

JATC Coordinators' Instructions for Completing a 2010 Contestant Application

1. Log onto the iTi website at www.sheetmetal-iti.org. You must be logged in before you click on the Contests tab. You must be logged in under your JATC Coordinator login.
3. Click on the Contests tab.
4. Under "Contest Coordination", select the "Fill out Contest Application" option.
5. Under "Please select a JATC below" choose your JATC from the dropdown.
6. Under "Please select an Apprentice below", select your apprentice from the dropdown. Please note that you may only select apprentices for the 2010 Contest who are already in the apprentice database. Make sure your apprentice database is updated to include all of your apprentices.

Each JATC can submit one (1) apprentice per discipline. If you try to enter more than one apprentice per discipline, or if you try to enter an apprentice in more than one discipline, the system will not allow this to happen.

If you have not already interviewed each of your contestant apprentices and completed the contestant interview form please do that now, as you WILL need this information to continue with the Contest application process. It will also ensure that we have accurate information on each and every one of your apprentices. Once you have completed and approved your application, you will not be able to go back and make edits....so it is very important that you have accurate apprentice information in front of you!

7. Under "Fill our Contest Application", please update and/or confirm your apprentice's information. Please read the note regarding your apprentice's name and airport security. Although the email field is not required, we ask that you update/provide the email address in the event we need to contract your apprentice for additional information. An email address is also necessary for communicating travel information (flight itineraries) to each contestant. Hit the "Confirm/Update Profile" button once you have entered all the information.

8. You are now on the Contest Signup page. Each field on this application is required and the Contestant Interview Form mirrors this page. Begin by selecting the Area Competing in. As stated above, you will only be able to submit one (1) apprentice per discipline. When you log back in to complete another contest application, the discipline(s) for which you have already signed someone up will no longer appear.
9. The Age of Contestant field is very important, as Las Vegas has very strict gaming laws. Each guestroom must have at least one (1) registered guest 21 years of age or older. This is the exact verbiage we received from Caesar's Palace, so you or someone over the age of 21 will need to be with your contestant(s) when they register at the hotel if the contestant is under the age of 21.
10. The Prepaid Air Travel option will show you a pop-up message. Please read this pop-up carefully.

If you select NO to pre-paid air travel:

DO NOT make your travel arrangements until you have received your confirmation letter from the iTi. Confirmation letters are scheduled to go out the first week in January, 2010 – please refer to the Important Contest Dates, which can be found on page 5 of the 2010 Contest Book. You can also print this page, which can be found under Contest Downloads.

If you select YES to pre-pair travel:

iTi will purchase one ticket for the apprentice contestant only. This will be handled through the iTi office, similar to the way we purchase airline tickets for Instructor Training. In previous years, the contestant was responsible for calling the SMWIA travel office – THIS IS NO LONGER THE CASE. Their flight itinerary will be emailed to them once their ticket has been purchased.

11. The Hotel Arrival and Departure Date option: If you are traveling from an area that requires your arrival in Las Vegas one (1) day early (on March 14), please indicate this as your arrival date and call Judy at the iTi office to get approval. Under normal circumstances, the contestant arrival date should be March 15. The contestant departure date should be March 19, UNLESS they are staying for the Partner's in Progress conference. Please note that iTi will only pay for the nights of March 15-18 (unless you have been approved for early arrival). Any nights after March 18 will be the responsibility of the contestant, who will need to provide a personal credit card at check in for the additional nights. We will secure the extra night(s) on their reservation, but iTi is not responsible for the payment of said extra night(s).

12. Number Attending Welcome Reception including applicant option: Please enter the total number of people who will be attending the Welcome Reception on March 15. Include the contestant and all family/friends/guests who will be accompanying them. You also need to include yourself and anyone from your JATC / local. **ONLY INCLUDE JATC/LOCAL PEOPLE ONCE...**e.g. if you are signing up five (5) apprentices, use **ONLY ONE** of the contestant applications to include **YOUR JATC / LOCAL** headcount for the Welcome Reception. This number is very important to ensure that we plan properly for everyone who will be attending.
13. Attending PIP Conference option: as this is a required field, you must answer the question at this time. If you are unsure about your attendance, please select the **NO** option. You can always call Judy to edit your application and departure date if you decide to attend the PIP conference. If you answer **YES** to this question, please read the pop-up, which states that selecting yes **DOES NOT** register the contestant for the PIP Conference. There is a link on the main Contest page marked "Sign up for the Partners in Progress Conference". This will direct you to their website, where you can register your contestant and yourself, if you are attending. On-line registration opens on October 15.
14. Any Special Needs option: if none, type **NONE**. If your contestant has any special rooms needs e.g. portable crib, refrigerator for insulin, etc. this is where you would mention that information.
15. Employer's Information: please complete all of the Employer related questions. This information will be used for the Awards Banquet program and/or to contact the employer regarding this contestant's participation in the 2010 Contest.
16. Hit the "Continue Contest Sign Up" button.
17. You have now completed your contestant's application. Please carefully review the next page to make sure all of the apprentice's information has been entered correctly. If you agree, please select "Yes, I agree, continue". This will take you to the next page which informs you that the Contest application was successfully submitted for your apprentice. If you need to make edits, hit the back button and make your corrections, then "Continue Contest Sign Up". If you do not agree and select "No I Don't Agree", you will be directed back to the Contest page and will need to start this apprentice's application over again from scratch...it **DOES NOT** save the information you previously entered if you select "No I Don't Agree". You can still choose the same apprentice and discipline, **AS LONG** as you did not previously complete **AND** check the "Yes, I agree continue" button for this apprentice or discipline.

AFTER YOU HAVE COMPLETED YOUR APPRENTICE APPLICATION(S)

After you have completed your apprentice application(s), please return to the Contest home page to print the required documents that each apprentice MUST sign. These documents include:

2010 Beneficiary Card
2010 Photo Release Form
2010 Code of Conduct (signed by contestant AND the JATC Representative)

NOTE – the Code of Conduct is still a work in progress. This document will be made available for download on the iTi Contest page in the near future.

Please refer to Section 2.B.4.C (page 8) of the 2010 Contest book for a complete list of required documents that must be sent to the iTi for each of the apprentices for whom you have submitted and approved a 2010 Contest application. An apprentice's application for the 2010 Contest will not be approved until all of these documents are in the possession of the iTi.

You can check the status of your contestant application(s) by clicking on the "View/Print Contestant Status Report". This report can be found under "Contest Coordination" on the Contest home page. This report will be updated as hotel and travel arrangements are made and upon receipt of the required documents for each of your apprentices. It will be available for viewing by the beginning of November.

Please do not hesitate to contact the iTi office and speak to Judy if you have any questions or concerns about your apprentice or the application process for the 2010 Unified Contest.

SIGNING UP FOR THE PARTNER'S IN PROGRESS CONFERENCE

If you wish you sign your apprentice(s) or yourself up for the Partner's in Progress Conference, a link has been provided for you on the Contest home page. On-line registration opens on October 15. **IMPORTANT:** if you are registering any of your apprentice contestants, please select "Apprentice" from the Select Title drop down on the PIP application. This will take you directly to the \$150 special registration page for apprentice contestants **ONLY**.

You will also purchase your banquet tickets from this site. iTi will **NOT** be selling banquet tickets, either on-site in Las Vegas **OR** from our headquarters office. **ALL BANQUET TICKET PURCHASES MUST BE MADE THROUGH THE PIP WEBSITE.** Please remember that each contestant will receive two (2) complimentary banquet tickets from the iTi. Banquet tickets are \$155.