



# HWCDsb – Online Registration Registration Form – General Information



## Online Registration Tool

The online Registration Tool can be reached by clicking on the “Online Registration” button below the banner of the school’s website.



Information and instructions for registering online can be found at the following url:

<https://www.hwcdsb.ca/online/registration/>

## Administrator Comment

The comment to school administrator section is there for you to put any information you would like to make the school aware of when they are reviewing the registration form.

Comment to school administrator

The comment from school administrator section is there for the school administrator to inform you of any issues with the registration form that were found when they reviewed the registration form.

Comment from school administrator

## School Year

This section is there to let the school know if you are registering for the current school year, or if you are registering for the next school year.

## School

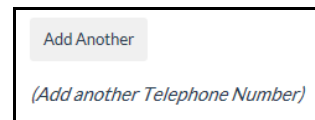
Please make sure that you are selecting the appropriate school for your address. If you are not sure which school you should be selecting, please consult the School Locator tool:

<https://www.hwcdsb.ca/schoollocator/>

## Add Another Button

Some sections have an option to add additional entries

If you click the “Add Another” button, it will add another section for you to enter the additional entry.



We have included text below each button to indicate what you will be adding another entry to.

If you accidentally add a new section, you can remove it by clicking on the “X” in the top right corner of the section.





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## Address Validation

The system will perform validation on the City and Street Name for any addresses that you enter.

In order for the Validation to work properly, we recommend that you fill out an address in order from top to bottom.

When you fill out the City or Street, if it can't find a matching entry in Trillium, it will give you a list of similar entries.

City Example:

Is one of the following correct?

|          |           |                |        |        |        |         |
|----------|-----------|----------------|--------|--------|--------|---------|
| Hamilton | Haldimand | Windham Centre | Aylmer | Hannon | Oshawa | Chatham |
| Brampton | Cambridge | Beamsville     | No     |        |        |         |

Street Example:

Is one of the following correct?

|             |                 |             |              |              |           |
|-------------|-----------------|-------------|--------------|--------------|-----------|
| Mulberry St | Mount Albion Rd | Milburn Rd  | Columbia Dr  | Melbourne St | Samuel Rd |
| Mulock Ave  | Malabar Crt     | Millbank Pl | Juliebeth Dr | No           |           |

## Place of Employment

Please do not include any periods (.) when entering the place of employment.

## Submit Button

Once you click the submit button you will no longer be able to make any changes to the registration form, and the system will e-mail you to let you know that it has been submitted.

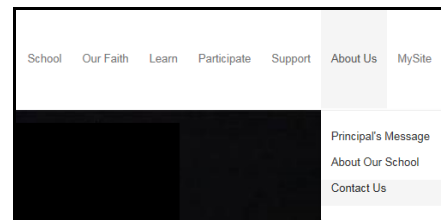
Once the school administration has had a chance to review your form, you will receive another e-mail.

If there are no issues with the form, you will receive an e-mail asking you to make a registration appointment.

To make a Registration appointment, you will need to contact the school.

You can find the schools contact information on the school page

Click on "About Us" and select "Contact Us"



This will bring up a page with the School's contact information.

If there is an issue with some of the information in the Registration form, you will receive an e-mail from the system notifying you that you need to review your registration form.

Please see the "Updating a Registration Form" guide on the Online Registration Page

<https://www.hwcdsb.ca/onlineregistration/>