

Teacher Guide

1. **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!*
2. **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 screen. This will take you to the competition landing page, from there you will see all details pertaining to the competition and a JotForm link where you will register. Click on the link and fill out all required fields. You will receive a registration confirmation email to the email address provided in the *Teacher Email Address* field. One competitor or team per registration.
3. **Acknowledgement of Risk/Photo Release** - For competitors under 19, this needs to be sent to parents for signatures. For competitors over 19, they are to sign 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. This link is provided within the registration form, clicking on this link will open a new tab and will not delete any of the information provided.

Registering for Provincials

Registering for Provincials is the same as registering for Regionals, the only difference is that there is a payment connected to it and a few additional questions within the registration.

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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. **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.

Tips and Tricks for Registering Competitors

- **Provincial Registration Payment** - Provincial registration payment is to be paid online, you will need to supply an email address for confirmation. As well, please ensure that the mailing address entered is the same as the mailing address associated with the credit card or else it will not process. Although it is through PayPal, you do not require a PayPal account.

Again, please don't hesitate to reach out if you have any questions! Thank you for being a part of what we do at Skills Canada BC!