



Cardboard Event Registration Checklist for Teachers and Board Contacts

Please use this checklist as a tool to ensure that your registrations have been completed properly and efficiently. If each step is followed correctly you should have no issues at the event.

- Create login account – print/save confirmation for username and password reference
- Account validation by Registrar
 - Usually happens within an hour of account creation (or next business day if creation happens on an evening or weekend) – to check if your account has been validated, simply try logging in
- Teacher/Board Contact log in and reserve team space as per step-by-step process provided
 - Please do this as early in the school year as possible, as the races are very popular and some locations fill up quickly
- Print/Save Confirmation Email with Usernames and Passwords
- Distribute usernames and passwords to students to complete online portion of their registration
 - Note: The easiest and quickest way to do this is by gathering them all in a computer lab and going through it with them. If the school has emergency contact information for students, you may want to bring it to the lab in case the students don't know all of their information.
 - This step should be completed no later than two weeks prior to the race, to ensure your space is secured.
- If working with the students to register themselves, print/distribute their participation waivers to be sent home and signed by parents
- Collect signed waivers and verify they are completed correctly – all portions filled out and signed by a parent
 - If student is over 18, please initial beside their signature to verify their age
- Fax completed waivers to 519-749-6322, but **also bring a copy of all your waivers to the race**, just in case they haven't been properly received.
- Review Race Guidelines with students – can be found at www.skillsontario.com on the Cardboard Events page
- *Important Step*** Log in and check status of your registrations online as per instructions below – follow up on any missing pieces no later than two weeks prior to the event
 - Log in and click "View Registered Events"
 - Choose "Cardboard Boat Race - Elementary" or "Cardboard Boat Race – Secondary" (Or Soap Box Derby, if that is your event) in the drop-down list – you will have to view Video Challenge registrations separately
 - Scroll down to view your registrations - any students that have a "No" under either column ("Online Registration Completed" or "Signed Form Received") will need to complete that step in order to participate
 - For Video Challenge registrations, repeat these steps and follow up as needed

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