

How to register on line

Registering for the Forces AVENIR program is easy. All you need to do is follow these simple steps.

Identification Section

1 – If you are registering for the first time:

1.1 – Click on “Create new account.”

1.2 – Enter a user name of your choice. You can only enter one user name per project or application submitted. If you wish to submit more than one application, you must create a separate account for each one.

1.3 – You must also choose a personal password that will give you access to your file. There are no restrictions on the choice of password.

1.4 – Fill out the application form and click on the “Save” button. The email address you provide is important, as a message confirming your registration will be sent to this address. If the address you enter is invalid, you will not be able to receive the confirmation and will therefore not be able to access your application form,

1.5 – Go to your email box, where you will find confirmation of your registration. Click on the hyperlink contained in the message to validate and activate your user account.

1.6 – Go back to the Forces AVENIR Internet site at www.forcesavenir.qc.ca. Click on “OnLine Application Form” and enter your user name and password where indicated in order to open a session.

Potential error message

- User name already in use: the user name you have selected has already been attributed to another user. Simply choose another user name.

2 – If you wish to begin or continue to fill out your online application:

2.1 – Enter your user name.

2.2 – Enter your password.

2.3 – Click on “Login.”

OnLine Application Form Section

*Please note: The user session lasts for a period of one hour beginning the moment you start filling out your application form. To avoid losing your data, it is a good idea to regularly save you application form. Each time you click on one of the “Save” buttons on the application form, a new onehour period will begin.

Step 1 : Category

1 Select the category in which you wish to submit your application. (In the “Committed Project AVENIR” category, you must also select the relevant field.)

2 In the dropdown menu, select the name of your school board or “Participating private schools,” if applicable.

3 Select your school from the list.

4 Select your school year in the dropdown menu, or “Committed Staff Member AVENIR” if you are applying in this category.

* If your school board or school is not on the list, please contact Forces AVENIR or the person in charge of the program at your school or school board. You can also visit our Internet site at www.forcesavenir.qc.ca/secondaire/ecoles to check if your school and school board have registered for the Forces AVENIR High School Program.

Step 2: Contact information

1. Fill out the required contact information in each of the following eight boxes and click “Save”

- An applicant is a person who submits an application in one of the four categories in order to become a Forces AVENIR weekly recipient (Please indicate the contact information for the applicant or the name of the person in charge of the project).

– A respondent is a person who submits an application on behalf of someone else. Respondents must be available to answer questions at all times throughout the selection process. Please note that you do not have to fill out this section. If you are submitting your own application, the contact information should be the same as that of the applicant.

Step 3 Activities

1. List all the activities you are involved in and provide a short description, then click on “Save.”

Step 4 Letters of Recommendation

1. Enter the requested information in the five spaces provided in this section. Click on “Attach file and upload,” choose the letters of recommendation required by Forces AVENIR (in Word, PDF or JPEG format) on your computer and click on “Open.” Your letter of recommendation will be downloaded. Click on “Save.”

Step 5 Selection Criteria

1. Enter the texts pertaining to each selection criterion in the spaces provided and click on “Save.”
2. For the “Committed Student AVENIR” and “Persevering Student AVENIR” categories, please attach the required transcripts and click on “Save.”
3. For the “Committed Staff Member AVENIR” category, please attach your curriculum vitae and click on “Save.”

Step 6 Attachments

1. To attach photos, a video* (optional) or any other relevant files, click on “Attach file and upload.” Select the files on your computer that you wish to attach and click on “Open.” The files will then be downloaded. Click on “Save.”

* Videos over 20 Mb cannot be attached.

Step 7 Attestation and signature of spokesperson

1. To attest that you have read all the criteria of eligibility and to confirm that you will be available for an interview if your application is selected, please check the “Yes” box.
2. Click on the “Send” button to transmit your application file. Please note that once the file has been sent, you will be unable to make changes. You will therefore no longer have access to your application file during the entire period it is under evaluation.
3. Please print your application form and mail to the following address:

Forces AVENIR 40, rue Racine, bureau 101 Québec (Québec) G2B 1C6

Additional comments:

- Please note that all documents must be sent in electronic format and attached to the application form.
- Should you have difficulties filling out the online application form or if you experience other technical problems, please contact PierreYves Sirois at Forces AVENIR, by phone at 418 8452622 or by email at psirois@forcesavenir.qc.ca.
- For all questions about the Forces AVENIR High School Program, please contact Marie-Eve Malouin, by phone at 418 8452622 or by email at mmalouin@forcesavenir.qc.ca.