

Competitor Preparation Instructions *For Teachers*

Teachers play an integral role in the success of students and in preparing them for competition. To ensure your student is ready for the competition and has successfully completed the registration process, please follow the steps below:

1. Ask your school board contact to request the competition space for you – prior to registration opening on November 7th, 2017.
2. If the space has been accepted, obtain the competitor's username and password from your board contact in January.
3. Either pass this account information on to the student with instructions to register themselves online at <https://register.skillsontario.com>, or go to this site with them to help them complete the online registration.
 - **This step must be completed by March 23rd (Qualifying Competitions) or April 9th (Skills Ontario Competition).**
4. Be sure to enter information accurately – ie. For postal codes make sure you use a zero when you need to, because if you use a letter “o” in its place, the system will reject it.
 - An email confirmation of the registration will be sent to the board contact, as well as the student and their teacher (if email addresses are entered in these fields). If you have entered your email address and don't receive the email confirmation, it likely means that the registration did not go through successfully – please try again.
5. Once the student clicks to submit their information, they must download and print the participant waiver, to be signed by a parent.
 - If the student is 18 or older, they may sign for themselves, but please verify their age by initialling beside their signature.
6. Once the student returns the signed waiver to you, ensure that it's completed properly – name at the top is correct, all other information is accurate and it is signed by both the student and parent, as well as dated.
7. Fax the waiver to the number listed for your board contact at the bottom of the waiver.
 - **This step must be completed by March 30th (Qualifying Competitions) or April 13th (Skills Ontario Competition).**
8. Please confirm with your board contact that the registration has been received/completed properly.
9. Review the contest scope with your student to ensure they are well aware of what the contest entails and particularly, what tools they should be competent in using and the Personal Protective Equipment they are required to bring. Scopes are available at www.skillsontario.com
 - **You should review the scope as early as possible** – check back to the scopes page of the website, in case there have been any updates since you originally reviewed it, keep checking right up until competition time.
10. Ensure your student knows when and where to go for their competition – this information can be found in the contest scope.
 - If your student is registered in one of the following contests: Carpentry Individual, Culinary Arts, TV & Video Production, Welding, please ensure they visit the following page www.skillsontario.com/competitions/otsc-qualifying to review their scope and the specific location information. Qualifying Competitions happen on Saturday April 7th, 2018 and competitors in these contests must participate at a Qualifying Competition to earn a place at the Skills Ontario Competition in May.

If each of these steps have been completed properly, your student should be ready to compete! If you have any questions about your student's contest, please contact the Technical Chair listed on the cover page of the scope. If you have any questions about registration, please send them to nkomarnitsky@skillsontario.com