

Cardboard Event Registration FAQs and Troubleshooting for Teachers and Board Contacts

When should I register for the Cardboard Events?

As early as possible in the school year. These events are very popular and there is limited space, so it is important that if you are interested, you register as early as possible. Registration generally opens in mid-late September.

How many teams can I bring and how much does it cost?

Each school may bring up to two teams (teams of four) and two video challenge teams (teams of 2). Your school must be affiliated to participate and the affiliation fee is \$125 for elementary schools and \$225 for secondary schools – your school may already have been affiliated by your board, so this fee may not apply. Registration fees are \$125 per boat team and \$60 per video challenge team.

Where do I register?

Head to <https://register.skillsontario.com>. The first step will be to create your login account.

I just created an account, why won't it let me log in?

Before your account will work, it must be validated. Generally, accounts are validated within an hour or two of being created, but depending on the time of day (evening/weekend), you may have to wait until the next business day. To test if your account has been validated, simply try logging in.

If you aren't able to log in after validation, please verify your username and password as it appears in your account creation confirmation email. The system is case sensitive. If you have an unsuccessful login attempt, please close your browser and re-open it before trying again. This also applies to failed student log-in attempts.

I don't know which students will be competing yet, can I still reserve a space?

Yes, once you get to the stage where the system asks for names, you may input placeholders (ie. student1, student2, student3, etc.). Your registration confirmation email will generate usernames and passwords for these placeholders – once you have selected students, they will need to log in using these usernames and passwords. **Note: Once you select students, you do not need to register the spaces again, just use the placeholder accounts to register the chosen students. Students should be selected and registered no later than two weeks prior to the event.**

My confirmation says “Waitlist”, does this mean that I’m not registered?

Yes, this means you have been added to the waitlist. If your team is accepted into the race at any point, you will be contacted directly by the Competition Coordinator. If you are not contacted by the Competition Coordinator, you are not registered in the race and will not be permitted to compete. Once you come off the waitlist, you may use the accounts from your “WAITLIST CONFIRMATION” email, you do not need to re-request the space(s).

A student has backed out, can I replace them?

Yes, substitutions will be accepted up until a week prior to the event. To substitute a student, you will just need to have the new student log in with the old student’s username and password. The page should say “Welcome, (old student’s name)” and there will be a space in the middle that asks if you are a substitution – click there to fill in the new, blank form.

After I clicked to submit my (or my student’s) information, it said there was an error – what did I do wrong?

If there is an error, it will generally say where the error occurred (ie. postal code, phone number, school, etc.). If there was an error with the postal code, please verify there is a space in the middle and the combination used was letter-number-letter number-letter-number. The system will catch if a zero is used in place of the letter “O” or vice versa, so it is important to be sure that the correct character was used. If the error occurred somewhere else, please verify the correct information was entered and try again. If the school drop-down list has disappeared, you will need to close your browser and re-open before trying again. Please try this whenever an attempt has failed.

When entering information, never click “enter” or it will close the form and you will have to begin again. Either tab down to the next field or use your mouse to click into the next field. The system will not allow partial information to be entered, the entire form needs to be completed at one time. Only once all fields are completed, click “Update”.

The system will tell you once your registration has been successful – until you see this message, it has NOT been successful. You will also receive a confirmation email of the registration – if you do not receive an email within a few minutes, it likely has NOT been successful.

When should students enter their information into the online system?

As soon as possible. Registrations will be accepted until two weeks prior to the event, but it is preferred that student information is entered as early as possible. Substitutions will be accepted up until one week prior to the event.

How do I submit the signed student participation waivers? (NEW)

Starting in the 2018-19 school year, we will no longer be accepting faxed or e-mailed waivers. You must bring the signed student participation waivers to the venue on the day of the race and hand them to a Skills Ontario staff member at the registration desk.

Can I check the status of my registrations?

If you are the person who registered the spaces, you can (and should) check the status of your registrations before the deadline. You will just need to log in at <https://register.skillsontario.com> and follow these steps:

- 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

What if I cannot find my school board or school in the drop-down list?

Please contact Nick Komarnitsky at nkomarnitsky@skillsontario.com to ensure the problem is fixed.

I did not receive a confirmation email, why?

The email address you entered may not be functional or was entered incorrectly, please verify that you entered the correct address. Please also check your junk mail folder as it may be filtered as SPAM.

Please contact Nick Komarnitsky at nkomarnitsky@skillsontario.com to see if the registration came through. If not, you will need to try again.

My student lost their participation waiver, can I reprint it for them?

Yes, you will just need to log in using the username and password for their account, click "Edit my Data", then "Update" and you will be brought back to the "View Form" page.

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