

# Skills Ontario Competition and Qualifying Competition Registration Checklist for Board Contacts

With Suggested Timelines



- Board Contact **create login account** – print/save confirmation for username and password reference
  - Before the site opens on November 13, 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 schools** to determine what spaces should be reserved
  - Before November 13, 2018 - Boards should touch base with **ALL** of their schools to make sure no one is missed and left disappointed that their space wasn't requested (let them know that waitlists are possible)
- Ensure all of your schools are affiliated to take advantage of the **“Fully Affiliated Board” priority**
  - As long as this is done before November 30, 2018 your fully affiliated status will be taken into account as spaces are confirmed
- Log in and **request competitor spaces** for Qualifying Competitions, SOC Competitions and Elementary Challenges at the SOC as per step-by-step process provided
  - **Registration site opens on Tuesday, November 13, 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 teachers responsible for registering competitors online
  - Can be distributed as soon as you receive them, but depending on each board, some may have to wait until after their regional competitions – 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, teacher 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 12<sup>th</sup>, 2019**. Email as an attachment to [nkomarnitsky@skillsontario.com](mailto:nkomarnitsky@skillsontario.com) or fax to 519-749-6322
  
- Cancel any spaces** you need to, through your online account:
  - Cancellations submitted **before February 8<sup>th</sup>, 2019** will have no penalty
  - Cancellations submitted between **February 8<sup>th</sup> and April 5<sup>th</sup>** will be subject to a \$75 cancellation fee
  - Cancellations submitted **after April 5<sup>th</sup>** 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 22<sup>nd</sup>** (Qualifying Competitions), **March 29<sup>th</sup>** (Skills Ontario Competitions) 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](mailto:nkomarnitsky@skillsontario.com).