Directions for the District Contest Portal
PD Test, Resume Upload and JE photo Upload

Students:

On the date provided on your district webpage registered students will receive an email from contests@skillsusa-register.org. This email will have a contestant number for individual events and if also entered in a team event they will get a second email with the team contestant number. *Team and individual contestant numbers for same student are different numbers and will come in two emails.* This email will have the link to sign into the platform (using contestant number and email address) where the student will do the following:

1. Click the link for the PD test. *Can only click once and attempt to take the test once per contestant number.* Make sure you have the information listed below before starting the test. Job exhibit only students will not see the link to take the PD Test.
2. Submit their resume online through link. Not required for Job exhibits only no contests, 504 or Job Interview Contest.
3. If they are entered in a job exhibit you will upload your JE photo here as well.
4. *If they are entered in a team event also they will log in twice and complete these steps for each contestant number.*

For the PD test each student will need the following information:

1. Agree to the ethics clause.
   a. The test must be taken by the competitor without external aid under the supervision of an adult proctor. I agree to uphold the integrity of SkillsUSA testing by completing this test by myself, not sharing the content with anyone and have it completed by the deadline.
2. District number
3. Contestant's email address: as it is in registration
4. Contestant Name: as it is in registration
5. Contestant Number: as it is in registration
6. Choose Individual or Team event
7. School Name and City
8. Advisor Name
9. Test: 25 Professional Development multiple choice questions.

Advisors:

1. Ensure that your students have their emails for the login to the platform on the date given on your district webpage. These contestant number emails will also be emailed to you by the same deadline for the student log in emails.
2. Will receive an email from contests@skillsusa-register.org with an ethics clause for the uploads and testing platform that applies to all your competitors. Sign the ethics clause for all your submitted contestants by the deadline.
   a. The test must be taken by the competitor without external aid under the supervision of an adult proctor. As an advisor, I agree to uphold the integrity of SkillsUSA testing by:
      i. Ensuring an adult is present for the duration of the student taking the test.
      ii. The adult will not provide any external aid and will prevent the student from accessing any content used as a study guide while taking the test.
      iii. Will not share the content of the test with any other students or advisors.
      iv. Confirm the log in emails for the test and uploads are received by my students and completed before the deadline.
      v. Verify the student is taking the test with the correct contestant number(s) found in the log in emails.
   b. When you receive this email you can log into skillsusa-register.org and go to the Conference Tab. Select the event and in the drop down menu you will see a "contestant listing" option. This report will have all the students you registered with the email

address you used, their contestant number, birthday and what contests they are submitted to compete. Keep this list for confirmation of uploads, verifying log ins and later to look up contest scores on the national platform.

3. Ensure that your student's have the resume upload, the PD test completed and if any job exhibit photos uploaded by the deadline. You will be copied on all confirmations of file uploads. You will not be copied on the PD testing completion.

If there are any issues, please reach out to your district coordinator or director for assistance.

Sample Contestant Email:

Email comes from: contests@skillsusa-register.org

Email Subject: SkillsUSA TX District 1 Leadership and Skills Conference | Contest Submission Information for Rachel McDonough | Del Valley High School

Congratulations on being a SkillsUSA TX District 1 Leadership and Skills Conference Contestant!

This email contains critical information you will need to compete in the SkillsUSA TX District 1 Leadership and Skills Conference. Please save this email, as you will need to access this information multiple times throughout the Regional Conference. You can save this email as a PDF file to your computer by clicking the 'Print' button, then selecting 'Save as a PDF' in the Printer Destination dropdown. Please double-check the PDF to ensure all links are still active.

Contestant Name: Rachel McDonough
Contestant ID #: 6475
Contest: Additive Manufacturing (if in more than one individual contest this will appear as a number)
Contest Guidelines: Please see your advisor for the latest contest standards or updates
The contest guidelines may be updated at any time, so please review them again before your submissions or contest date to ensure you are up-to-date on all information that may affect your contest.

Submission Link: http://www.skillsusa-competitor.org
The contestant portal is where you will upload submissions, links, and resumes. You will choose your event and use your contestant number and email address to log in. For your PD test, you will find the test link in the portal. For information on how to upload your contest materials, please watch this short YouTube video.

Important Contest Details:
Required Submissions: Resume and other materials as defined in the Contest Guidelines
Submission Opens: January 17th @ 3 PM
Submission Closes: January 19th @ 3 PM

Contestants Guide (includes technical assistance information)

On behalf of the SkillsUSA Texas staff, judges, and volunteers, good luck on your competition. We hope to see you at the State Leadership and Skill Conference.

If you have received this email in error or have questions, forward this email to districtone@skillsusatx.org.

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DO NOT Reply to this email - it is from an unmonitored system address and no one will ever see your reply.