

Ontario Technological Skills Competition and Qualifying Competition Registration Checklist for Board Contacts With Suggested Timelines

- Board Contact create login account – print/save confirmation for username and password reference
 - Between September 2011 and November 15, 2011 – before the site opens to allow time for validation
- Receive login account validation email from Registrar
 - Approximately within an hour of account creation (or next business day if created during evening/weekend)
- Speak with schools to determine what spaces should be reserved
 - Before November 15, 2011 - Boards should be sure to touch base with **ALL** of their schools to make sure no one is missed and left disappointed that their space wasn't reserved
- Ensure all of your schools are affiliated to take advantage of the “Fully Affiliated Board” priority
 - As long as this is done before December 9, 2011 your fully affiliated status will be taken into account as spaces are confirmed
- Log in and reserve competitor spaces for Qualifying Competitions, OTSC Competitions and Elementary Challenges at the OTSC as per step-by-step process provided
 - Tuesday, November 15, 2011 at 9:00am
- Review the space requests that appear on your automatic confirmation – if anything is missing, you will need to go back in and request them. **If you do not receive an automatic confirmation of your space requests, the request DID NOT go through and will not be taken into account.**
 - Immediately - verify space requests as soon as you receive your automatic email confirmation which should appear within minutes of submitting the request.
- Receive confirmations/invoices from the registrar
 - Week of December 12, 2011
- Print/Save Confirmation Email – attached will be the invoice and registration report with usernames and passwords for each and every competitor space approved
- Distribute usernames and passwords to teachers responsible for registering competitors online
 - Can be distributed as soon as you receive them, but depending on each board, some may have to wait until after their regional competitions – see “Best Practices” section in the How-To document for recommendations on how to most efficiently complete your registrations.
- Collect signed waivers and verify they are completed correctly – all portions filled out and signed by a parent**
 - If student is over 18, teacher initial beside their signature to verify their age
- Fax completed waivers to 519-749-6322 – All forms must be received by Friday April 6, 2012
- Email all space cancellations to the registrar
 - Must be done before March 23, 2012 to avoid losing entire registration fee – please note that Qualifying spaces are non-refundable and there is a \$50 non-refundable deposit on OTSC spaces
- Ensure that competitors have reviewed their contest scopes
- *Very Important Step*** Log in and check status of your registrations online as per instructions in Registration FAQs – follow up on any missing pieces before the registration deadline of March 23, 2012 to avoid losing those spaces
 - Verify that all the right competitors are registered in all the right spaces

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