

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

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

1. Go to the Encounters with Canada website: www.encounters-rencontres.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:** Depending on where in the province you live, you will travel by bus, train and/or plane. 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. Most students in the Montreal area will travel by train. 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**', have your parent or guardian provide their contact information and method of payment (if they are paying all or part of the fee.). Under 'Sponsors only', list any sponsors who are paying all or part of your fee.
18. If the fee is being paid by cheque, attach your **cheque(s)** for \$675 to the original signed copy of the registration form and mail it to:
Encounters with Canada, 1805 Gaspé Ave., Ottawa ON K1K 0A4..

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.

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