

OTSC and Qualifying Competition Registration Procedure for Board Contacts

The OTSC and Qualifying Competitions are very popular events that over 2000 students compete in each year. Many contests fill up very quickly, so it is important that you register as soon after the site opens as possible (Tuesday, November 15, 2011 at 9:00am). **Students who have not gone through the proper registration procedure will not be permitted to compete.** Please review this document for instructions on how to use the online registration system. A step-by-step process is outlined, and there is a troubleshooting and FAQs document that you may review. Please also use the checklist provided at the registration site homepage to ensure your registrations are completed properly. If you run into any problems, please refer to the troubleshooting and FAQs where you will find direction on the most common problems. In addition to following the step-by-step instructions, please review the “Best Practices and Recommendations” section at the end of this document for more detailed process suggestions.

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

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

1. How to Create a Login Account

- It is recommended that you create your login account prior to the opening of the reservation process on **Tuesday, November 15, 2011 at 9:00am**
- 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, or “Post-Secondary” if you are a College or Training Institute contact
- 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 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 and provide you with Board permissions which allow you to reserve spaces for the Elementary Challenges, Qualifying Competitions and the Ontario Technological Skills Competition. Please note that validation usually occurs within an hour of the account being created (or the following business day if the account is created during evenings or weekends).

2. How to request a space reservation

- **Contest Reservations open on Tuesday November 15, 2011 at 9:00am**
- 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 OTSC Reservations
- Choose either “Post-Secondary”, “Secondary” or “Elementary” from the left-hand sidebar

- Request your reservation space 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”
- Confirm your address on the next page and then 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 reservation request has 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 requested space has been accepted or waitlisted
- Those who request space before December 9, 2011 will receive email notification in mid-December – those who request space after December 9, 2011 will receive email notification as requests arrive – this email notification includes an **invoice** for the accepted spaces only and a **report**
- The 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 printed off for future reference**
- Payment for spaces accepted in mid-December is due before February 10, 2012 – payment for spaces accepted after this initial date is due within 30 days of invoice issue
- Cancellations can only be made by emailing the Registrar at maresam@skillscanada.com
- For more information regarding the **payment policy for space reservations**, see p. 17 of the Competition Information Package

3. How to register a competitor

- **Individual Competitor Registration opens January 2, 2012 at 12:00 a.m.,**
- Distribute the pages of the report with the unique usernames and passwords to the corresponding competitor i.e. if you have a page for Auto Collision Repair, give it to the competitor that will be representing your board/training institution in this particular contest and so on
- Go to <https://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” along the left-hand side
- Have the competitor fill in all the necessary information and then choose the Update Data button
- Print the Competitor Conditions/Parental Consent Form
- This generates an email to you (the contact) letting you know that the student has gone online and filled out that part of the registration
- **Individual Competitor Registration closes March 23, 2012 for Qualifying and OTSC Registrations**

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

NEW PROCEDURE

- The student now **MUST** get the Competitor Conditions/Parental Consent Form signed by a parent/guardian (if under 18 years of age) or sign it themselves and have their teacher initial to verify their age (if over 18 years of age)
- Board Contacts that hold a regional competition should collect all advancing competitors’ waivers and fax them to 519-749-6322
- Students that have not competed in a regional competition can either fax to their board contact for collection or fax directly to 519-749-6322
- **The deadline for receipt of this form is April 6, 2012 – If this form is not signed and received before this date, your registration in this contest becomes null and void and space will be given to the next school board/training institution on the waitlist**

Qualifying and OTSC Registration: Best Practices and Recommendations

Collecting Waivers

When distributing waivers for your regionals, include a copy of the Skills Canada – Ontario waiver to be submitted to you before the regional as well – that way you will already have the signed forms of the advancing competitors and can fax/email them all at once shortly after your Regional Competitions. This method has been used by some boards and works very well – this makes tracking on your end easy and processing on our end much more efficient. **Please note that if you plan to use the Skills Canada – Ontario waiver as your regional waiver you will have to obtain the most updated copy of the waiver from the registrar – this form can change, even if just slightly, from year to year and the most updated copy must be used.**

So that all of your regional competitors' waivers don't get faxed to Skills Canada – Ontario, please cross out the fax instructions on our form and add your own instructions for submission.

Always ensure that all portions of the form are completed properly. For students over 18, please have their teacher initial beside their signature to verify their age.

****NEW** Waitlist Management Procedure**

For the 2011-2012 school year we will be implementing a new procedure to manage waitlists, to ensure that the most in-demand spaces are filled in a timely manner. For contests that have waitlists, those spaces already accepted into the contest that have not been filled by the registration deadline will be given a warning to fill the space within an allotted time and if it is not filled within that time, the space will be cancelled, reimbursed and offered to the first school board on the waitlist. The deadlines will be enforced more strictly due to concerns from our suppliers and Technical Committees in regards to waitlisted spaces and no-shows at the competition. It is increasingly difficult for them to plan around numbers that fluctuate so much between the registration deadline and the competition due to unfilled spaces/cancellations. It is also frustrating for them to organize around a number and then have wasted materials and space. We rely heavily on our suppliers and volunteers and must take their feedback into consideration moving forward.

If you have ever been on a waitlist, you can appreciate that it is important that all spaces are filled with students who are invested in competing and that spaces do not go to waste. We hope that this change in procedure will ensure that students who truly want to compete will have that opportunity.

With this procedure in place, please be sure to manage your registrations as efficiently as possible to ensure that your spaces are secure.

Registering Competitors After a Regional Competition

Option #1:

Within a day or two after your regional competition, designate a person input all the advancing competitors' information. A couple of boards do this and it gets everything done at once and they can verify that it is done properly and quickly. Up until this point, this has proved to be the quickest and most reliable way to submit registrations after a regional competition.

- Using the emergency sheets submitted for your regional, have someone (yourself, assistant, volunteer, student etc.) enter all of the information using the login accounts provided for each competitor space. Depending on the number of competitors this could be a bit time consuming, but it's just a bit of data entry for whoever is chosen to do it.
- If necessary, print waivers and distribute to appropriate teachers. If you have already collected Skills Canada – Ontario waivers from all regional competitors, fax/email the advancing competitors' waivers to 519-749-6322/maresam@skillscanada.com

Please note that confirmation emails will be sent to you as well as the email entered for the student – if you don't wish for this confirmation to be sent to the competitor at that time, please leave the email field blank. The confirmation includes instruction on checking scopes etc, so if you choose to leave the email field blank, please still pass along this information. You may add the email later on if you wish, so we have it on record for future email distributions.

Option #2:

Incorporate OTSC/Qualifying registration into your regional competition closing ceremony procedure. We're not aware that this method has ever been used, but could be the quickest and most effective way to get registrations completed after a regional competition. We strongly recommend that boards with the capacity to implement this process try it out.

- Have one or more computers/laptops with internet access available for when advancing competitors come off the stage.
- Have the computers set up on the registration site <https://register.skillsontario.com> ready for competitors.
- As an advancing competitor is being announced have someone (staff or volunteer) log in to the account for that space, ready for the competitor to complete the online form (if they have submitted emergency information for your regional – have it handy, in case they don't remember all of their information).
- Sort the login account pages and emergency information/waiver sheets in the same order as your awards presentation ahead of time to make the process run as quickly and smoothly as possible.
- Fax/email all advancing competitor Skills Canada – Ontario waivers all at once to 519-749-6322/maresam@skillscanada.com – do this as soon as you are able to, after your regional competition

If the advancing competitor cannot confirm their participation at the OTSC right then, have them register anyway and a substitution can be made (up until a certain date), if necessary.

This method will allow you (and us) the peace of mind that your competitor registrations are all done and ready to go. This will eliminate a great deal of chasing for everyone involved.

Option #3:

This method is generally the least effective but is still widely used. After the regional competition, the student is handed their username and password with instructions to register on their own. The onus is then on the student and their teacher to ensure that the registration gets completed and the form is faxed in. Some board contacts are very good at monitoring their registrations and follow up with missing registrations and ensure they are submitted before the deadline, but other board contacts don't take responsibility of this and missing registrations get out of hand and are very hard to track down.

If the board contact is not willing to take the lead on tracking down missing registrations, they should not use this method. In the past couple of years, there have been well over 100 missing registrations at the registration deadline and this is becoming completely unmanageable and unacceptable. Please consider trying one of the first two options to ensure that competitor registrations are completed as quickly as possible.

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