



## Cardboard Event Registration Procedure for Teachers and Board Contacts

The Cardboard Events are a very popular program that hundreds of students compete in each year. In many locations the event fills up quickly, so it is important that you register as early as possible. **Schools that have not gone through the proper registration procedure will not be permitted to participate under any circumstances.** Please review this document for instructions on Cardboard Event registration. 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.

**Registering for Boat Races and Video Challenges is a four-step process:**

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

### 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 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 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 automatic confirmations will be sent directly to this email). While it is preferred that school board issued accounts are used, be sure to use whichever account is most reliable and that you check most often.
- This will generate an email to your email account as well as to the registrar letting you know that your account still needs to be validated by the registrar. Please note that validation generally occurs within an hour of the account being created, but varies depending on time of day (evening/weekend account creations will be validated the following business day) – to check if your account has been validated, simply try logging in.

### 2. How to reserve space for a Cardboard Boat Race or Video Challenge

- 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 the event you would like to register for – either Boat Races or Video Challenges
- Choose “Secondary” or “Elementary” along the left-hand side

- From the drop-down, select your school and then select the number of teams you wish to have
- Select which location you wish to attend – please keep in mind that you must choose a location for both a boat race and video challenge, as well as a soap box derby, even if the location is the same
- The next page confirms the correct address for your school – if this is incorrect, please email me at [maresam@skillscanada.com](mailto:maresam@skillscanada.com) – choose “Continue”
- On this next page, enter the names of your competitors – if you do not yet know who your competitors will be, please enter placeholders for your competitors until you know what the names will be (ie. student1, student2, student3, etc.)
- 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, please email [maresam@skillscanada.com](mailto:maresam@skillscanada.com) – choose “Continue” anyway, as the invoices are not generated automatically and fees can be corrected after you have registered.
- Choose your payment option and let us know of any special billing instructions i.e. send invoice to the school board. **Please note:** Fees will not be invoiced automatically, so you may continue with registration and sort out fees with the registrar after completing your registrations
- Select “Continue”
- This next page that comes up is VERY IMPORTANT – print off all registration forms from this page – the form will have the usernames and passwords for all of your competitors (if you can’t print these, the usernames and passwords will also appear in your confirmation email)
- After ensuring that your forms have printed out properly, choose “Log Out”
- You will receive an email confirmation of your registration

### 3. How to register a competitor for a Cardboard Event or Video Challenge

- Distribute the printed forms to your team members
- Each form has a username and password on it – these usernames and passwords are **case sensitive**. **Be careful to give each competitor a different username and password so that they don’t register over top of one another**
- Go to <https://register.skillsontario.com>
- Have your competitor enter the given username and password in the boxes on the right-hand side – once logged in the page should say “Welcome, (student’s name)”, if the wrong student’s name is there, there may have been a mix-up of the usernames and passwords and you will need to sort them out – as long as each student is registered in a different space that is all that matters
- 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 - this generates an email to you (the teacher) letting you know that the student has gone online and filled out that part of the registration. **This online portion should be completed no later than two weeks prior to the event**
- The next page allows you to print off the participation waiver that needs to be signed by a parent and faxed back – you will need to click “View Form”, then “Download Form” to print off and send home with the student. If the student is over 18, they may sign for themselves, but the teacher needs to initial beside the signature to confirm their age.

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

- The student now **MUST** take this form home for signing by a parent/guardian, if 18 years or younger, and return it to you for faxing to our office at 519.749.6322 to the attention of the registrar no later than one week prior to the event – ***the registration process is only complete when the online information for the competitor is entered and this form is received***
- **Please also bring a copy of this form to the event location, just in case there has been a problem with the fax submission.**

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](mailto:maresam@skillscanada.com).