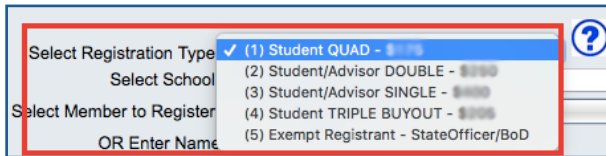
3 Log-in to the SkillsUSA Registration Site, SkillsUSA-Register.org. Select 'Conference'.



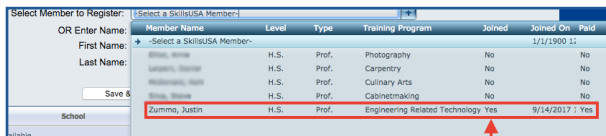
4 Ensure the 'Filter Event' menu is set to "SkillsUSA Illinois L.E.A.D. Conference," then click the 'Add New Registrant' button.



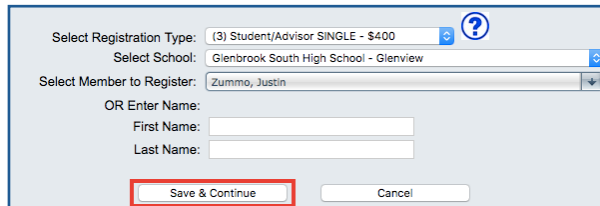
5 Use the 'Select Registration Type' menu to select the participant's hotel room selection. *This is very important and will affect billing.*



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

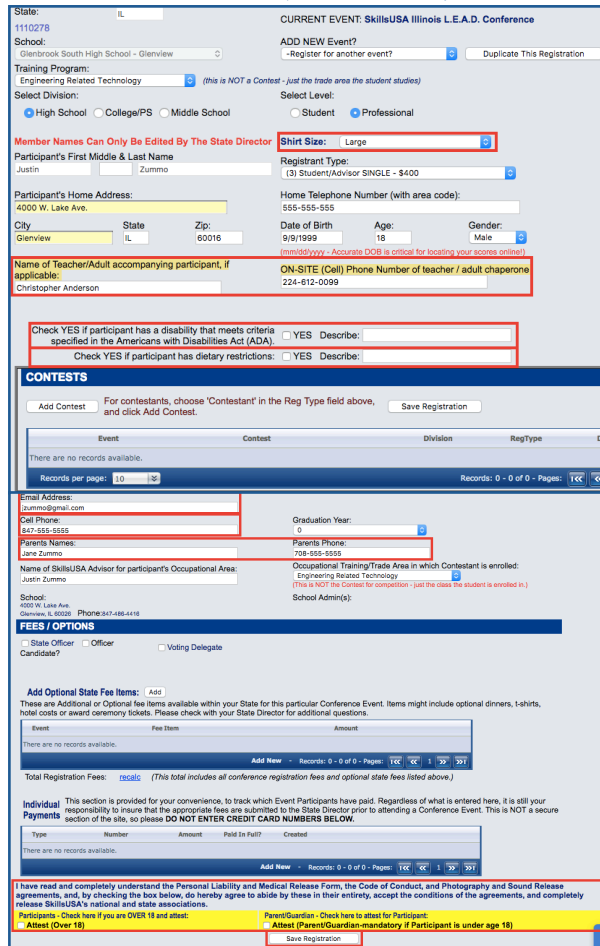


7 Select the 'Save & Continue' button. This will advance to the registration form.

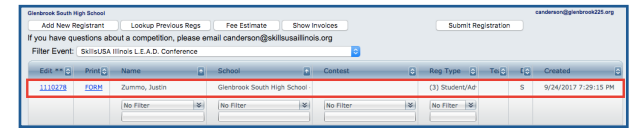


8 Complete the registration form. Once complete, select the 'Save Registration' button.

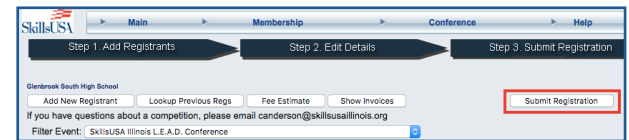
Please pay special attention to T-Shirt Size, On-Site Advisor Information, Special Accommodations, Student Email, Student Cell Phone, & Parent Contact Information.



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 complete, select the 'Submit Registration' button.



PART II - HOTEL ACCOMMODATIONS

11 Download the Hotel Registration Form by [Clicking Here](#) or going to bit.ly/LEAD18Hotel.

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 E3, 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 bit.ly/LEAD18HotelSubmit.

If you cannot access Dropbox, please email your hotel list to membership@SkillsUSAIllinois.org.