



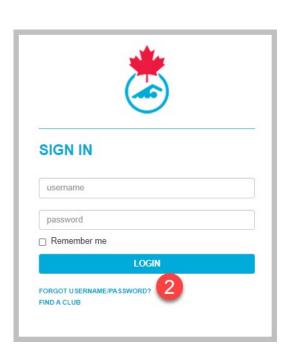
Access Your Official Account

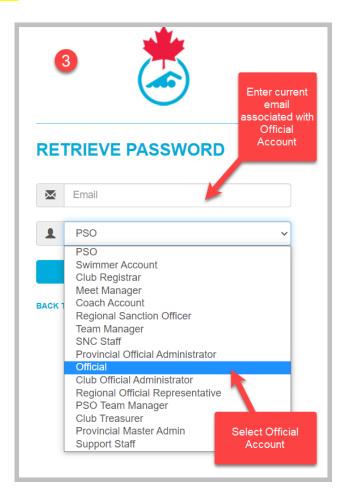
When your club begins the registration process on the RTR and generates an invoice an auto-generated email is sent to you with a direct link to your Official Account. Check your spam folder. Some work emails do not allow these type of emails. Consider using a personal email address (see sample of emails at the end of this document).

Please make sure that the email address your club has on file is up to date. Contact your Club Official Administrator with this information.

If your email address is up to date AND the registration process has begun but you are still not receiving the auto-generated email with the direct link follow these steps to access your swimmer(s) account:

- 1. Go to link https://registration.swimming.ca/Login.aspx
- 2. Click Forgot Username/Password under Login Button
- Enter email address AND select Official



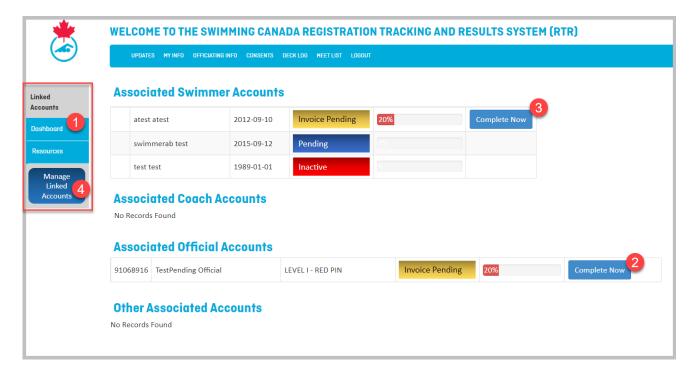






Once you obtain access to your account

- You will notice a NEW LOOK with a Dashboard of all your associated accounts (same email address)
- 2. You will need to complete the registration process for your official profile.
- 3. You may or may not see associated swimmer accounts
 - a. For any swimmer accounts, you can complete the registration process as well through this account.
- 4. You can add additional official account using the "Manage Linked Accounts" feature.



Complete Official Registration

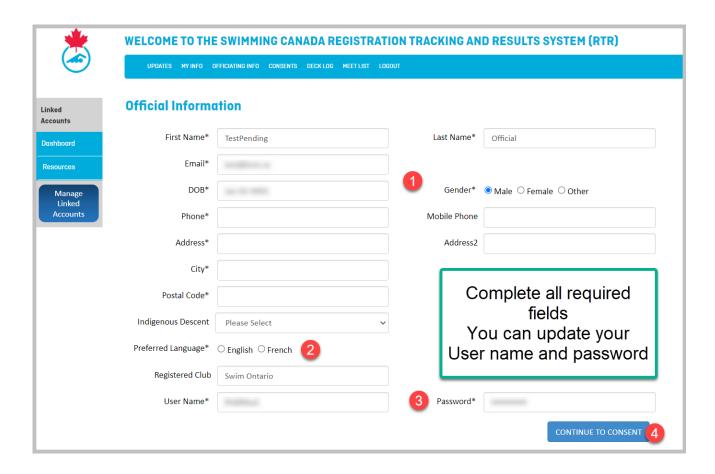
- 1. Click the **Complete Now** blue button.
- 2. Follow the prompts on the bottom right ensuring all required fields are completed.
- **3.** You will go through 2 different pages:
 - a. Official Information Page
 - b. Official Consents Page





Official Information

- 1. Enter all required contact information
- 2. Indicate preferred language
- 3. Enter a username (that you would prefer) / password if necessary
- 4. Click Continue to Consent blue button.



Official Consent Forms

ALL form must be signed. If an Official is under the age of 18, a parent/guardian must sign the form.

- 1. Click box for Consent to Swimming Canada Policies
- Sign the form Acknowledgment and Assumption of Risk Form
- 3. Sign the form Swim Ontario Code of Conduct and Concussion Management Procedure Acknowledgement (Rowan's Law requirement)
- 4. Select yes or no to receive commercial emails
- 5. Click **Complete** blue button on bottom right.







FORMS

- 1. Click "Click to Sign" link for each form to sign
 - a. A new window opens
 - b. Fill in all the required fields and scroll down to Sign, Attest or Save
 - a. HINT: If you don't see the print/close/create PDF buttons after clicking on Sign/Attest/Save, make sure to scroll up to see which field is missing.
 - b. When a form is completed, scroll down and you will see a Print button instead of Sign, Attest or Save button.
- 2. Repeat for all forms. 2 forms:
 - a. Acknowledgment and Assumption of Risk Form
 - b. Swim Ontario Code of Conduct and Concussion Management Procedure Acknowledgement (Rowan's Law requirement)



- c. The COA will receive an email indicating that the Official has signed the Form.
- d. The Official can view/save a signed copy of the form.



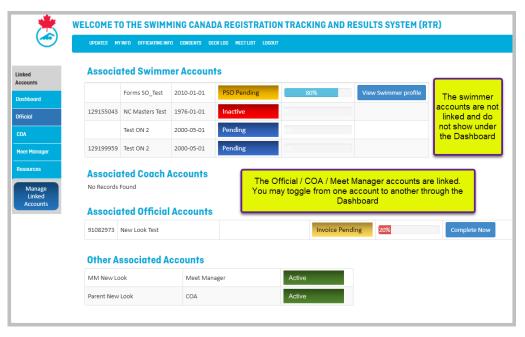


Completed Official registration

- 1. You will return to the Dashboard page and will see "View Official Profile" instead of "Complete Now"
 - a. Note: Invoice Pending / Payment Pending status indicates that the club has not yet made payment to Swim Ontario for registration fees. No action is necessary on your part.



LINKED ACCOUNTS



- You must LINK your accounts in order to toggle between one account and another
- Follow instructions
 HERE for linking
 accounts.
- An account can only be linked once.