



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 November 16, 2009**
- 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 **School Board Contact** from the next drop-down list even 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.

2. How to request a space reservation

- **Contest Reservations open on November 16, 2009 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 11, 2009 will receive email notification in mid-December – those who request space after December 11, 2009 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 12, 2010 – 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. 18 of the Competition Information Package

3. How to register a competitor

- **Individual Competitor Registration opens January 11, 2010 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 17, 2010 for Qualifying Competitions and March 31, 2010 for the OTSC**

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

- 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 (if over 18 years of age) and fax it or return it to you for faxing to our office at 519.749.6322 to the attention of the Registrar
- **The deadline for receipt of this form is April 7, 2010 – 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**

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.