

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





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## **Resources for Officials**

- Official User Guide for the LMS
- Official User Guide registering for a clinic on the LMS





## 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 (<u>https://edu.swimming.ca/admin/index.php</u>).

# **Getting Started**

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

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

*Note:* If you change your username and password for one website, it will automatically update for the other website.

SWIMMING CANADA	ADMIN - LOGIN	EN 59	٦
		Username Username Password	DONATE
		Password SIGN IN	
CONTACT US PARTNERS	PROVINCIAL PARTNERS		
Swimming Canada © 2016			
			٥

Successfully logging into the site presents you with the following dropdown menu.

Officials 🗸	EN	FR	LOGOUT
Officials			
Official Clinics			

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

SWIMMING CANADA	ADMIN - MEMBI	ERS		Officials +	R LOGOUT	٢
		All Levels 👻 Al Member Namev Search	I Modules + SEARCH	r.		DONATE
1906 MEMBERS		DOWNLOAD TO EXCEL EMAIL ME	MBERS		SHOW / HIDE COLUMNS	
STATUS	LAST	FIRST	PROY CLOB		RESID	-

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

SWIMMING CANADA	ADMIN - MEMBERS	Officials + It it ideau?	٢
	All Levels • All Modules • Member Name• Search SEArce		DONATE
	DOWNLOAD TO EXCEL EMAIL MEMBERS	SHOW / MIDE COLUMNS	





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

SELECT COLUMNS TO D	ISPLAY:	×
Province	$\checkmark$	
Language		
Last Login		
Last Sync		
Email		
Club	$\checkmark$	
Official?		
Reg ID	$\checkmark$	
	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	LASTLOGIN	EMAIL	CLUB	SYNC
STATUS	Newman	Erica	SNC	07/05/2021	M	Swimming Canada	re-sync 2





# **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, <u>SEE</u> 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.

		You	are viewing rec	ent and upcomi	ng clinics. Click	here to view all			
	All M	 Year		Course Cond	Date Ra		City		
CLINICS		1	DOWNLOAD CI	LINICS	Include Reg	istrants?			NEW CLINIC
				MIN	MAX		CONTACT		

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 <u>here</u>. 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.

SWIMMING Canada	ADMIN - MEMBERS		Officials v R R Locour
		SNC     •     All Modules       Member Namer     Search     SEARCH	
	-	DOWNLOAD TO EXCEL EMAIL MEMBERS	SHOW / HIDE COLUMNS

#### **Email Members**

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

SWIMMING Canada	ADMIN - MEMBERS	Officials + F8 Locout
	SNC <ul> <li>All Levels</li> <li>All Modules</li> <li>Member Namer</li> <li>Search</li> </ul> <ul> <li>SEARCH</li> </ul>	
	DOWNLOAD TO EXCEL	SHOW / HIDE COLUMNS

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

From:	testemail@swimming.ca	
To:	87 Members	
CC:	+	
Subject:		
Message:	B I   ≔ ≔   ⊕ ⊕   ∞ ⊕   ?	
Attachment(s):	+	





## 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.

SWIMMING Canada	ADMIN - MEMBERS		Officials + R F8 Loopurt
		SNC  All Levels  All Modules  Member Name Search SEASCH	
		DOWNLOAD TO EXCEL EMAIL MEMBERS	SHOW / HIDE COLUMNS

# Contact

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

# **Appendix A**

# Provincial Admin User Guide for the COA on the LMS

<b>Officials Clinics</b>	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.





<u>Intro</u>

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: <u>https://edu.swimming.ca/admin/index.php</u>

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 <u>https://edu.swimming.ca/index.php?page=225</u>





# Adding a NEW CLINIC & MANAGEMENT of CLINICS

1. Login at <u>https://edu.swimming.ca/admin/index.php</u> 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 EN FR LOCOUT
	All Lev Member Name•	IS V All Modules V Search SEARCH	
21 MEMBERS	DOWNLOAD TO E	EL EMAIL MEMBERS	SHOW / HIDE COLUMNS
STATUS	LAST FIR	T PROV CLUB	REG ID

3. Click on "NEW CLINIC"

SWIMMING CANADA	G	AC	)MIN - CLINIO	CS				Official Clinics	Ţ	EN FF	R 10	GOUT
			All Modules	You are viewing recen	t and upcoming clinics. Click her		all	City				
			Officie	I Name	UCS Include Registra	ints?		SEARCH				
1 CLINICS	# REGISTERED	СПУ	CLUB	MODULE(S)	DATE	MIN	мах	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	-	8	~





- 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)

SWIMMING CANADA	ADMIN - CLINIC				V FR LOGOUT
<< Back					
	*This clinic is open to:	Club			×
	*Delivery Type:	In-person Workshop			×
	*Clinic Province:	ON			· · · · · · · · · · · · · · · · · · ·
	*Clinic City:				
	*Host Club or Organization:	Officials Registration ON			
	*Clinic Region:	select one			×
	*Clinic Name:	Select			×
	*Clinic Date(s):	Day 1: Start:		End:	
	Clinic Registration Dates:	Start: 2	2021/09/26 15:20	End:	
	*Clinic Location:				
	Clinic Address:				
	*Clinic Conductor(s):	Search for Lastname or email:			Clinic Conductor

- 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:			
	1440380: 2021-2022, Parent, Nicole, ON, Incole@swimontario.com (OFFICIAL)	Clinic Conductor	0
*Clinic Conductor(s):	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				Υ
*Clinic Name:	OF - Meet Manager				τ
	Day 1: Start:	2021/10/02 19:00	End:	2021/10/02 21:00	
*Clinic Date(s):	Day 2: Start:		End:		
Clinic Registration Dates:	Start	2021/09/28 15:20	End:	2021/10/01 12:00	
*Clinic Location:	Zoom				
Clinic Address:					
*Clinic Conductor(s):	Nicole Parent Search for Lastname or email:			Clinic Conductor     Clinic Conductor     Clinic Conductor	0
*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? Notes to participants:	Yes This is a test only to demonstrate the use of this feature				
	SAVE	6	SUBMIT FOR APPROVAL		

Learning Management System – PSO Admin User Guide 2023-2024





- 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)

				You are viewir	ng recent and upcoming clinics.	Click here to	view all					
		[	All Modules	▼ Year	▼ Dat	e range		City				
				Official Name	Course Conductor Nar	n		SEARCH				
				DOWNLO	DAD CLINICS Include	Registrants	?					
				DOWNLO	DAD CLINICS Include	Registrants	?					
CLINICS				00WHLG	DAD CLINICS	Registrants	;?					IEW CLINIC
CLINICS	# REGISTERED	СПУ	ctue	DOWNLO HODULES	DATE	Registrants	NAX	CLINIC COMPUTOR	CONTACT	PDF	EMAIL	NEW CLINIC
CLINICS EDIT	# REGISTERED	CITY Toronto	CUB Officials Registration ON	_		-	мах	CLINIC CORFUTOR	CONTACT Nicole Parent	POF -	_	

SWIMMING CANADA	3	ADMIN - CL	INICS				Official C	linics	▼ EN F	R LOO	GOUT
			You are viewi	ng recent and upcoming clinics. C	iek here to v	iow all					
		All Modules	Year Official Name	Date     Course Conductor Nam	range		City				
2 CLINICS											NEW CLINIC
EDIT		CITY CLUB	MODULE(S) Intro to Officiating (Timekeeper)	DATE Sep 30/21 @ 7:34pm to Sep 30/21 @ 10:00pm	MIN 3 :	<b>MAX</b>	CLINIC CONDUCTOR Nicole Parent Nicole Parent	CONTACT Nicole Parent	PDF	EMAIL	APPROVED?
EDIT	1	foronto Officials Registration ON	Meet Manager	Oct 2/21 @ 7:00pm to Oct 2/21 @ #:00pm	3	19	Nicole Parent	Nicole Parent	File 1	a	-





#### 9. Approval Email

Meet Manager (Toronto) ha	as been approved External
Swimming Canada <noreply@swimming.ca> to me *</noreply@swimming.ca>	
SWIMMING Canada Natation	
The following official's clinic has been approve	ıd.
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: http://www.clink.com/	os://edu.swimming.ca/admin/clinic?clinic=315574
Clinic registration is now open.	
Thank you.	
This email was sent on behalf of Swimming C	canada through Swimming Canada's Learning Management System.

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

	TestPending Official registe	ered for - Meet Manager (Toronto) 🛛 🔁 🖉 🖉
•	Swimming Canada <noreply@swimming.ca> to me *</noreply@swimming.ca>	· · · · · · · · · · · · · · · · · · ·
	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 <u>Swimming (</u>	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

SWIMMING CANADA	ļ	ADMIN - CLI	NICS				Official Clinics	▼ EN F	R LOG	TUT
			You are viewin	g recent and upcoming clinics.	Click here to vie	w all				
		All Modules	▼ Year	▼ Date	e range	City				
			Official Name	Course Conductor Nam	1	SEARCH				
			DOWNLO	AD CLINICS Include	Registrants?					
2 CLINICS										EW CLINIC
# REGISTER	ED CITY	CLUB	MODULE(S)	DATE	MIN H	X CLINIC CONDUCTOR	CONTACT	PDF	EMAIL	APPROVED?
EDIT	) 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		N.	<b>~</b>
EDIT	Toronto	Officials Registration ON	Meet Manager	Oet 2/21 @ 7:00pm to Oet 2/21 @ 9:00pm	3 19	Nicole Parent	Nicole Parent	File 1	8	~

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

- a. Indicate those that attended.
- b. Indicate if refresher.

SWIMMI CANAD		ADMIN	- OFFICIAL	S					Officials	¥ EN F	FR LOGOUT
<< BACK											
				DO	WNLOAD TO EXCEL	EMAIL MEMBE	RS				13
1 MEMBERS - RECORDER-SCORER - TORONTO SEP 29/21										ADD EXISTI	NG MEMBER TO CLINIC
	DONE										
REMOVE FROM CLINIC?		REFRESHER?	STATUS	LAST	FIRST	DOB	LAST LOGIN	EMAIL	CLUB	MOVE?	LAST SYNC
		REFRESHER?	STATUS QUALIFIED Level 1	LAST	FIRST	DOB Sep 1/02 (age:19)	LAST LOGIN 30/09/2021	EMAIL	CLUB Swim Ontario	MOVE? Move	LAST SYNC 30/09/2021
CLINIC?		REFRESHER?	QUALIFIED	Official		Sep 1/02 (age:19)	30/09/2021		-		





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

ADMIN - ADD	MEMBER 13	
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	R 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/...

SWIMM Canad		ADMIN	- OFFICIALS	S					Officials	▼ EN	FR LOCOUT
<< BACK											
1 MEMBERS -	RECORDER-SCO	DRER - TORONTO S	SEP 29/21	Do	WNLOAD TO EXCEL	EMAIL MEMBE	RS			ADD EXISTI	13 NG MEMBER TO CLINIC
REMOVE FROM CLINIC?	DONE CLINIC	REFRESHER?	STATUS	LAST	FIRST	DOB	LAST LOGIN	EMAIL	CLUB	MOVE?	LAST SYNC
×	✓ (12)		QUALIFIED Level 1	Official	TestPending	Sep 1/02 (age:19)	30/09/2021	M	Swim Ontario	MOVE	30/09/2021
				*Check off the	members who attended	d the clinic before c	ompleting clinic.				
									DA/ROA/POA/PROVINCE		





#### 16. Once satisfied, Click MARK FOR SUBMISSION TO RTR -

SWIMMING CANADA		ADMIN - OFFICIALS							Officials	▼ EN	FR LOGOUT
<< BACK											
				DO	WNLOAD TO EXCEL	EMAIL MEMBE	ERS				
2 MEMBERS -	RECORDER-S	CORER - TORONTO	SEP 29/21							ADD EXIST	ING MEMBER TO CLINIC
REMOVE FROM Clinic?	DONE Clinic	REFRESHER?	STATUS	LAST	FIRST	DOB	LAST LOGIN	EMAIL	CLUB	MOVE?	LAST SYNC
×	$\checkmark$		QUALIFIED Level 1	Official	TestPending	Sep 1/02 (age:19)	30/09/2021	M	Swim Ontario	MOVE	30/09/2021
×		$\checkmark$	QUALIFIED Level 5	Taylor	Lindsay	Sep 1/47 (age:74)	29/09/2021	M	Swim Ontario	MOVE	30/09/2021
					was marked for approv		UNDO			n click UND <sup>,</sup> ake a mistał	
			SAVE CLINIC ATTENDEES			MARK FO	R SUBMISSION TO RTR	(	16		Already submitted?

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

	Meet Manager (Toronto) s	ubmitted to RTR (External) >
•	Swimming Canada <noreply@swimming.ca to education, me 👻</noreply@swimming.ca 	>
	SWIMMING Canada Natation	
	The following course has now been submitted	d to the RTR:
	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)
	Please note that the information will take at le	east 24 hours to appear in the RTR.
	Thank you.	
	This email was sent on behalf of <u>Swimming</u>	Canada through Swimming Canada's Learning Management System.

Clinics Taken	Date	Location	Evaluation #1 date	Evaluation #2 date	Edit	Delete
Meet Manager	09-26-2021	Zoom			ø	0
Recorder-Scorer	09-29-2021	Zoom			ø	0

. .

		LEVEL I-I	<u>II Details</u>	
Clinics Taken	Recorder-Scorer 🗸		Date of Clinic	09-29-2021
Location Deck Evaluations Completed	Zoom	Online	Name of Course Conductor	Nicole Parent





# 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.

SWIMMING CANADA	WELCOME     STATUS     CLINICS     SESSION     RESOURCES     PROFILE     LOCOUT
	You are viewing recent and upcoming clinics, click here to view all
	All Clinics     My Clinics
	Ontario 🔹 All Clinics 🔹 2022 🔹

2. Click on Manage Registrants

		NELCOME STATUS CLINICS	SESSION	RESOURCES	PROFILE	DEVELOPER	DOCUMENTS	EVALUATIONS	LOGOUT	EN FR
		Y	ou are viewing recen			e to view all				
			All Cl	inics 🗸	My Clinics					
		Ontario	<ul> <li>All Clinic</li> </ul>	S	•	2021		•		
3 CLI	NICS									
СІТҮ	CLINIC	DATE & TIME	LOCATION	COST	FACILITATOR	CONTACT	CONTACT Email	NOTES		MANAGE
Toronto	★ Starter EN	Sep 30/21 @ 7:00pm to 7:30pm (EST)	Zoom	- 1	Nicole Parent	Nicole Parent	M	DETAILS	-	MANAGE REGISTRANTS 🕈
Toronto	★ Intro to Officiating (Timekeeper) EN	Sep 30/21 @ 7:34pm to 10:00pm (EST)	Zoom		Nicole Parent Nicole Parent	Nicole Parent	2	DETAILS	-	MANAGE REGISTRANTS 🏞
Toronto	★ Meet Manager EN	Oct 02/21 @ 7:00pm to 9:00pm (EST)	Zoom	- 1	Nicole Parent	Nicole Parent	2	DETAILS	File 1	MANAGE REGISTRANTS +

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





4. You can add an official that did not register

A	DMIN - ADD ME	MBER 4		
[	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	

- 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

SWIMMI CANADA		ADMIN - M	IEMBEI	RS						BA			
				DOV	VNLOAD TO EXCEL	3 EMAIL MEM	BERS				4		
1 MEMBERS - S	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	M	Swim Ontario	MOVE	re-sync 😂		
		·		*Check off the r	nembers who atte	nded the clinic before	e completing clin	ic.					
					SAVE CLI	NIC ATTENDEES		6					





# 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 <u>https://edu.swimming.ca/admin/index.php</u>
- 2. Blue highlighted clinics need approval
- 3. Click EDIT by BLUE HIGHLIGHTED CLINICS

			You are viewing	g recent and upcoming clinics.	lick here I	o view al	l.				
	[	All Modules	▼ Year	▼ Date	range		City				
			Official Name	Course Conductor Nam			SEARCH				
			DOWNLOA		tegistran	ts?					
2 CLINICS											EW CLINIC
# REGISTERED	спт	CLUB	MODULE(S)	DATE	MIN	MAX	CLINIC CONDUCTOR	CONTACT	PDF	EMAIL	APPROVED?
EDIT	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		8	<b>~</b>
				Oct 2/21 @ 7:00pm to			Nicole Parent	Nicole Parent	File 1		

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

Upload Clinic Resource(s): (More can be added after saving)	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
Course Approval:	Approved 5
	SAVE SAVE & EXIT >>
	* required