



# Skills Ontario Competition Registration Procedure

## ABOUT

The Skills Ontario Competition and Qualifying Competitions are very popular events that over 2000 students compete in each year. **Many contests fill up very quickly – some within 5 minutes - so it is important that you register as soon after the site opens as possible.** Please review this document for instructions on how to use the online registration system.

Registering for the Elementary Challenges, Qualifying Competitions, and Skills Ontario Competition is a four (4) -step process:

1. Create a login account
2. Request spaces
3. Receive confirmation and register individual competitors
4. Complete signed competitor consent forms

## HOW TO CREATE A LOGIN ACCOUNT

- **It is recommended that you create your login account prior to the opening of the reservation process. Please visit [register.skillsontario.com](http://register.skillsontario.com) and review the Competitions Information Guide for further details and dates.**
- Go to [register.skillsontario.com](http://register.skillsontario.com)
- Select "Create Login Account"
- Where it says:
  - "School Type"
    - Select either "Post-Secondary" or "Elementary/Secondary"
- Choose your school board from the drop-down list, or "Post-Secondary" if you are a College or Training Institute contact
- Fill in all the information then choose "Submit" (it is very important that your email address is entered in correctly since this will be your username and all confirmations will be sent to this account)
- This will generate an email to you and to the Registrar explaining that your account still needs to be validated. The Registrar will validate your account. Please note that validation usually occurs within the same day of the account being created (or the following business day if the account is created during evenings or weekends). To check if your account has been validated, simply try logging in.

## HOW TO REQUEST SPACES

- **Please consult the Competitions Information Guide of the Important Dates section to see when competition registration opens <https://www.skillsontario.com/competition-information-guide>**
- Go to [register.skillsontario.com](https://register.skillsontario.com)
- Enter your username and password in the boxes on the right-hand side and select the Login button
- Click the "Skills Ontario Competition Registration" button (if you logged in prior to registration opening), this button will be a countdown timer – at 9:00am refresh your page and it will become this button)
- Choose either "Post-Secondary", "Secondary," or "Elementary"
- Request spaces by selecting the number of competitor(s)/ team(s) from the drop-down next to the name of the contest(s) you want
- Once all desired contests have been selected, click "Continue"
- This next page shows you a list of your selections – confirm selections are correct then click "Continue"
- Fill out your payment information on the next page – click "Continue"
- This page confirms that your space requests have been received and you will be emailed a copy
- Contacts will be sent an email notification for the spaces they have requested indicating if the space has been accepted or waitlisted
- Those who request space when registration opens (review Important Dates Section in the Competitions Information Guide) will receive email confirmations in at the end of January. Those who request space after January will receive email confirmations within a week of the requests being received. This email confirmation includes a link to the registration report of all your spaces, indicating which are accepted and which are waitlisted
- **The registration report will have a unique username and password for each individual competitor in an accepted contest – this report is very important and needs to be saved for future reference (you may also want to print a copy to have handy)**
- Invoices for all spaces will be issued shortly **after** the Skills Ontario Competition by email and payment will be expected within 30 days of the invoice being received. Any invoices not paid in a timely manner may affect your ability to participate in Skills Ontario Programming/ Competitions the following year.
- For more information regarding the payment policy for space reservations, see the Competition Information Guide.

## HOW TO REGISTER A COMPETITOR

- **Individual Competitor Registration after spaces are approved at the end of January.**
- Distribute the pages of the registration report with the unique usernames and passwords to the corresponding competitors (or the teachers responsible for filling those spaces) i.e. if you have a

page for Auto Collision Repair, give it to the competitor/teacher that will be representing your board/training institution in this particular contest and so on

- Go to [register.skillsontario.com](http://register.skillsontario.com)
- Have your competitor enter the given username and password in the boxes on the right-hand side. These usernames and passwords are case sensitive
- Choose "Add my Data"
- Have the competitor fill in all the necessary information and then choose the "Update Data" button
- This generates an email to the contact letting you know that the student has gone online and filled out that part of the registration. An email will also go to the student and teacher, if they have entered those email addresses in those fields.
- Please refer to the Important Dates section in the Competition Information Guide for further information and details on when individual competitor registration closes. Any students who have not registered by this date will not be eligible to participate.

If you have any questions regarding or need more guidance, please contact Nick Komarnitsky by email at [nkomarnitsky@skillsontario.com](mailto:nkomarnitsky@skillsontario.com).