

EMSB-subsidized students:

How to complete your Encounters with Canada (EWC) online registration 2015 - 2016

You will need:

- An access code (*obtain from your school or EWC representative*)
- Your Medicare number
- Contact information (complete address, including postal code, telephone number, email address) for each of the following:
 - a parent or guardian
 - another emergency contact person
 - your school representative
- A photo of yourself

Please note that once you have logged in, the registration must be completed in one sitting. Once you have logged out, you cannot return to the application for editing.
(Any modifications must be made by hand on the printed form, or by starting a new registration.)

1. Go to the Encounters with Canada website: www.ewc-rdc.ca
2. Click on 'Register Now'
3. Enter your Access Code, click on preferred language, then click on 'Submit'.
Note: You must complete all fields marked with an asterisk.
4. Choose a **user name and password**.
Make sure you keep track of them, in case you need to go back into your registration.
5. Provide your **Personal Contact Information**
6. **Photo:** Upload a recent, clear photo of yourself.
If this is a problem, attach a printed photo to your registration form.
7. **Travel:** You will probably be travelling to Ottawa by train. Estimate the distance from your home to the nearest station and airport in kilometres.
(Travel arrangements are made by the Encounters office in Ottawa, and you will receive an electronic ticket. Let us know if you wish to travel with a specific person, or have time restrictions. Travel costs are included in the registration fee for Canadian citizens and landed immigrants; if you are neither, you will be billed for transportation to and from Ottawa.)
8. **Statistical information:**
Please complete this information required by the Canadian Heritage department.
9. **Automatic registration to alumni**
This will allow you to stay in touch with the other students you meet at Encounters with Canada, and receive information of interest to past participants.
10. **Preferences:** You may choose up to six theme weeks in order of preference, with **1 being your first choice**.
(Make sure the weeks you choose do not conflict with exams or other school or personal commitments.)

11. **Medical and Dietary Information:** Here, it's important to be honest and precise.
12. **Contacts:** Please leave the box 'CC E-mail Notifications to Parent/Guardian' checked off.
13. **School:** Your school representative might be your guidance counsellor, a teacher or the principal. Please leave the box 'CC E-mail Notifications to School Representative' checked off. In the 'School Representative's Contact Info', write the school address and telephone number.
14. The next screen confirms that you have completed the main part of your online registration. At this point you can still make changes to the information (except Preferences) by clicking on the appropriate line under 'Registration Forms'. (Once you exit at this point, you can't go back in and make changes. If you made a mistake, change it in ink on the hard-copy version before it's sent in to Encounters with Canada.)
15. Go to #2 (Documents and Payment). Click on '**Authorization & Payment Form**'. Print **two copies** of the form. Keep one for yourself. (Your school representative may also wish to keep one.) Have your **parent or guardian sign** on the appropriate line in the 'Authorization' section.
16. Have your **school representative sign**.
17. Under '**Registration fee**', go to 'Sponsors Only', and **indicate that the registration fee will be paid by the English Montreal School Board**. You do not need to include the EMSB address, etc. If you are also receiving other sponsorships or taking advantage of special Encounters with Canada promotions, indicate this here, as well.
18. To the original signed registration form, attach a cheque for **\$375*** made out to "**EMSB Pedagogical Services.**" Have your school representative forward everything to **Travis Hall** at the school board. He will send your form and the full fee to Ottawa.
(Note: The fee must be paid by cheque to the school board; it must not be paid online. If taking advantage of another Encounters with Canada special, include a cheque for the balance owing. For example, students taking advantage of a additional reduction of \$100 must include a cheque for \$275.)

<p>Note: Your theme and participation dates will only be confirmed once the original signed registration form and payment have been received by Encounters with Canada in Ottawa.</p>
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If you have questions: Contact your school representative, or the regional Encounters with Canada representative:
Ellen Laughlin, elaughlin.encounters@yahoo.com or 514-483-2980