



Registering for Boat Races and Video Challenges is a four-step process:

1. Creating a login account
2. Reserving team space
3. Registering individual competitors
4. Faxing signed competitor consent forms

## 1. How to Create a Login Account

- Go to <https://register.skillsontario.com>
- Select “Create Login Account” along the left-hand side
- Where it says:

Are you a **Teacher or a School Board Contact** looking to sign up your board or school for Cardboard Boat Races or the OTSC? If so, please [click here](#).

- Select “click here”
- Choose your school board from the drop-down list
- Choose your school from the next drop-down list
- Fill in all the information on the next page in full then choose “Create Account” (it is very important that your email address is entered in correctly since this will be your username and we send confirmations by email)
- This will generate an email to your email account as well as to the registrar letting you know that your account still needs to be validated by the registrar – the registrar will validate your account and this will generate another email letting you know that you can now register for your boat or video teams.

## 2. How to reserve space for a Cardboard Boat Race or Video Challenge

- Go to <https://register.skillsontario.com>
- Enter your username and password in the boxes on the right-hand side and select the Login button
- Along the left-hand side, choose the event you would like to register for – either Boat Races or Video Challenges
- Choose “Secondary” or “Elementary” along the left-hand side
- From the drop-down, select your school and then select the number of teams you wish to have
- Select which location you wish to attend – please keep in mind that you must choose a location for both a boat race and video challenge if you want to register for both, even if the location is the same
- The next page confirms the correct address for your school – if this is incorrect, please email me at [maresam@skillscanada.com](mailto:maresam@skillscanada.com) – choose “Continue”
- On this next page, enter the names of your competitors – if you do not know yet who your competitors will be, please enter placeholders for your competitors until you know what the names will be

- Please carefully review all the information on this next page – if you are not familiar with the terms and conditions, select the option to read them on this page – if there is a discrepancy with your fees i.e. you think you are affiliated, but the information shows that you are not, please email me at [maresam@skillscanada.com](mailto:maresam@skillscanada.com) – choose “Continue”
- Choose your payment option and let us know of any special billing instructions i.e. send invoice to the school board
- Select “Continue”
- This next page is VERY IMPORTANT – print off all registration forms from this page – the form will have the usernames and passwords for all of your competitors
- After ensuring that your forms have printed out properly, choose “Log Out”
- You will receive an email confirmation of your registration

### 3. How to register a competitor for a Cardboard Boat Race or Video Challenge

- Distribute the printed forms to your team members
- Each form has a username and password on it – these usernames and passwords are **case sensitive**
- Go to <https://register.skillsontario.com>
- Have your competitor enter the given username and password in the boxes on the right-hand side
- Choose “Add my Data” along the left-hand side
- Have the competitor fill in all the necessary information and then choose the Update Data button
- This generates an email to you (the teacher) letting you know that the student has gone online and filled out that part of the registration

### 4. How to fax information to the Skills Canada – Ontario office

- The student now **MUST** take this form home for signing by a parent/guardian and return it to you for faxing to our office at 519.749.6322 to the attention of the registrar one week prior to the event – ***the registration process is only complete when the online information for the competitor is entered and this form is received***
- ***Please also bring a copy of this form to the event location***

If you have any questions regarding registration or need more guidance, please contact Maresa MacAskill, Competition Registrar by phone at 519.749.9899 ext. 228, toll-free at 888.228.5446 ext. 228 or by email at [maresam@skillscanada.com](mailto:maresam@skillscanada.com).