

Skills Ontario Competition
Registration Checklist for Post-Secondary Contacts
With Suggested Timelines



- Post-Secondary Contact **create login account** – print/save confirmation for username and password reference
 - Before the site opens on November 20, 2018 – to allow time for validation
- Login account **validation by Registrar**
 - Approximately within an hour of account creation (or next business day if created during an evening/weekend) – to see if it's been validated, simply try logging in
- Speak with departments** to determine what spaces should be reserved
 - Before November 20, 2018 - should be sure to touch base with all departments to make sure no one is missed and left disappointed that their space wasn't requested (let them know that waitlists are possible)
- Log in and **request competitor spaces** for Skills Ontario Competitions as per instructions in the How-To document
 - **Registration site opens on Tuesday, November 20, 2018 at 9:00am** – spaces fill quickly!
- Review the space requests that appear on your automatic confirmation – if anything is missing, you will need to go back in and request them. **If you do not receive an automatic email confirmation of your space requests, the request DID NOT go through and will not be taken into account.**
 - Immediately - verify space requests as soon as you receive your automatic email confirmation which should appear within minutes of submitting the request.
- Receive confirmations from the registrar of approved spaces and waitlisted spaces
 - Mid-December or within a week if spaces are requested after January 2019
- Print/Save Registration Report** – the confirmation email will include a link to your registration report with usernames and passwords for each and every competitor space approved – **save for future reference!**
- Distribute usernames and passwords** to instructors responsible for registering competitors online
 - Can be distributed as soon as you receive them, but depending on each college, some may have to wait until after their selection events – see “Best Practices” section in the How-To document for recommendations on how to most efficiently complete your registrations.
- Collect signed waivers** and verify they are completed correctly – all portions filled out and signed by a parent
 - If student is over 18, instructor is to initial beside their signature to verify their age
- Email or fax completed waivers** as a complete package to Skills Ontario – **ALL** forms must be received by **Friday April 12th, 2019**. Email as an attachment to nkomarnitsky@skillsontario.com or fax to 519-749-6322

- Cancel any spaces** you need to, through your online account:
 - Cancellations submitted **before February 8th, 2019** will have no penalty
 - Cancellations submitted **between February 8th and April 5th** will be subject to a \$75 cancellation fee
 - Cancellations submitted **after April 5th** will be subject to the full registration fee being charge

- Ensure that competitors have **reviewed their contest scopes** well before the competitions

- *Very Important Step*** Log in and **check status of your registrations online** as per instructions in Registration FAQs – follow up on any missing pieces **before the registration deadline** of **March 29th** to avoid losing those spaces
 - Verify that all the right competitors are registered in all the right spaces – ensure any substitutions have been entered properly

If you have any questions regarding registration or need more guidance, please contact **Nick Komarnitsky** by phone at 519.749.9899 ext. 239, toll-free at 888.227.5446 ext. 239 or by email at nkomarnitsky@skillsontario.com.