Swimming Canada & Swim Ontario
Learning Management System
Club Officials Administrator User Guide
2023-2024

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Learning Management System – PSO Admin User Guide
2023-2024

Welcome

Welcome to Swimming Canada's Learning Management System (LMS). This user guide is designed for you and explains the various system features.

Throughout this user guide, you will be provided with a series of screen shots to help you navigate the website.

In order to gain access to the LMS, you must have a Club Officials Administrator (COA) login with Swimming Canada's Registration, Tracking, and Results (RTR) system and login through the LMS Admin login page (https://edu.swimming.ca/admin/index.php).

Getting Started

You can access your COA Account in Swimming Canada's LMS by using your COA username and password at the following link: https://edu.swimming.ca/admin/index.php

If you have forgotten your username/password, please contact your provincial section or support@swimming.ca.

Note: If you change your username and password for one website, it will automatically update for the other website.
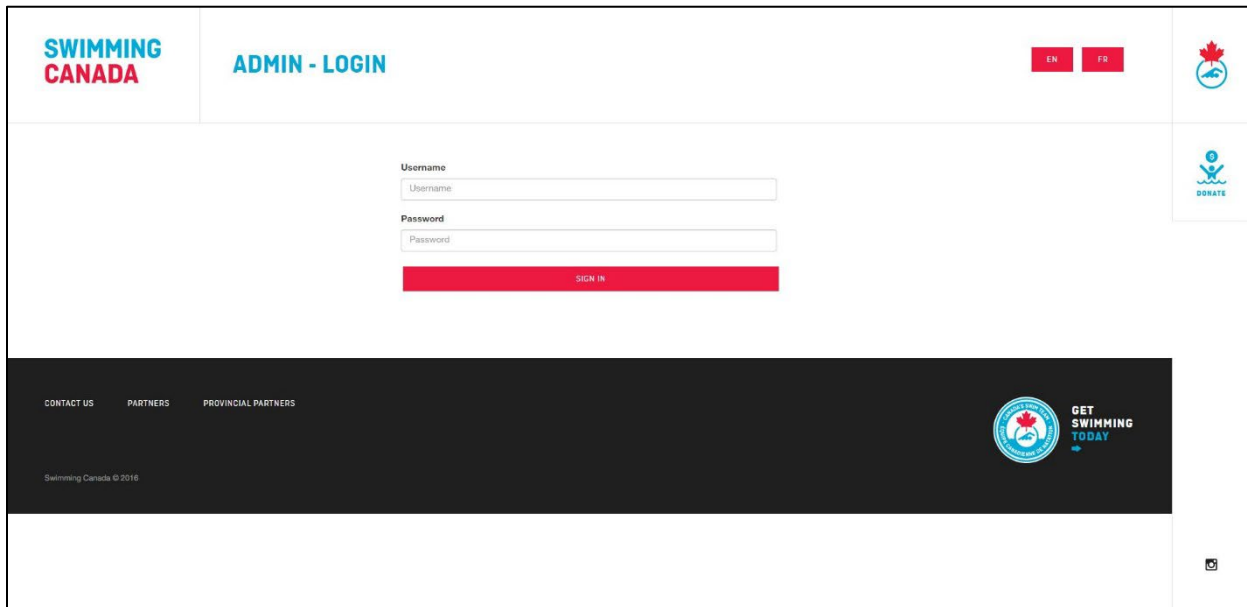
Successfully logging into the site presents you with the following dropdown menu.
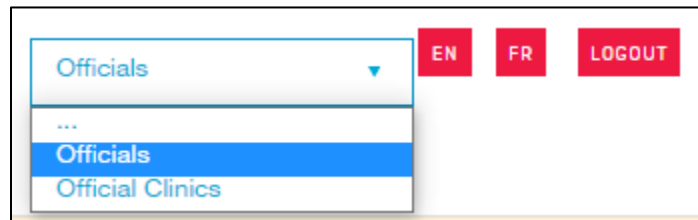
From this menu, you can select from the following options:

- Officials
- Officials Clinics

Officials

Selecting **Officials** from the main dropdown menu will provide you with a list of Officials in your club.

The basic information you can view for an Official is:

- Status
- Last Name
- First Name
- Province
- Club
- Registration ID

You can edit the columns displayed in the table by selecting/unselecting the options under the **Show/Hide Columns** button.

You can click the check box beside the information in order to edit the columns displayed on the main page table.

SELECT COLUMNS TO DISPLAY:

Province	☑
Language	☐
Last Login	☐
Last Sync	☐
Email	☐
Club	☑
Official?	☐
Reg ID	☑

DONE

*The basic information that will always appear in the table is:

- Status
- Last Name
- First Name

You can also use the additional dropdown menus to filter through the list by selecting the Level, Module, Member Name, Official Registration ID, Club or email.

Official's Last Name

Clicking on an official's last name will take you to the official's profile. If changes need to be made to the official's information, it will need to be made in Swimming Canada's RTR. Once the changes are saved, they will appear in the LMS.

Officials' Status

Clicking on an official's status will provide you with a list of what eModules the official has completed as well as modules they can enroll in.

STATUS	LAST	FIRST	PROV	LAST LOGIN	EMAIL	CLUB	SYNC
STATUS	Newman	Erica	SNC	07/05/2021	✉	Swimming Canada	re-sync ↻

Officials' Clinic Registration

Officials' clinics can now be created and registered for in the LMS. This section is going to break down the basic information you need to know about the Officials' Clinic Registration.

> *Note:* To review the Official's Clinic Registration User Guide specific to your province, **SEE APPENDIX A**

Setting up a new Official's Clinic

To create a new course, select *Official Clinic* from the main dropdown menu at the top right of the page. Once on the *Official Clinic* page, click the *New Clinic* button at the top of the table. This will direct you to fill out the required information pertaining to the course.

For more specific instructions, pertaining to how your provincial section has set up clinic creation for your province, **SEE APPENDIX A**.

How Officials register for a Clinic

If an official contacts you for assistance on how to register for a clinic, you can provide them with the *User Guide – Registering for a Clinic* user guide which can be found here. Officials can also access this user giude by visiting the *Clinics* tab in the LMS.

Post Official's Clinic

Based on how your provincial section has set up clinic registration for the official's in your province, will determine how the post official's clinic will work. For more specific instructions, pertaining to how your provincial section has set up the post official's clinic steps, please contact your provincial section for their specific user guide. **SEE APPENDIX A**
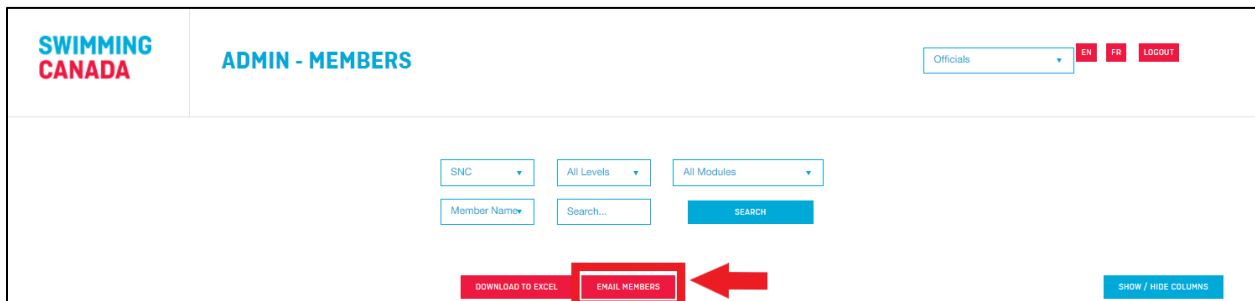
Site Features

Download to Excel

The ***Download to Excel*** feature allows you to narrow down a group of officials and then export and download the selected group into an excel spreadsheet.
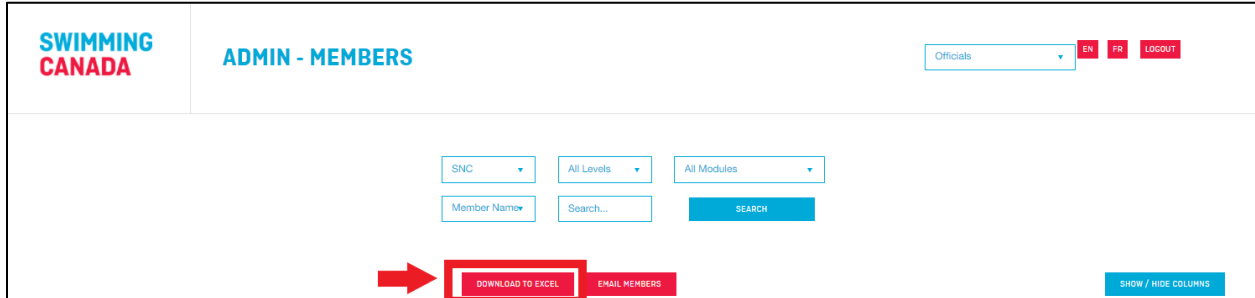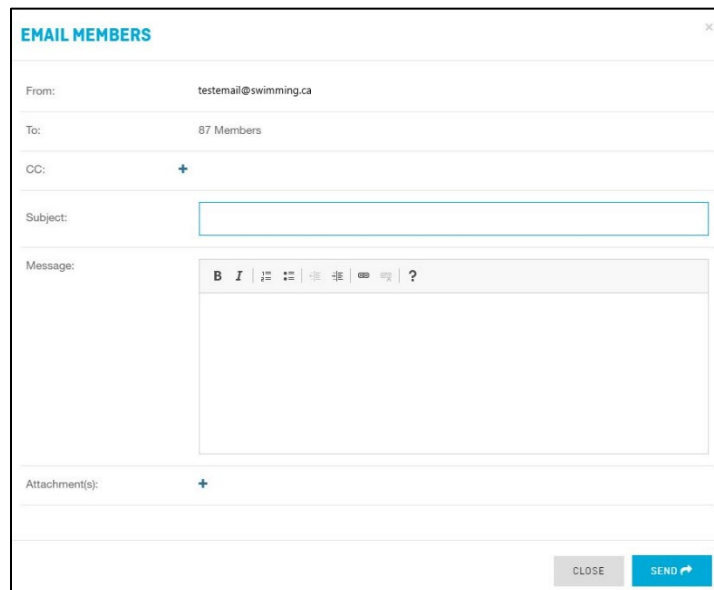

Email Members

The ***Email Members*** button highlighted in the image below allows you to email all members under the selected criteria.


Below is an example of the screen that will appear when clicking on the ***Email Members***.

Other filters

You can add different, and more specific filters in order to narrow down the list of officials you are looking for. Some filter options are by level or module types. You can also search for a specific official by simply typing in the *Search…* box and insert the first and/or last name.
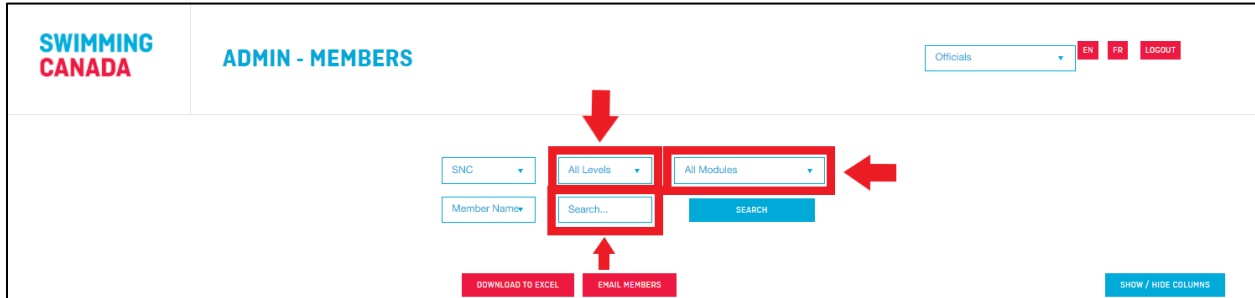
Contact

If you have any questions about this user guide or about the Learning Management System, please email education@swimming.ca or nicole@swimontario.com

Appendix A

Provincial Admin User Guide for the COA on the LMS

Officials Clinics Sign-up on LMS site

COA Add Clinic — Club Official Administrators (COAs) Account holders can now add upcoming club or regional Clinics (in person or virtual) on the Swimming Canada Education site (LMS Site).

ROR/POA Approval — The ROR / Provincial Official Administrator (POA) or PSO (Swim Ontario) will review the clinic and approve the clinic posting.

Official Sign-up — Officials can sign-up for clinics through the LMS site if they have an RTR account

COA Attendance — After the Clinic, the COA can mark attendance and submit for approval. The COA can approve clinic attendance.

COA send to RTR — After approval, the COA can send the clinic information to the RTR to update officials accounts.

[Intro](#)

[Adding a Clinic - COA](#) (and ROR/POA/PSO)

[Manage My Clinics - Instructor](#)

[Approving a Clinic – ROR / POA / PSO](#)

- Club Official Administrators (COAs) Account holders can now add upcoming club or regional Clinics (in person or virtual) on the Swimming Canada Education site (LMS Site).

- Once approved by the ROR or POA/PSO, officials can register (signup) for these clinics.

- Once the clinic is completed, the COA can mark the clinic complete with those that attended and submit the information to the RTR.

- This will in turn update the official RTR account with the required information.

- COAs can login to the LMS Admin site with their RTR login using link: https://edu.swimming.ca/admin/index.php

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Make sure to Logout of the RTR COA account before trying to login to the LMS COA account.

- COAs will not be required to "register the clinic with Swim Ontario" if using the LMS site for officials clinics as the site has built in reports.

- An official must have an account on the RTR in order to register for a clinic.

  - They can have "invoice pending", "PSO Pending", "Account Pending" or "Active" status under the current season to access the site.

  - They can access the LMS site using their **RTR official login** username & password at link https://edu.swimming.ca/index.php?page=225

Adding a NEW CLINIC & MANAGEMENT of CLINICS

1. Login at https://edu.swimming.ca/admin/index.php using your RTR COA account login

SWIMMING CANADA

ADMIN - LOGIN

Username

Password

SIGN IN

2. Select "Official Clinics" at top right

SWIMMING CANADA

ADMIN - OFFICIALS

Officials ▼   ① EN FR LOGOUT

Officials

Official Clinics ②

All Levels ▼   All Modules ▼

Member Name▼   Search...   SEARCH

DOWNLOAD TO EXCEL   EMAIL MEMBERS   SHOW / HIDE COLUMNS

21 MEMBERS

STATUS	LAST	FIRST	PROV	CLUB	REG ID

3. Click on "NEW CLINIC"

SWIMMING CANADA

ADMIN - CLINICS

Official Clinics ▼   EN FR LOGOUT

You are viewing recent and upcoming clinics. Click here to view all

All Modules ▼   Year ▼   Date range...   City...

Official Name...   Course Conductor Nam   SEARCH

DOWNLOAD CLINICS   ☐ Include Registrants?

1 CLINICS   NEW CLINIC ③

	# REGISTERED	CITY	CLUB	MODULE(S)	DATE	MIN	MAX	CLINIC CONDUCTOR	CONTACT	PDF	EMAIL	APPROVED?
EDIT	0	Toronto	Officials Registration ON	Intro to Officiating (Timekeeper)	Sep 30/21 @ 7:34pm to Sep 30/21 @ 10:00pm	3	3	Nicole Parent Nicole Parent	Nicole Parent	-	✉	✔

4. Enter all required fields

   a. HINT: Select "online" for Virtual clinic

   b. HINT: When you enter the date, a "Day 2" pops up. You can ignore. It will not show up in the listing.

   c. HINT: The start and end times are a bit tricky. It is best to type them in using 24 hour clock

   d. HINT: you can add Clinic Conductor (Instructor) and Facilitator (Supervisor/Mentor).

   e. HINT: you can add more than 1 clinic (i.e. Intro & Safety Marshal can be added as 1 clinic)

5. Continue entering all required fields

   a. HINT: You can upload the PDF material for review or any other document.

   b. HINT: Add Club Host Name to virtual clinic Location (i.e. MAC – ZOOM) – this will help identify who gave the clinic

*Clinic Location:	Zoom
Clinic Address:	
*Clinic Conductor(s):	1440380: 2021-2022, Parent, Nicole, ON, ▮▮▮▮ nicole@swimontario.com (OFFICIAL) ▾ Clinic Conductor ❓
	Search for Lastname or email: ▾ Clinic Conductor
*Contact Name:	Nicole Parent
*Contact Email:	nicole@swimontario.com
Expected Number of Registrants:	10
Min Registrants:	3
Max Registrants:	19
Clinic Language:	☑ English ☐ French ☐ Bilingual
Upload Clinic Resource(s): (More can be added after saving)	Choose File Meet Manager Clinic - 1SEP2020 - q.pdf
Clinic used for advancement purpose?:	☐ Yes
Notes to participants:	This is a test only to demonstrate the use of this feature

SAVE   SUBMIT FOR APPROVAL >>

* required

6. Click SAVE and review content.

7. Click SUBMIT FOR APPROVAL WHEN DONE

*This clinic is open to:	Province
*Delivery Type:	Online
*Clinic Province:	ON
*Clinic City:	Toronto
*Host Club or Organization:	Officials Registration ON
*Clinic Region:	ON - Swim Ontario
*Clinic Name:	OF - Meet Manager
*Clinic Date(s):	Day 1: Start: 2021/10/02 19:00 End: 2021/10/02 21:00
	Day 2: Start: End:
Clinic Registration Dates:	Start: 2021/09/26 16:20 End: 2021/10/01 12:00
*Clinic Location:	Zoom
Clinic Address:	
*Clinic Conductor(s):	Nicole Parent ▾ Clinic Conductor ❓
	Search for Lastname or email: ▾ Clinic Conductor
*Contact Name:	Nicole Parent
*Contact Email:	nicole@swimontario.com
Expected Number of Registrants:	10
Min Registrants:	3
Max Registrants:	19
Clinic Language:	☑ English ☐ French ☐ Bilingual
Upload Clinic Resource(s): (More can be added after saving)	Choose File No file chosen
	Meet Manager Clinic - 1SEP2020 - q.pdf delete document
Clinic Cancelled?	☐
Clinic used for advancement purpose?:	☐ Yes
Notes to participants:	This is a test only to demonstrate the use of this feature

SAVE (6)   SUBMIT FOR APPROVAL >> (7)

8. Wait for approval. You will be notified via email when the clinic is approved.

    a. RED Highlight is cancelled clinic

    b. BLUE Highlight is waiting for approval from ROR/POA/PSO

    c. NO Highlight – approved and ready to receive registration (green checkmark will also show)

9. Approval Email

Meet Manager (Toronto) has been approved `External`

Swimming Canada <noreply@swimming.ca>
to me

SWIMMING CANADA NATATION

The following official's clinic has been approved.

Course:	Meet Manager
City, Province:	Toronto, ON
Date & Time (EST):	Oct 02/21 @ 7:00pm to 9:00pm
Location:	Zoom
Learning Facilitator(s):	Nicole Parent (Clinic Conductor)

To review the clinic, please click this link: **https://edu.swimming.ca/admin/clinic?clinic=315574**

Clinic registration is now open.

Thank you.

This email was sent on behalf of **Swimming Canada** through Swimming Canada's Learning Management System.

10. You will get notification when officials register for the clinic

TestPending Official registered for - Meet Manager (Toronto) `External`

Swimming Canada <noreply@swimming.ca>
to me

SWIMMING CANADA NATATION

Course Info

Course:	Meet Manager
City, Province:	Toronto, ON
Date & Time (EST):	Oct 02/21 @ 7:00pm to 9:00pm
Location:	Zoom
Learning Facilitator(s):	Nicole Parent (Clinic Conductor)

Official Info

Name: TestPending Official

Email:

Club: Swim Ontario

Province: ON

This email was sent on behalf of **Swimming Canada** through Swimming Canada's Learning Management System.

11. To view and email registrants, click on the number under # REGISTERED

    a. You can email registrant

    b. You can download list of registrants for instructors

    c. You can remove an official from the list

    d. You can indicate a refresher clinic if the official forgot to do it

12. When the clinic is completed. Repeat Step 11.

    a. Indicate those that attended.

    b. Indicate if refresher.

13. Add anyone that attended but did not register. Follow instructions.

ADMIN - ADD MEMBER

Enter information ID, lastname or email

SEARCH FOR A MEMBER TO ADD TO TORONTO SEP 29/21 CLINIC:

Enter a UserID, Lastname, or email:

Select the correct official to add

CLICK THE MEMBER TO ADD THEM TO THIS SYSTEM:

14. Click on Save Clinic Attendees

15. Once ready, click on COMPLETE CLINIC AND MARK FOR SUBMISSION TO COA/…

SWIMMING CANADA

ADMIN - OFFICIALS

Officials   EN FR LOGOUT

<< BACK

DOWNLOAD TO EXCEL   EMAIL MEMBERS

1 MEMBERS - RECORDER-SCORER - TORONTO SEP 29/21   ADD EXISTING MEMBER TO CLINIC

REMOVE FROM CLINIC?	DONE CLINIC ☐	REFRESHER?	STATUS	LAST	FIRST	DOB	LAST LOGIN	EMAIL	CLUB	MOVE?	LAST SYNC
✕	☑	☐	QUALIFIED Level 1	Official	TestPending	Sep 1/02 (age:19)	30/09/2021	✉	Swim Ontario	MOVE	30/09/2021

*Check off the members who attended the clinic before completing clinic.

SAVE CLINIC ATTENDEES   COMPLETE CLINIC AND MARK FOR SUBMISSION TO COA/ROA/POA/PROVINCE

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16. Once satisfied, Click MARK FOR SUBMISSION TO RTR –

17. You will get a confirmation email that the clinic was added to the RTR.

Learning Management System – PSO Admin User Guide
2023-2024

Course Conductor (Instructor) additional features on official account

1. If you are listed as the Course Conductor, you will have a different screen then the registrant for a clinic.

    a. You will be able to see all clinics available to you as well as the clinics you have been assigned to as instructor.

    b. If registering use the "All clinics" tick box.

    c. If looking at upcoming clinics you will be instructing, use the "My Clinics" tick box.

2. Click on Manage Registrants

3. You can download the clinic list and/or email registrant information

4. You can add an official that did not register

ADMIN - ADD MEMBER

Enter information ID, lastname or email

SEARCH FOR A MEMBER TO ADD TO TORONTO SEP 29/21 CLINIC:

Enter a UserID, Lastname, or email:

Select the correct official to add

CLICK THE MEMBER TO ADD THEM TO THIS SYSTEM:

5. When the clinic is done, mark as attended and/or indicate refresher

6. When all attendees marked, click SAVE CLINIC ATTENDEES

7. Click BACK TO CLINICS button at top right when done with the clinic to return to full list of clinics

SWIMMING CANADA

ADMIN - MEMBERS

BACK TO CLINICS ↗ 7

3
DOWNLOAD TO EXCEL   EMAIL MEMBERS

4

1 MEMBERS - STARTER - TORONTO SEP 30/21   ADD EXISTING MEMBER TO CLINIC

REMOVE FROM CLINIC?	DONE CLINIC ☐	REFRESHER?	LAST	FIRST	PROV	DOB	LANG	EMAIL	CLUB	MOVE?	SYNC
✖	☐	☐	Official	TestPending	ON	Sep 1/02 (age:19)	english	✉	Swim Ontario	MOVE	re-sync ↻

*Check off the members who attended the clinic before completing clinic.

SAVE CLINIC ATTENDEES   6

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Approving a Clinic (ROR/POA/PSO)

1. Login as ROR / POA / PSO to approve a COA clinic submission at following using your RTR login details https://edu.swimming.ca/admin/index.php

2. Blue highlighted clinics need approval

3. Click EDIT by BLUE HIGHLIGHTED CLINICS

4. Review clinic details, make adjustments if necessary.
5. Scroll down and click Approve Clinic tick box
6. Click SAVE & EXIT