



# Swimmer Account Instructions



## Access Your Swimmer 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 Swimmer 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 Registrar with this information.

If your club has not yet begun the registration process, your account will not be active. Contact your Club Registrar.

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
3. Enter email address AND select Swimmer Account

**SIGN IN**

username

password

Remember me

**LOGIN**

[FORGOT USERNAME/PASSWORD?](#)

[FIND A CLUB](#)

**3**

**RETRIEVE PASSWORD**

Email

PSO

PSO

**Swimmer Account**

Club Registrar

Meet Manager

Coach Account

Regional Sanction Officer

Team Manager

SNC Team Manager

Provincial Official Administrator

Official

Club Official Administrator

Regional Official Representative

PSO Team Manager

Club Treasurer

Provincial Master Admin

Support Staff

**Select Swimmer Account**

**Enter current email associated with Swimmer Account**



# Swimmer Account Instructions



Once you obtain access to your account

1. 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 swimmers that will be registering
3. You may or may not see associated official accounts
  - a. For any officials account, you can complete the registration process as well through this account.
4. You can add additional official account using the “Manage Linked Accounts” feature.

**WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)**

UPDATES ACCOUNT DETAILS CONSENT SWIMMER REPORT LOGOUT

### Associated Swimmer Accounts

Forms SQ_Test	2010-01-01	PSO Pending	60%	Complete Now
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### Associated Coach Accounts

No Records Found

### Associated Official Accounts

91082973	New Look Test	Invoice Pending	20%	Complete Now
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### Other Associated Accounts

No Records Found

## Complete Swimmer Registration

1. Click the **Complete Now** blue button for each swimmer.
2. Follow the prompts on the bottom right ensuring all required fields are completed.
3. You will go through 3 different pages:
  - a. Primary Contact Information
  - b. Swimmer Information
  - c. Swimmer/Family Consent Forms

**If there are corrections to be made to the swimmer name, date of birth or if swimmers are missing from the account, please contact your Club Registrar.**



# Swimmer Account Instructions



## Primary Contact Information

**WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)**

UPDATES ACCOUNT DETAILS CONSENT SWIMMER REPORT LOGOUT

**Primary Contact Information**

Swimmer (if 18 & older) Parent and/or Legal Guardian (if under 18)

First Name\* Test Last Name\* ON

Email\* [REDACTED]

Phone\* 1111111111 Mobile Phone [REDACTED]

Address\* 123 Test Address2 [REDACTED]

City\* Test Country\* Canada

Province\* Ontario Postal Code\* X1X 1X1

Preferred Household Language\*  English  French

I would like to receive emails related to commercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time\*

Yes  No

User Name\* [REDACTED]

Password\* [REDACTED] Confirm Password [REDACTED]

**CONFIRM AND SUBMIT**

1: Group of input fields (First Name, Last Name, Email, Phone, Mobile Phone, Address, Address2, City, Country, Province, Postal Code)

2: Preferred Household Language\* radio buttons

3: Email consent question and radio buttons

4: User Name\* and Password\* input fields

5: CONFIRM AND SUBMIT button

1. Enter all required contact information
2. Indicate preferred language
3. Answer question
4. Enter a username (that you would prefer) / password if necessary
5. Click **Confirm and Submit** blue button.



# Swimmer Account Instructions



## Swimmer Information



WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)


UPDATES SWIMMER REPORT LOGOUT

- Linked Accounts
- Dashboard
- Manage Linked Accounts

### Swimmer Accounts

Name	Club	Registration Status	Registration Category
		Account Pending	Pre-competitive Summer

### Swimmer Information

Please review the swimmer information and click the edit icon  to complete Swimmer Information. Notify your club registrar if there are corrections to be made to swimmer name and date of birth

Club contact

### Declarations

**Gender Identification** - allows swimmers to self-declare their gender identification (Cisgender, Non-Binary, Transgender). This optional self-declaration will have no effect on the gender of registration but will provide valuable information in order to continue to develop and grow programming.

*Cisgender: a person whose gender identity aligns with their sex assigned at birth.*

*Non-binary: a person who do not describe themselves or their genders as fitting into the categories of man or woman.*

*Transgender: a person whose gender identity differs from the sex assigned at birth.*

**Citizenship\*** - Identify eligibility of swimmer to set swimming records or eligibility for selection to national team.

**Indigenous Descent** - Some provinces are required to report non-identifying statistics to Government funding partners, allows opportunities such as NAIG and/or regional/provincial opportunities to be introduced.

**BIPOC Declaration** - this optional self-declaration will provide information for government reporting and to develop and grow programming.



**Impairment Declaration** - To assist the club, province, or Swimming Canada to direct eligible swimmers to opportunities specifically targeted to para-swimmers. Para swimmers are swimmers with a medical diagnosis of a physical, visual, or intellectual impairment that meet the eligibility requirements.

For more information on para swimming please click [here](#).

For more information on eligible impairments, please click [here](#).

**Hearing Impairment** - To assist the provincial office or Swimming Canada to direct information from within or outside organizations to the club, regarding opportunities for swimmers who are deaf or hard of hearing.

to make changes

Actions	ID	Last Name	First Name	Given Name	Gender	DOB	Gender Identification	Citizenship	Canadian Indigenous Descent	BIPOC
 							N/A	Canadian Citizen	N/A	N/A

2 CONTINUE TO CONSENT

1. Review each swimmer information and if necessary add additional information using the edit button

**If there are corrections to be made to the swimmer name, date of birth or if swimmers are missing from the account, please contact your Club Registrar.**

2. Click on **Continue to Consent** blue button at bottom right.



# Swimmer Account Instructions



## Swimmer/Family Consent Forms

**ALL form must be signed for each registered Swimmer associated with the account.  
If a Swimmer is under the age of 18, a parent/guardian must sign the form.**

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/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 or Save button.
2. Repeat for all forms for all swimmers. **2 forms per swimmer:**
  - a. Acknowledgment and Assumption of Risk Form
  - b. Swim Ontario Code of Conduct and Concussion Management Procedure Acknowledgement (Rowan's Law requirement)

- c. The Club Registrar will receive an email indicating that the Swimmer has signed the Form;
- d. The Swimmer/Parent/Guardian can view/save a signed copy of the form.

**5. click *Complete Swimmer Registration* blue button on bottom right.**

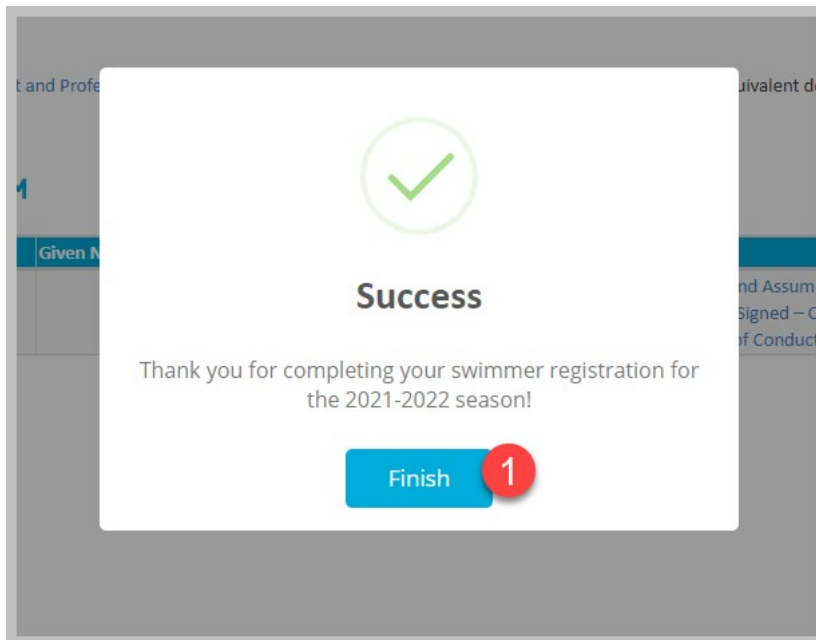


# Swimmer Account Instructions



## Completed Swimmer registration

1. Click FINISH button to complete registration for the swimmer(s).
2. You will return to the Dashboard page and will see “View Swimmer Profile” instead of “Complete Now” by each swimmer that has a completed profile.
  - a. **Note: PSO Pending status indicates that the club has not yet made payment to Swim Ontario for registration fees. No action is necessary on your part.**





# Swimmer Account Instructions



## Account Updated

3. When account information is updated, all the required forms are executed and consent messages answered, you will receive an email that the swimmer(s) account has been updated and registration is complete.

Email sample

### Swimmer Account Updated, swimmer registration complete

Subject: Swimmer Account Updated

##primarycontactname##,

Thank you for updating the swimmer account for the following swimmer(s):

##SWIMMERNAMES##

Your username and a link to the login page are provided below in case any of the information in your swimmer account changes during season.

Username: ##USERNAME##

Password: Click [here](#) if you have forgotten your password ( **Select "Swimmer Account" role**)

Login page: <https://registration.swimming.ca>

If the listed name, gender or date of birth information is not correct, please contact:  
##REGISTRARCONTACTDETAILS##

Thank you. Have a great season!

Swimming Canada