

Logging in to www.skillscanada.bc.ca

- 1) Make sure that you have a teacher login, if you do not, you should reach out to Shoshawna Blair at shoshawna@skillscanada.bc.ca so she can create a login, or if you have forgotten your password.
- 2) **Logging in:** Please go to skillscanada.bc.ca, using the menu at the top of the page, go to *Resources > Login/Register > Teacher Login for Competition Registration (Regionals and Provincials)*, this is where you will use the provided log in information. When you log in, you will automatically be taken to your *Teacher's Dashboard*, where you can review *Competition General Rules & Regulations, Scope Documents and important dates!*

Registering for Regionals

1. **Registering a competitor (or competitors):** Once logged in, you will see a menu at the top of the page, starting with the *Teacher's Dashboard*, from here you will choose whether you are registering for *Regional Competitions* or *Provincial Competitions*, and you will click on the corresponding menu option. This will then take you to a list of competitions running either in your region or at Provincials, you may then click *Register* on the right-hand side of the event line. This will take you to the competition registration page, scroll to the bottom to *Tickets, choose the number of competitors or teams (QTY=Quantity) and begin entering information.*
2. You will be asked to identify yourself, by providing a name and email. This is the email address that a registration confirmation will be sent to.
3. There will be an opportunity to download the Skills BC Acknowledgement of Risk and Photo Release, a paper form which should be distributed to all of your students.
4. You will be asked to provide your school district, school name and instructor email.
5. A full name for each competitor and a best guess at a t-shirt size is the last question.

Registering for Provincials

There are a few more details that are **required** when registering for Provincials, vs registering for Regionals. **I got rid of the worksheets as I kept editing the questions and not editing the worksheets.**

1. **Acknowledgement of Risk/Photo Release** - For competitors under 19, this link needs to be sent to parents for online completion. For competitors over 19, they are to complete it themselves. This is to acknowledge that they are aware of the risks of the event (injury within the competition, being off school property, etc) and that there will be people taking photos/videos that can and will be shared on social platforms.
2. **Dietary Need, Accommodation or Accessibility** - For any competitor that has a dietary need, requires special accommodations or has accessibility needs, this needs to be filled out so that we can do our part in meeting everyone's needs to the best of our ability!
3. **A List of Questions for Jr. Skills, Secondary and Post-Secondary-** you will be asked to provide Full Name, and various data, depending on the competition level.
4. **Please make sure that all of the answers to these questions are correct.**
5. **Provincial Registration Fee** - When registering a competitor for Provincials, there will be a fee. This fee is to be paid online and is typically paid by the school/organization that is registering the student. The payment page will take you to PayPal, but you may pay with either a credit card or a

PayPal account if you have one. **If you do not have a payment method ready and complete payment at this time you will lose all the registration work you started.**

Tips and Tricks for Registering Competitors

- **QTY = quantity**, when registering a competitor or team this is the amount in which you wish to register (ie for competitions with teams, you will enter 1 QTY for 1 team. For singular competitor competitions, you will enter 1 QTY for 1 competitor.)
- **Provincial Registration Payment** -please ensure that the mailing address entered is the same as the mailing address associated with the credit card or else PayPal will not complete the transaction.