



Skills Ontario Competition Registration Procedure for Post-Secondary Contacts

The Skills Ontario Competition are very popular events that over 2000 students compete in each year. Many contests fill up very quickly, so it is important that you register as soon after the site opens as possible (Tuesday, November 20, 2018 at 9:00am). **Students who have not gone through the proper registration procedure will not be permitted to compete.** Please review this document for instructions on how to use the online registration system. 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. In addition to following the step-by-step instructions, please review the “Best Practices and Recommendations” section at the end of this document for more detailed process suggestions.

Registering for the Skills Ontario Competition is a four-step process:

1. Creating a login account
2. Request spaces
3. Receiving confirmation and registering individual competitors
4. Faxing/Emailing 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 registration process on Tuesday, November 20, 2018 at 9:00am**
- Go to register.skillsontario.com
- Select “Create Login Account”
- Where it says:

“Are you a School Board Contact or College/Training Institute contact looking to register for the Skills Ontario Competition? If so, please click here.”

- Select “click here”
- In the “School Board” drop down, choose “Post-Secondary” and then choose your institution 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 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. Please note that validation usually occurs within the same day of the account being created (or the following business day if the account is created during evenings or weekends). To check if your account has been validated, simply try logging in.

2. How to request spaces

- **Contest Registration open on Tuesday, November 20, 2018 at 9:00am**
- Go to register.skillsontario.com
- Enter your username and password in the boxes on the right-hand side and select the Login button
- Click the “Skills Ontario Competition Registration” button (when you log in on November 20th, prior to 9:00am, this button will be a countdown timer – at 9:00am refresh your page and it will become this button)
- Choose “Post-Secondary”
- Request spaces 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” – if your address is not correct, please continue anyway and you can notify us at a later time – this will NOT affect your registration
- 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 space requests have 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 14, 2018 will receive email confirmations in mid-December – those who request space after December 14, 2018 will receive email confirmations within a week of the requests being received – this email confirmation includes a link to the registration report of all your spaces, indicating which are accepted and which are waitlisted
- The **REGISTRATION 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 saved for future reference (you may also want to print a copy to have handy)**
- Invoices for all spaces will be issued shortly after the Skills Ontario Competition and payment will be expected within one month of the invoice being received.
- 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 1, 2019 at 12:00 a.m.,**
- Distribute the pages of the **REGISTRATION report** with the unique usernames and passwords to the corresponding competitors (or the instructors responsible for filling those spaces) i.e. if you have a page for Auto Collision Repair, give it to the competitor/teacher that will be representing your college/training institution in this particular contest and so on
- Go to 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”
- 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, an email will also go to the student and teacher, if they have entered their email addresses in those fields.
- **Individual Competitor Registration closes March 29, 2019 11:59 p.m. – spaces not filled at that time may be cancelled and offered to waitlisted registrants.**

4. How to submit waivers to the Skills Ontario office

- The student **MUST** get the Competitor Conditions/Parental Consent Form signed by a parent/guardian (if under 18 years of age) or sign it themselves and have their teacher initial to verify their age (if over 18 years of age)
- **College Contacts must collect all of their waivers** and send them all at once – please verify that you have all (or most) of them and that they are completed properly before sending. **Email** is the most reliable way to send waivers, scan and send them as an attachment to Nick Komarnitsky: nkomarnitsky@skillsontario.com. To fax, please sent to: 519-749-6322. If you choose to mail them to our office, please make copies for yourself (and also in case they get lost in the mail).
- **The deadline for receipt of this form is April 12th, 2019** – If this form is not signed and received before this date, your registration in this contest may become null and void and space will be given to the next college/training institution on the waitlist

Skills Ontario Competition Registration: Policies, Best Practices and Recommendations

Collecting Waivers

Please note that if you plan to use the Skills Ontario waiver in advance of any selection events you may run, you will have to obtain the most updated copy of the waiver from the registrar – this form can change, even if just slightly, from year to year and the most updated copy must be used.

The fax number that you enter when creating your account will appear on your waivers and registration documents, so that your instructors/competitors will know where to send their waivers to. Once you have received all or most of your waivers, please send them as a package to Skills Ontario. You may choose to scan and email them as an attachment to nkomarnitsky@skillsontario.com, fax them to 519-749-6322 or send them in the mail (please make copies for yourself, if sending in the mail).

Always ensure that all portions of the form are completed properly.

Waitlist Management Procedure

For contests that have waitlists, those spaces already accepted into the contest that have not been filled by the registration deadline will be given a warning to fill the space within an allotted time and if it is not filled within that time, the space will be cancelled and offered to the first college on the waitlist. The deadlines will be enforced more strictly due to concerns from our suppliers and Technical Committees in regards to waitlisted spaces and no-shows at the competition. It is increasingly difficult for them to plan around numbers that

fluctuate so much between the registration deadline and the competition due to unfilled spaces/cancellations. It is also frustrating for them to organize around a number and then have wasted materials and space. We rely heavily on our suppliers and volunteers and must take their feedback into consideration moving forward.

If you have ever been on a waitlist, you can appreciate that it is important that all spaces are filled with students who are invested in competing and that spaces do not go to waste. We hope that this change in procedure will ensure that students who truly want to compete will have that opportunity.

With this procedure in place, please be sure to manage your registrations as efficiently as possible to ensure that your spaces are secure.

Registering Competitors After a Selection Event

Option #1:

Within a day or two after your selection event, designate a person to input all the advancing competitors' information. A couple of colleges do this and it gets everything done at once and they can verify that it is done properly and quickly. Up until this point, this has proved to be the quickest and most reliable way to submit registrations after a selection event.

- Using the emergency sheets submitted for your event, have someone (yourself, assistant, volunteer, student etc.) enter all of the information using the login accounts provided for each competitor space. Depending on the number of competitors this could be a bit time consuming, but it's just a bit of data entry for whoever is chosen to do it.
- If necessary, print waivers and distribute to appropriate teachers. If you have already collected Skills Ontario waivers from all competitors, fax/email the advancing competitors' waivers to 519-749-6322 or nkomarnitsky@skillsontario.com

Please note that confirmation emails will be sent to you as well as the email entered for the student and their instructor – if you don't wish for this confirmation to be sent to the competitor/instructor at that time, please leave the email field blank. The confirmation includes instruction on checking scopes etc, so if you choose to leave the email field blank, please still pass along this information separately. You may add the email later on if you wish, so we have it on record for future email distributions.

Option #2:

Incorporate Skills Ontario Competition registration into your selection event awards procedure. This method has been used and can be a very quick and effective way to get registrations completed after a selection event. We strongly recommend that colleges with the capacity to implement this process, try it out.

- Have one or more computers/laptops with internet access available for when advancing competitors are notified they have earned the space.
- Have the computers set up on the registration site <https://register.skillsontario.com> ready for competitors.

- As an advancing competitor is being announced have someone (staff or volunteer) log in to the account for that space, ready for the competitor to complete the online form (if they have submitted emergency information for your event – have it handy, in case they don't remember all of their information).
- Sort the login account pages and emergency information/waiver sheets in the same order as your awards presentation ahead of time to make the process run as quickly and smoothly as possible.
- Fax/email all advancing competitor Skills Ontario waivers all at once to 519-749-6322 / nkomarnitsky@skillsontario.com – do this as soon as you are able to, after your selection event

If the advancing competitor cannot confirm their participation at the Skills Ontario Competition right then, have them register anyway and a substitution can be made (up until a certain date), if necessary.

This method will allow you (and us) the peace of mind that your competitor registrations are all done and ready to go. This will eliminate a great deal of chasing for everyone involved.

Option #3:

This method is generally the least effective but is still widely used. After the selection event, the student is handed their username and password with instructions to register on their own. The onus is then on the student to ensure that the registration gets completed and the form is faxed in. Some contacts are very good at monitoring their registrations and follow up with missing registrations and ensure they are submitted before the deadline, but other contacts don't take appropriate responsibility of this and missing registrations get out of hand and are very hard to track down.

If the contact is not willing or doesn't have the time to take the lead on tracking down missing registrations, they should not use this method. In the past couple of years, there have been hundreds of missing registrations at the registration deadline and this is becoming completely unmanageable. Please consider trying one of the first two options to ensure that competitor registrations are completed as quickly as possible.

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 888.228.5446 ext. 239 or by email at nkomarnitsky@skillsontario.com.