

State Conference Housing

REGISTRATION INFORMATION

- Roommate Names** - All persons staying in the room must be listed in this line—first and last names required. *(If you share a room with a spouse or family member, please place the letter FAM or SPO in parentheses in the box.)*
- Name of Hotel requested** - 1st option. All Hotel Options will be listed on the website under the State Conference tab.
- Share rooms with what school** - If you are sharing transportation with another school or the school is sharing an advisor from 2 separate district campuses, please place the school name here. If this does not apply, type N/A.
- Food/Allergies/Special Needs** - Place accommodations here for any students or advisors listed in the room names.
- Verify if your school is within 75 miles of Corpus Christi and exempt from housing.** Check box.

COST BREAKDOWN:

2024 State Conference Hotel Pricing (2-Night Minimum Required)			
Room Type (1bed max 2 ppl, 2 bed max 4 ppl)	Room Charge (2 Nights, per person)	Plus Registration (per person)	Extra Nights (per person)
Single Room, 1 bed *	\$310	\$410	\$155
Double Room, 2 beds	\$188	\$288	\$94
Triple Room, 2 beds	\$126	\$226	\$63
Quad Room, 2 beds	\$94	\$194	\$47

*a second occupant in a single room must be a family member for a single room price.

amy@skillsusatx.org



2024 State Hotel Rooming Request Form (required submission in addition to registration) Please do not change the headers or columns, just add the requested information. Attendee type is either Student or Adult only. Room Type is Double Queen or Single King only. Completed forms can be submitted between Feb 25th and Mar 15th only. Click [HERE](#) to upload a completed form. Completed form should be named: schoolname_city_advisor first_a advisorlast.xls

Event:

For questions about this event, contact amy@skillsusatx.org or visit www.skillsusatx.org

Adding new registrant:

Reg Types:

Contestant

Advisor


District/State Officer-Not
contestant

Model or Observer

JE only no contest no hotel


Driver, hotel only

New Conference Event Registration
SkillsUSA Texas Leadership and Skills Conference
(Questions? Email your state director or customercare@skillsusa.org)


Select Registration Type: 


Select School:


First letter of member last name: (Can't find a member name? Type the first letter of the last name then select a member from the list.)

Select Member to Compete: 

Contest Details

Division: 

Contest: 

Contest Reg. Type: 

Look for Registration Options on each registrant's page:

Registrant Options

State Officer?
 Officer Candidate?

Roommate name(s)
 Bill Smith, Bob Hall, Hal Art
 Name of Hotel Requested
 Emerald Beach

Share rooms with what school?
 Sherman HS

Is your school within 75 miles of Corpus
 Food/Allergies/Medical/Special Needs
 NA

This is what your registration page could look like, note that the submitted column is the key factor to finalize registration

Edit *	Print	Name	School	Contest	Reg Type	Team	Div	Submitted
1943660	Form	Parker, Eddy	SkillsUSA Texas High School State Office - Lubbock, TX	Automotive Service Technology	Contestant		S	11/28/2023
1943661	Form	Baxmann, Amy	SkillsUSA Texas High School State Office - Lubbock, TX		District/State Officer-Not contestant		S	11/28/2023
1943662	Form	Hyde, Sheila	SkillsUSA Texas High School State Office - Lubbock, TX		Model or Observer		S	11/28/2023
1943664	Form	Downing, Addie	SkillsUSA Texas High School State Office - Lubbock, TX	Cosmetology	Contestant		S	11/28/2023
1943665	Form	Evans, Stephanie	SkillsUSA Texas High School State Office - Lubbock, TX		Advisor-Must Register		S	11/28/2023
1943666	Form	Mills, Darlene	SkillsUSA Texas High School State Office - Lubbock, TX		District/State Officer-Not contestant		S	11/28/2023
1943667	Form	Ford, Tamara	SkillsUSA Texas High School State Office - Lubbock, TX	Audio Radio Production - Individual	JE only no contest		S	11/28/2023

Eddy Parker's page:
 3 roommates
 Quad per person pricing
 Staying 3 nights, add one night

Registrant Options

State Officer?
 Officer Candidate?

Roommate name
 Ron B, Larry R, Jim S
 Name of Hotel Requested
 Holiday Inn

Share rooms with what school?
 Sherman HS

Food/Allergies/Medical/Special Needs

Add-On Events

Attend Chapter Officer Training? YES (Only for Georgia Secondary registrants)

CONTESTS

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. [Save Registration](#)

Edit	Event	Contest	Div	Reg Type	#
-	SkillsUSA Texas Leadership and Skills Conference	Automotive Service Technology	High School	Contestant	Delete

OPTIONAL FEES

Arrival Date/Time: 4/4/2024 9:00:00 AM
 Departure Date/Time: 4/7/2024 11:00:00 AM
(Arrival & Departure Dates must be provided in the format 'm/d/yyyy hh:mm PM/AM' as in 8/21/2018 8:00 PM. You can leave the TIME off if you are not tracking airline flight times)

Add Optional State Fee Items: [Add](#)

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended	Edit Delete
SkillsUSA Texas Leadership and Skills Conference	Quad Room (2 beds, 4ppl max) 2 nights per pe	1	\$188.00	\$188.00	Edit Delete
SkillsUSA Texas Leadership and Skills Conference	Quad Room (2 beds, 4ppl max) 2 nights per pe	1	\$188.00	\$188.00	Edit Delete

Add New - Records: 1 - 2 of 2 - Pages: 1

Tamara Ford's page:
 JE not attending-no hotel

Registrant Options

State Officer?
 Officer Candidate?

Roommate name
 Not in person
 Name of Hotel Requested

Share rooms with what school?

Food/Allergies/Medical/Special Needs

Add-On Events

Attend Chapter Officer Training? YES (Only for Georgia Secondary registrants)

CONTESTS

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. [Save Registration](#)

Edit	Event	Contest	Div	Reg Type	#
-	SkillsUSA Texas Leadership and Skills Conference	Audio Radio Production - Individual	High School	Contestant	Delete

OPTIONAL FEES

Arrival Date/Time: 3/31/2024 1:00:00 PM
 Departure Date/Time: 4/6/2024 4:00:00 PM
(Arrival & Departure Dates must be provided in the format 'm/d/yyyy hh:mm PM/AM' as in 8/21/2018 8:00 PM. You can leave the TIME off if you are not tracking airline flight times)

Add Optional State Fee Items: [Add](#)

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended
There are no records available.				

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

Stephanie Evans' page:
 Staying with husband in single
 Adding one extra night

Registrant Options

State Officer? Roommate name: Tom Evans (FAM)
 Officer Candidate? Name of Hotel Requested: Emerald Beach

Share rooms with what school? _____
 Attend Chapter Officer Training? YES (Only for Georgia Secondary registrants)

Food/Allergies/Medical/Special Needs _____

CONTESTS

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. Save Registration

Edit	Event	Contest	Div	Reg Type	#
No data to display					

OPTIONAL FEES

Arrival Date/Time: 4/4/2024 10:00:00 AM Departure Date/Time: 4/7/2024 6:00:00 PM
(Arrival & Departure Dates must be provided in the format "m/d/yyyy hh:mm PM/AM" as in 6/21/2018 8:00 PM. You can leave the TIME off if you are not tracking airline flight times)

Add Optional State Fee Items: Add

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, hotel accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended	Edit Delete
SkillsUSA Texas Leadership an	Single Room (1 bed, 2ppl max) 2 nights	1	\$310.00	\$310.00	Edit Delete
SkillsUSA Texas Leadership an	Single Room Extra Night	1	\$155.00	\$155.00	Edit Delete

Total Registration Fee: **465.00** (This total includes all conference registration fees and optional state fees listed above.)

Amy Baxmann's page:
 Roommate, Double
 Staying 4 extra nights

Registrant Options

State Officer? Roommate name: Darlene Mills
 Officer Candidate? Name of Hotel Requested: Double Tree

Share rooms with what school? State Office
 Attend Chapter Officer Training? YES (Only for Georgia Secondary registrants)

Food/Allergies/Medical/Special Needs NA

CONTESTS

Add Contest For contestants, choose 'Contestant' in the Reg Type field above, and click Add Contest. Save Registration

Edit	Event	Contest	Div	Reg Type	#
No data to display					

OPTIONAL FEES

Arrival Date/Time: 3/31/2024 1:00:00 PM Departure Date/Time: 4/6/2024 4:00:00 PM
(Arrival & Departure Dates must be provided in the format "m/d/yyyy hh:mm PM/AM" as in 6/21/2018 8:00 PM. You can leave the TIME off if you are not tracking airline flight times)

Add Optional State Fee Items: Add

There may be additional or optional fee items available within your state for this particular conference event. Items might include optional dinners, t-shirts, accommodations or other items. Click the drop-down menu to select optional items if applicable for your state. Please contact your state director with additional questions.

Event	Fee Item	Qty	Amount	Extended	Edit Delete
SkillsUSA Texas Leadership an	Double Room (2 beds, 4 ppl max) 2 nights per	1	\$376.00	\$376.00	Edit Delete
SkillsUSA Texas Leadership an	Double Room Extra Night Per Person	4	\$94.00	\$376.00	Edit Delete

The invoice is what you would submit to your accounting department for payment (not the fee estimate). Your registration is complete once you have the invoice that starts with "S".

amy@skillsusa.tx
 Submit Registration

Verify Conference Submission
 SkillsUSA Texas High School State Office (Reg/Dist: 99)
 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**

Submit	Training Program	# Regs	Total Fees
No data to display			
			Sum= \$0.00

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

Invoiced Per School

School	# Regs	Total Fees
No data to display		
		Sum= \$0.00

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.

Under PO or check you would either enter the PO number from your accounting office if required or just type in check.
If you are paying with credit card you can put CC just be sure you are requesting the invoice amount plus the 3% processing fee.

Fee Estimate - this is not an invoice, registration is not complete. This shows one amount due per person. This can be used to request your PO but should not be used to request payment.

Fee Estimate



SkillsUSA Event Fee Summary

SkillsUSA Texas Leadership and Skills Conference

American Bank Center
Corpus Christi TX
Event Start Date: 4/3/2024
Event End Date: 4/6/2024

Name	Reg Type	Submitted	Total \$
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SkillsUSA Texas High School State Office (Lubbock)

Administrators			(Training Program For Registrants)
Hyde, Sheila	Model or Observer	11/28/23	\$414.00
Downing, Addie	Contestant	11/28/23	\$414.00
Evans, Stephanie	Advisor-Must Register	11/28/23	\$410.00
Parker, Eddy	Contestant	11/28/23	\$476.00
Subtotal for Administrators :			\$1,714.00
Other - Not Listed			(Training Program For Registrants)
Baxmann, Amy	District/State Officer-Not contestant	11/28/23	\$752.00
Mills, Darlene	District/State Officer-Not contestant	11/28/23	\$752.00
Ford, Tamara	JE only no contest	11/28/23	\$50.00
Subtotal for Other - Not Listed :			\$1,554.00
Totals for SkillsUSA Texas High School State Office (Lubbock) :			7 \$3,268.00

Fee Details - this is not an invoice, registration is not complete, this shows the cost breakdown per person. This can be used to request your PO but should not be used to request payment. Notice there is no invoice number to reference.

Fee Details



SkillsUSA Event Fee Details Estimate

SkillsUSA Texas Leadership and Skills Conference

American Bank Center
Corpus Christi TX
Event Start Date: 4/3/2024
Event End Date: 4/6/2024
www.skillsusatx.org

Email Event Billing Questions: amy@skillsusatx.org

Event Fee Info: SkillsUSA Texas
P.O. Box 65087
Lubbock

Registration closes March 11th. The last day to cancel your registration or submit a substitution will be Tues March 15, 2024 at 5pm. Any information in registration that is not submitted for an invoice by Mar 15 will be deleted. There is no contest on site registration. No refunds or registration/hotel changes after March 15th, 2024. If paying with a credit card please add a 3% processing fee to the total. Payment is due April 15, 2024 to PO Box 65087 Lubbock, TX 79464.

Name	Fee Item	Div.	Qty	Price \$	Total \$	Submitted?
SkillsUSA Texas High School State Office (Lubbock)						
Downing, Addie	Contestant	S	Administrators			☑
	Conference Fees		1	\$100.00	\$100.00	
	Triple Room (2 beds, 3ppl max) 2 nights Per Person		1	\$251.00	\$251.00	
	Triple Room Extra Night Per Person		1	\$63.00	\$63.00	
					\$414.00	
Evans, Stephanie	Advisor-Must Register	S	Administrators			☑
	Conference Fees		1	\$100.00	\$100.00	
	Single Room (1 bed, 2ppl max) 2 nights		1	\$310.00	\$310.00	
					\$410.00	
Hyde, Sheila	Model or Observer	S	Administrators			☑
	Conference Fees		1	\$100.00	\$100.00	
	Triple Room (2 beds, 3ppl max) 2 nights Per Person		1	\$251.00	\$251.00	
	Triple Room Extra Night Per Person		1	\$63.00	\$63.00	
					\$414.00	
Parker, Eddy	Contestant	S	Administrators			☑
	Conference Fees		1	\$100.00	\$100.00	
	Quad Room (2 beds, 4ppl max) 2 nights per person		1	\$376.00	\$376.00	
					\$476.00	
Baxmann, Amy	District/State Officer-Not	S	Other - Not Listed			☑
	Conference Fees		1	\$0.00	\$0.00	
	Double Room (2 beds, 4 ppl max) 2 nights per person		1	\$376.00	\$376.00	
	Double Room Extra Night Per Person		4	\$94.00	\$376.00	
					\$752.00	
Ford, Tamara	JE only no contest	S	Other - Not Listed			☑
	Conference Fees		1	\$50.00	\$50.00	
					\$50.00	

This is what your invoice will look like when submitted. One price per person inclusive of registration and hotel. When you click submit this invoice will appear as a pop up PDF and be emailed to you.

SkillsUSA Texas Leadership and Skills Conference
INVOICE Invoice #: S107556
 Invoice Amount: \$2,260.00
 Invoice Date: 11/29/2023 Print Date: 11/29/2023
 PO #: check

Bill To
 Amy Baxmann
 SkillsUSA Texas High School State Office
 P O Box 65087
 Lubbock, TX 79464
 Billing Email: crystal@skillsusatx.org
 Chapter ID: 4730

School / Chapter / Training Program
 SkillsUSA Texas High School State Office
 P O Box 65087
 Lubbock, TX 79464
 Inv. Created By: amy@skillsusatx.org
 Crystal Latham Alford
 district15@skillsusatx.org
 Administrators

Payment Information:
 SkillsUSA Texas
 P.O. Box 65087
 Lubbock
 amy@skillsusatx.org

Event Information:
 Dates: 4/3/24 - 4/6/24
 American Bank Center
 Corpus Christi TX

Registration closes March 11th. The last day to cancel your registration or submit a substitution will be Tues March 15, 2024 at 5pm. Any information in registration that is not submitted for an invoice by Mar. 15 will be deleted. There is no contest on site registration. No refunds or registration/hotel changes after March 15th, 2024. If paying with a credit card please add a 3% processing fee to the total. Payment is due April 15, 2024 to PO Box 65087 Lubbock, TX 79464.

Name	Fee Item	Qty	Amount	Extended
Baxmann, Amy	Conference Fees	1	\$658.00	\$658.00
Downing, Adlie	Conference Fees	1	\$351.00	\$351.00
Evans, Stephanie	Conference Fees	1	\$565.00	\$565.00
Hyde, Sheila	Conference Fees	1	\$351.00	\$351.00
Parker, Eddy	Conference Fees	1	\$335.00	\$335.00

Number Of Registrants: 5 Total Amount Due: \$2,260.00

Now that registration is complete the next step is to complete the excel spreadsheet for more details on your rooming registration.

<https://skillsusatx.org/wp-content/uploads/2024/01/SkillsUSA-Texas-Rooming-List-Template3.xls>

There should be ONE Spreadsheet for ALL SCHOOLS that are sharing transportation or needing to stay at the same property. ONE ROW PER ROOM

CheckInDate M/D/2024	CheckOutDate M/D/2024	NumberOfGuests	RoomType
4/4/2024	4/6/2024	Range 1-4	1 Bed or 2 Beds

Your first guest name should be the one checking in first

Guest1FirstName	Guest1LastName	Guest1CompanyName	Guest1Position
First	Last	School Name	Advisor or Student

Guest email should be the adult staying in same hotel as students

Guest1City	Guest1Phone	Guest1Email	SpecialRequest
School City	Advisor Cell Phone	Advisor Email	La Quinta Beeville

Special Request is the property you requested on the registration page

Guest2FirstName	Guest2LastName	Guest2Position	Guest2Email
First	Last	Advisor or Student	Advisor Email

2nd, 3rd and 4th guests should be completed for anything other than a single king room.

Submit your completed excel sheet here:

<https://www.dropbox.com/request/PTIoUrW6qnqkcCYpVd8>

Your file should have your school name or ISD name.xls

If you need assistance with registration, please reach out to us at 903-887-4013. For hotel questions please send a detailed email.

If you need assistance with housing please email amy@skillsusatx.org