

How to Register for the “Skills Work!® for Women” Networking Dinner

Registering for the Networking Dinner is a five-step process:

1. Create a login account
2. Reserve student spaces
3. Register individual students
4. Register as a teacher/guest
5. Submit signed student consent forms & payments

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, Networking Dinners, Young Women’s Conferences, 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 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 account and will also let the Registrar know that this account still needs to be validated. Within 24 hours, the Registrar will validate your account and you will then receive another email letting you know that you can now register for the Networking Dinner.

2. How to reserve space for a Networking Dinner

- Go to <https://register.skillsontario.com>
- Enter your username and password in the boxes on the left-hand side and select the Login button
- Along the left-hand side, choose the event you would like to register for – “Networking Dinners”
- Click “Reserve Spaces” along the left-hand side
- From the drop-down, select your school and then select the number of students you wish to bring
- Select which location you wish to attend
- The next page confirms the correct address for your school – if this is incorrect, please email maresam@skillscanada.com – choose “Continue”
- On this next page, enter the names of your students – if you do not know yet who your students will be, please enter placeholders for your students until you know what the names will be (Note: Student names must be provided by the deadline indicated in your registration package).
- 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) email maresam@skillscanada.com – if not, choose “Continue”
- Choose your payment option and let us know of billing instructions (e.g. contact name & organization to invoice)
- Select “Continue”
- This next page is VERY IMPORTANT – please print it as it will have all of the usernames and passwords for all of your students
- After ensuring that your usernames and passwords have printed out properly, choose “Log Out”
- You will receive an email confirmation of your registration

3. How to register a student for a Networking Dinner

- Distribute the printed forms to your students
- Each form has a username and password on it – these usernames and passwords are **case sensitive**
- Go to <https://register.skillsontario.com>
- Have your student enter the given username and password in the boxes on the left-hand side
- Choose “Add my Data” along the left-hand side
- Have the student fill in all the necessary information and then choose the “Submit” button
- On the next page you must click “View Form”, then “Download File” to print off the waiver (to be signed by parents and brought to the event)
- This online process 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 register a teacher/guest for a Networking Dinner

- Teachers that will be attending the event are required to register as a guest.
- The Guest registration form is available online at: <http://register.skillsontario.com>.
- One complimentary Guest spot is offered to each school with attending students. Any additional teachers/guests from that school are required to pay a registration fee of \$35.

5. How to submit signed consent forms and payments for a Networking Dinner

- The student **MUST** take the printed waiver form home for signing by a parent/guardian- ***only students with signed participation consent will be able to participate in the event***
- The waivers and student fees (if not paid in advance) must be brought to the event and submitted at the registration table

Questions?

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