Registration & Official Management System Guide for Club Official Administrators

Updated August 3, 2023

User Guide Topics

- Swimming Canada Official Management Systems – RTR & LMS

- COA account on the RTR - Access to the Official Registration & Management System

- The Main Menu of the COA Account

- Official List Page

- Official List Page – Featured Buttons

- Registration & Payment of Invoices Procedure for Officials

Swimming Canada Official Management Systems

RTR & LMS

Swimming Canada Official Management Systems for **COA**

Registration, Tracking & Results (RTR)

- Login link - https://registration.swimming.ca/Login.aspx

- Registration of Officials

- Data management for Certification requirements of Officials
  - Level of Certification
  - Clinics
  - On-Deck evaluations
  - Etc.

Learning Management System (LMS)

- Login link - https://edu.swimming.ca/admin/index.php

- Admin for Official Education
  - Clinic setup & official sign-up
  - Reports for officials who completed E-modules / clinics

HINT: Login Details for both systems are identical.
- Must use the COA Account username and password

Swimming Canada Official Management Systems for **Officials**

Registration, Tracking & Results (RTR)

- Login link - https://registration.swimming.ca/Login.aspx

- Complete registration

- Maintain log of meets/positions worked

- Maintain log of clinics attended

Learning Management System (LMS)

- Login link - https://edu.swimming.ca/index.php?page=225

- Register for clinics on the system

- Complete E-modules available

HINT:
- Login Details for both systems are identical.
- Must use the Official Account username and password

Swimming Canada Official Management Systems

How are they linked?

- When an officials completes an E-modules, the LMS will send this information to the RTR and update the officiating profile with the clinic details.

- When an officials signs-up for a clinic on the LMS, the COA marks attendance and sends the clinic details to the RTR, updating the official profile, unless a refresher course.

Swimming Canada Official Management Systems

Why encourage officials to use the LMS?

- E-modules can be done at any time, allowing those unable to attend in-person clinics to complete the clinics available via e-modules.

- All clinics on the LMS and e-modules are logged for the official, allowing them to see which clinics they have attended and when.

Swimming Canada Official Management Systems

Why should COA use the Admin LMS?

- Both E-modules and Clinics on the LMS are updated on the RTR saving the COA from manually entering this information in the RTR

- The COA can run reports through the Admin LMS to see which official has taken e-modules and clinics as well as reports on clinics the clubs has conducted.

- The COA can keep track of refresher courses for officials.

Swimming Canada Official Management Systems - **User Guides**

COA

- [Registration & Official Management System Guide for Club Official Administrators](#) (*formally the COA Registration Guide – RTR User Guide for COA – this guide*)

- [Swimming Canada & Swim Ontario Learning Management System Club Officials Administrator User Guide](#) (*LMS User Guide for COA*)

Official

- [Official User Guide for RTR](#)

- [Account Access & Signing Documents instructions](#) for registration

- [Official User Guide for the LMS](#)

- [Official User Guide – registering for a clinic on the LMS](#)

Access to the Official Registration & Management System

The COA Account on the RTR

Club Officials Administrator (COA) Account

COA ACCESS TO THE SWIMMING CANADA REGISTRATION & MANAGEMENT SYSTEM FOR OFFICIALS

- The Club Official Administrator (COA) and the Club Official Chair (COC) will need to acquire access to the Swimming Canada Registration & Management (RTR) system for registering and maintaining profiles for club officials.

- The Club President and the COA/COC must complete and sign the **Additional User Access Declaration Form** and email the completed form to Nicole.

- Swim Ontario will setup the COA account on the system and send login details and from notifications@swimming.ca (check your spam folders)

- The link to login to the COA account with login details received is https://registration.swimming.ca/Login.aspx
    - This is the same login link for all accounts on the RTR system such as swimmer, official, meet manager with each having their unique login username.

- Clubs may have multiple COA accounts for various roles within the club organization.

- The functions of the COA account are the same for all the different roles.

COA Account - Login

The link to login to the COA account with login details received is
https://registration.swimming.ca/Login.aspx

HINT:
- This is the same login link for all accounts on the RTR system such as swimmer, official, meet manager with each having their unique login username.
- USERNAME cannot be your email address and MUST be different for each account.
- PASSWORD can be the same for each account.

SIGN IN

Username

Password

☐ Remember me

LOGIN

FORGOT USERNAME/PASSWORD?
FIND A CLUB

COA Account - Dashboard

When a COA first logins to their account the DASHBOARD will appear.

Any accounts with the same email address will be listed here. These will be ASSOCIATED account.

Club Officials Administrator Account

- Please update your username and password. Make sure the username is unique to this account

Club Officials Administrator Account

- This takes you to the "old look" where you can update your username, password, email, phone and title.

HINT: You can return to the DASHBOARD at anytime by clicking on Dashboard when in the "old look" site.

COA Account – Linked Account

To manage more than one account on the system (i.e. COA, Official, Meet Manager, Swimmer) the account holder must LINK the account in one central location.   Follow instructions HERE to link accounts.

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

UPDATES   MY INFO   OFFICIALS   OFFICIAL TRANSFERS   OFFICIAL LOOKUP   CONSENT REPORT   SUPPORT REQUEST   LOGOUT

Main Menu
of the COA Account

click on the links below to reach a certain feature

Updates – find all the latest information

My Info – update username/password

Officials - registration/invoicing/management

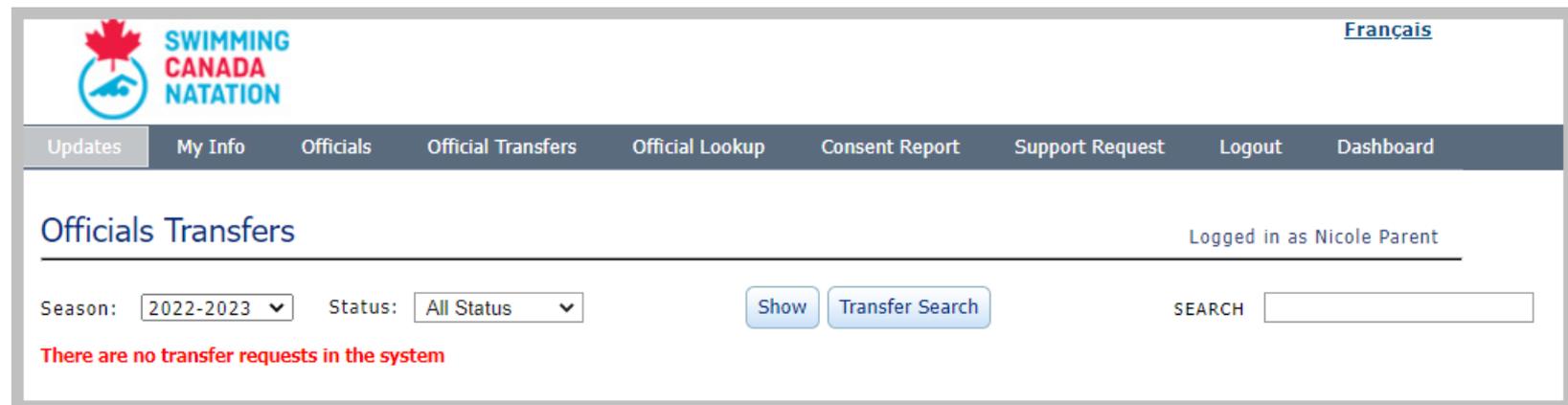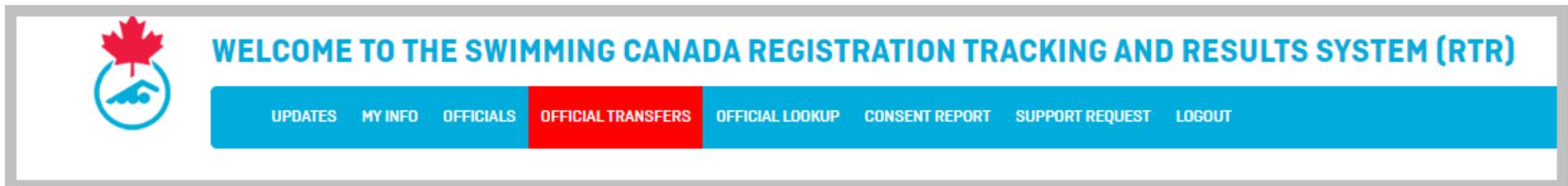Official Transfers

Official Lookup

Consent Report

Support Request

Logout

COA Account – Official Transfer

Official Transfer Feature

- Click on Official Transfer on Main Menu (this will take you to the "old look" page).

A list of transfer to and from your club will be listed.

COA Account – Official Transfer

Official Transfer Page

1. To submit a transfer request, click on Transfer Search Button
2. Enter Last Name and First Name
3. Click Show

COA Account – Official Transfer

Official Transfer Page

- More than one official could be listed.
- Carefully select the correct official – note the club!
4. Click on Transfer Request link
- The COA from departing club will receive an email indicating that a request has been submitted.

Officials Transfers

Logged in as Nicole Parent

* Mandatory Fields

Last Name: * parent   First name: * nicole   Show

Reg ID	Name	DOB	Club	Address	Approve
91015234	Nicole Parent		Officials Registration ON		Transfer Request ④

HINT: The COA can contact Swim Ontario – nicole@swimontario.com   for transfer requests from other provinces.

COA Account – Official Transfer

Official Transfer Page

Once the COA of new club has requested the transfer, the transfer screen will show "pending".

Officials Transfers

Season: [2016-2017 ▼]   Status: [All Status ▼]   [Show] [Transfer Search]   SEARCH [   ]

RegId	Name	From Club	To Club	Request Date	Status		Action
91043623	Official, Test	SWMON	ORON	Sep 24 2016	Pending		Cancel

If the COA of new club wants to cancel the transfer request simply click "cancel".

COA Account – Official Transfer

Official Transfer Page

The COA of departing club will receive an email with request for transfer. Login to account. Click "Official Transfer". The following screen will be displayed.

The COA from departing club can "Approve", "Deny" or "Cancel" the request to transfer. Click on appropriate link. Before denying a transfer please consult with Swim Ontario – nicole@Swimontario.com

COA Account – Official Transfer

Official Transfer Page

After a request for transfer is approved, the official's account is transferred to new club and the status of transfers will show "completed" for both COAs.

Officials Transfers

| Season: | 2016-2017 ▾ | Status: | All Status ▾ | | Show | Transfer Search |

RegId	Name	From Club	To Club	Request Date	Status
91043623	Official, Test	SWMON	ORON	Sep 24 2016	Completed

HINT: The COA can contact Swim Ontario – nicole@swimontario.com   for transfer requests from other provinces.

COA Account – Official Lookup

Official Lookup Feature

- The COA can use the Official Lookup feature to
  - determine the last time an official from their club was registered if the system flags them as already having an account.
    - The COA will use this information to migrate the account to the current season.
  - To lookup an official from another club (registration status and officiating information)

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

UPDATES   MY INFO   OFFICIALS   OFFICIAL TRANSFERS   OFFICIAL LOOKUP   CONSENT REPORT   SUPPORT REQUEST   LOGOUT

COA Account – Official Lookup

Official Lookup Page

- Enter ID or Name.

- Search both Current Season and Historical filters

This indicates that we will find this official account under season 2020-2021.

COA Account – Official Lookup

Official Lookup Page

- Click on Details Loop to see Officiating Information on this official

- All COA Accounts and Meet Manager Accounts have the Official Lookup feature

COA Account – Consent Report

Consent Report feature

The COA can use the Consent Report to determine who has or has not completed the required forms.

- **HINT**: Keep filter on default and click on each header to sort by consent OR Export feature and sort in excel

NOTE: There continues to be bugs with this consent report. They have been reported.

Main Menu – Consent Report

Consent Report Page

Main Menu – Support Request

Support Request

The "Support Request" feature allows the COA to send both Swim Ontario and Swimming Canada support requests regarding the registration system.

- Click Support Request

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

UPDATES   MY INFO   OFFICIALS   OFFICIAL TRANSFERS   OFFICIAL LOOKUP   CONSENT REPORT   SUPPORT REQUEST   LOGOUT

Official List Page

All NEW look and many new features

COA Account – Official List Page

- To access the Officials list click on "Officials". You can do this from Dashboard screen of any account that is linked with a COA account.

or from "old look" main menu.

COA Account – Official List page

The "NEW LOOK"

This is the page that has changed significantly.
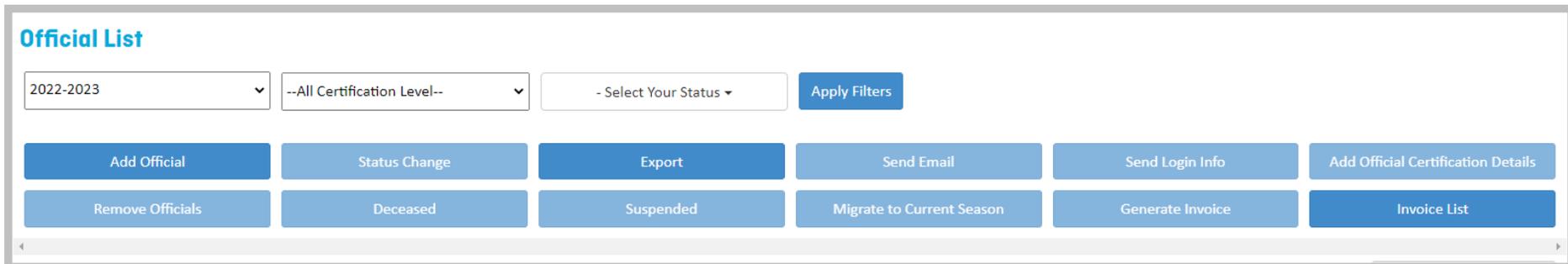
COA Account – Official List page

The "NEW LOOK"

From the Main Menu at the top, only the "Officials" section has the new look.

The other pages have the old look and function the same as before.

The secondary menu items on Official List are only active when an official is selected. Inactive buttons are light blue/grey and active buttons are darker blue.

COA Account – Official List page

FILTERS

- A COA can filter the list of official by
    1. Season (needed for migrate to current season feature)
    2. Certification Level
    3. Registration Status (select more than one option)
        - **NOTE**: cannot save a "view" or filter any longer
    4. Click on *Apply Filters* once done the selection

COA Account – Official List page
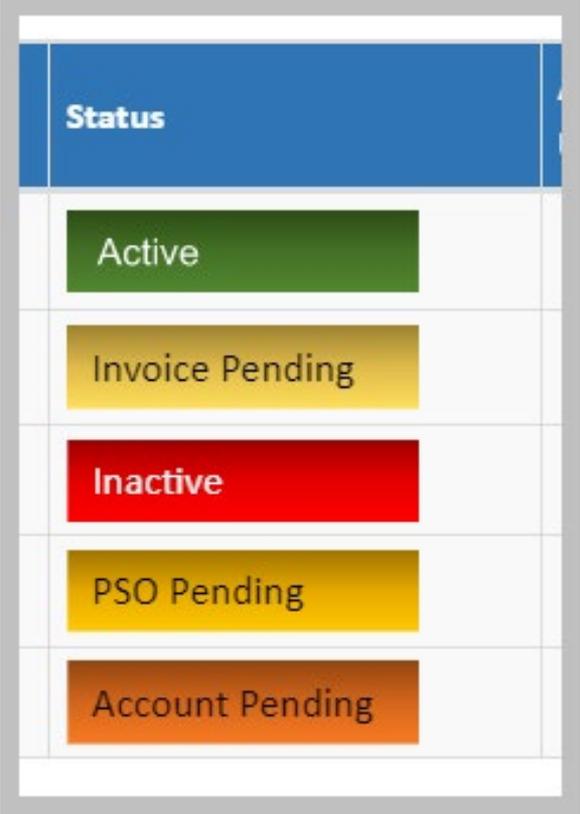
The "NEW LOOK"

The Official List has colour coding for status.

Invoice Pending – official is not registered – account is accessible and officials can access the Education website to take E-modules. The COA must generate an invoice to begin registration process

PSO Pending – official is on invoice – waiting for payment from club – account is accessible

Active – official is fully registered - payment received – account active

Account Pending – invoice has been paid, official needs to update contact information and complete the required consent forms (Assumption of Risk and Rowan's Law) - no green checkmark – account active – official not in compliance
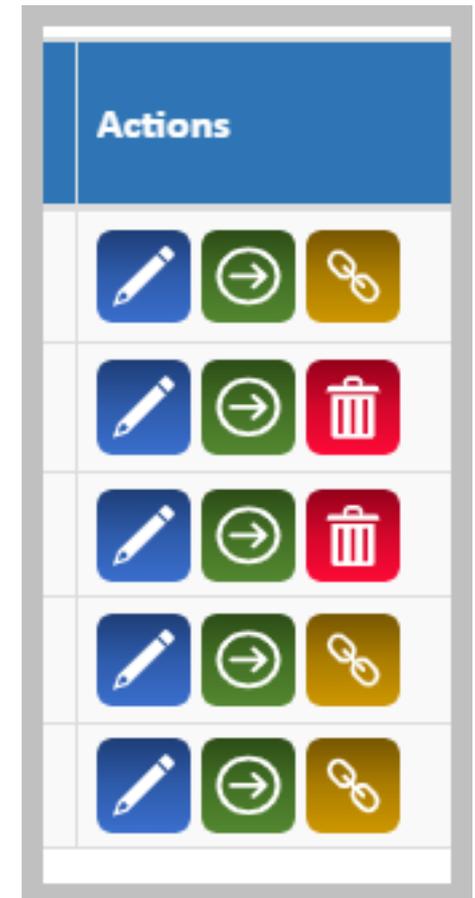
Status
Active
Invoice Pending
Inactive
PSO Pending
Account Pending

COA Account – Official List page

The "NEW LOOK"

The Official List has symbols for different features

- To edit an official's information (certification level or clinics) click on pencil -

- To login *AS THE OFFICIAL* click on

- **NEW**One-click link to copy and paste into an email and send to officials to allow them to login and set their username & password.

- REMOVE an official from the list that is not yet on an invoice. This does not delete their account. Simply remove from that club list.

COA Account – Official List page

Affiliated Officials

Officials can affiliated with more than one club.

- Officials must choose a primary club to do the registration.

- Once fully registered with Active status, they can affiliated with other clubs.

- The account will show under Affiliated Officials at the bottom of the Official List Page.

- The COA can remove an affiliated official. The can edit their officiating profile as well.

COA Account – Official List page

New features include

- The ability to upload a list of officials from a template CSV file created by the COA.

- The system identifying officials already in the system and not creating a new account (even when different email)

- The system identifying which club officials are associated with and indicating an Official Transfer (or migrate to current season) is required.

- The system creating a new account for all new officials with the upload.

- The "new look" page resizing based on screen size and hence all buttons visible on the screen (certain browsers only).

- **Once an invoice is generated a one-click link** to send to officials to allow them to login and set their username & password. **NOTE: Officials must be on an invoice for the link to be active. The official will only be able to use this link once. They will not be able to continue using this link to login.**

- **NOTE:** We have reported some lost features with this transition and we are working to have some of them restored. Some will be quick fixes, others may take a bit longer. They will be identified here in the guide. Some will not be restored as a new system in place.
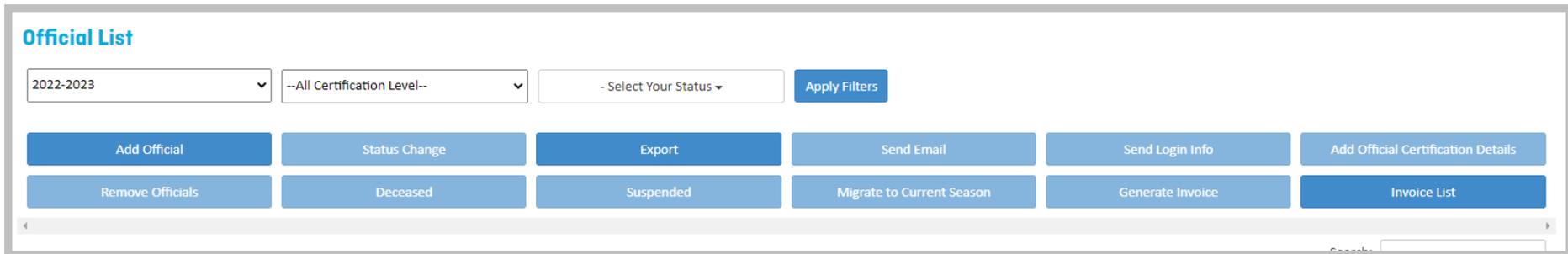
Official List Page – Featured Buttons

Add Official	Remove Officials
Status Change	Deceased
Export	Migrate to Current Season
Send Email	Generate Invoice
Send Login Info	Invoice List
Add Official Certification Details	Edit Button feature

Official List page – Add Official Button

Add Official feature - This feature has changed significantly.

Official List

| 2022-2023 | --All Certification Level-- | - Select Your Status ▾ | Apply Filters |

| Add Official | Status Change | Export | Send Email | Send Login Info | Add Official Certification Details |
| Remove Officials | Deceased | Suspended | Migrate to Current Season | Generate Invoice | Invoice List |
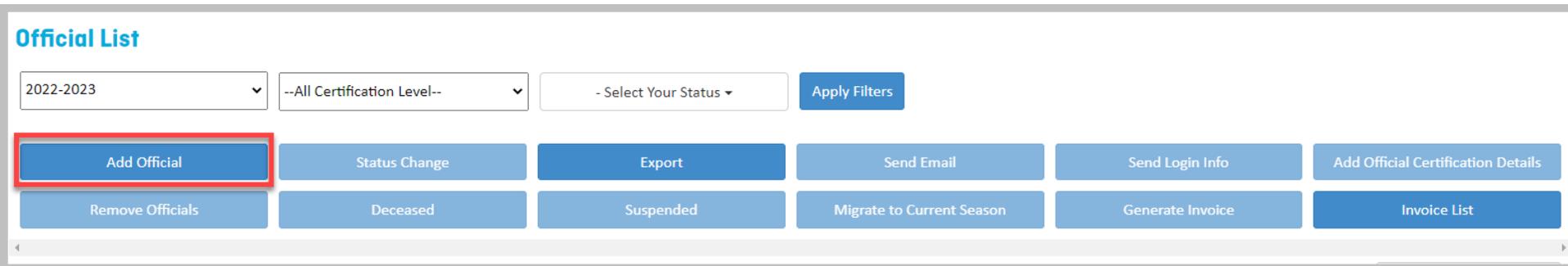
This will be removed and is not a required field - you will be asked for email address later

OPTION 2: One or more official. Download the template CSV file to populate and import

Add Official

NEW OFFICIALS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address

CSV Template
Choose File No file chosen   Import From Excel (CSV file only)

| First Name | Last Name | Gender | | Official ID | |
| | | ⦿Male ○Female ○Other | Or | | Search |

OPTION 1: Enter First, Last Name, Select Gender and click Search

Official List page – Add Official Button

Add Official Page – One official – Manually (OPTION 1)

1. Click Add Official
2. Enter First Name, Last Name and select Gender or enter the Official ID
3. Click Search

4. The system will search for anyone exactly matching the information entered. If no match is found, a new window opens to continue adding the official.

Official List page – Add Official Button

Add Official Page – One official – Manually (OPTION 1)

1. Enter email address and

2. click Add New button

Official List page – Add Official Button

Add Official Page – One official – Manually (OPTION 1)

- The official is added to a table on the Add official page

- Click **Add to Official List** button to complete the process.

HINT: The COA can add any number of officials to this table and click the Add to Official List when the table is complete.

Official List page – Add Official Button

Official List Page – One official – Manually (OPTION 1)

- The official is added to the list of officials

Official List page – Add Official Button

Add Official Page – One official – Manually (OPTION 1)

- If a match is found when a search is done the COA will get the following message

- The COA may get several official listed.

- The COA can click on Add, however a message that the official is already on the list or a transfer is needed will appear.

HINT: The COA does not need to click Add. The transfer club is listed in the table.

Official List page – Add Official Button

Add Official Page – One or more official – Import CSV (OPTION 2)

1. Click Add Official

2. Download the CSV Template and populate with only the required information

3. Save as CSV file (you will get warnings if you want to keep this format – click YES)

4. Click Choose File (remember where you saved the file)

5. Once loaded, click Import from Excel (CSV file only) button .

Official List page – Add Official Button

CSV Spreadsheet – One or more official – Import CSV (OPTION 2)

- CSV Download will ask for Last Name, First Name, Gender and Email Address.

- The COA must save the file as a CSV file.

Official List page – Add Official Button

Add Official Page – One or more official – Import CSV (OPTION 2)

- When the file is imported, the officials are added to the table on the Add Official page

- This is where a COA will see if officials already have an account on the system.

Official List page – Add Official Button

Add Official Warning – Option 1 or 2

- Click **Add to Official List** button

- A warning for any officials that already have an account will appear. All others will be added to the Official List
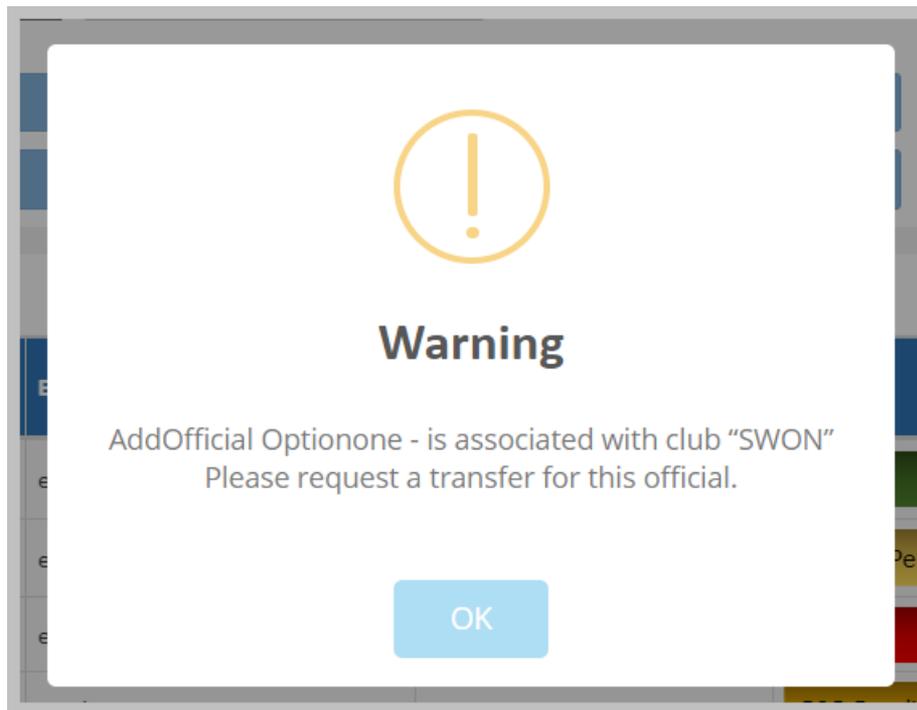
HINT:

- All officials that will not be added will be displayed in this warning window.
- The COA will need to take note of each club to request the transfer or
- Use the **Migrate to Current Season** feature for any official associated with their club.

Official List page – Add Official Button

Official List Page – One or more official – Import CSV (OPTION 2)

All new officials are added to the Official List with status Invoice Pending

Official List page – Migrate to Current Season button

Migrate to Current Season feature

- With the start of a new season, the system creates a current season and only officials that were registered in the previous season are listed for the current season.
- Anyone that was inactive or was not registered the previous season still has an account, however, they do not show up for the current season list.
- Anyone that is flagged as already having an account with **their** club when the COA tries to add them will need to be migrated to the current season.
- The COA must first select the correct past season and select the officials before the Migrate to Current Season button can be used.
- The COA will need to use the Official Lookup feature to find the last time an official was registered.

Official List page – Migrate to Current Season button

Migrate to Current Season

1. Select past season
2. Click Apply Filters
3. Select the official
4. Click Migrate to Current Season

NOTE:
- After Migrate to Current Season, you should be taken back to current season. Let Nicole@swimontario.com if that is not the case.

Official List page – Remove / Deceased Button

Remove (Deceased/Suspended) Officials features

- Once an official is selected these buttons are active.

- A COA can "remove" an official from their list without deleting the account from the Swimming Canada registration system.
  - Select the official(s). Click **Remove Officials** button. There is no "are you sure".
  - To retrieve the removed account you will need to use the Migrate to Current Season feature. Or if a new account, not sure how to retrieve (working on this).
  - The COA can also remove an official one by one using

- A COA can also mark an official deceased (this does not delete the account but ensures email notifications are no longer active for this account.

Official List page – Send Login Info Button

Send Email / Send Login Info

Official List

2022-2023	--All Certification Level--	- Select Your Status ▾	**Apply Filters**

Add Official	Status Change	Export	Send Email	Send Login Info	Add Official Certification Details
Remove Officials	Deceased	Suspended	Migrate to Current Season	Generate Invoice	Invoice List

- Once officials are selected these buttons are active.

- Send Login Info (username / password)

  - Select Official(s). Click **Send Login Info** button.

  - Pop-up window to confirm the officials.

  - Email sent from notifications@swimming.ca

- Send Email

  - Select Official(s). Click **Send Email** button.

HINT: For one official, Use the one-click link if official is not receiving emails from the system.

Official List page – Send Email Button

Send Email Page

Official List page – Export Button

Export feature
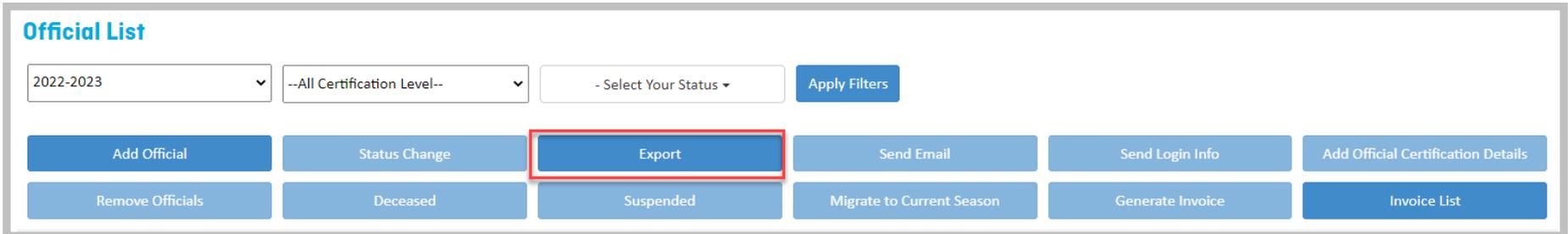
- This feature will export to excel spreadsheet the entire profile information for each of the officials listed on the page.

- You can filter first and then do an export for certain officials.

- It will include all clinics details, deck sign-off details, certification details.

Official List page – Status Change Button

Status Change Feature

- If an official is no longer officiating (inactive), the COA can change their status.
- The official's information will remain in the system and the COA can change the status at anytime.
  1. Select the official to enable the **Status Change** button.
  2. Click on Status Change button.

NOTE: Try not to use this feature for officials on an invoice with status PSO Pending or Account Pending as it will revert them to back to status Invoice Pending. We have reported the bug and having this fixed. Only go from Invoice Pending to Inactive or Inactive to Active (which will change the status back to whatever it was before inactive). Sorry – this is complicated.

Official List page – Status Change Button

Status Change Page

- If an official is no longer officiating (inactive), the COA can change their status.
- The official's information will remain in the system and the COA can change the status at anytime.
  1. Select the official to enable the **Status Change** button.
  2. Click on Status Change button.
  3. A pop up window will appear.
     - Verify the list of officials selected.
     - Select inactive status.
     - Click Save.
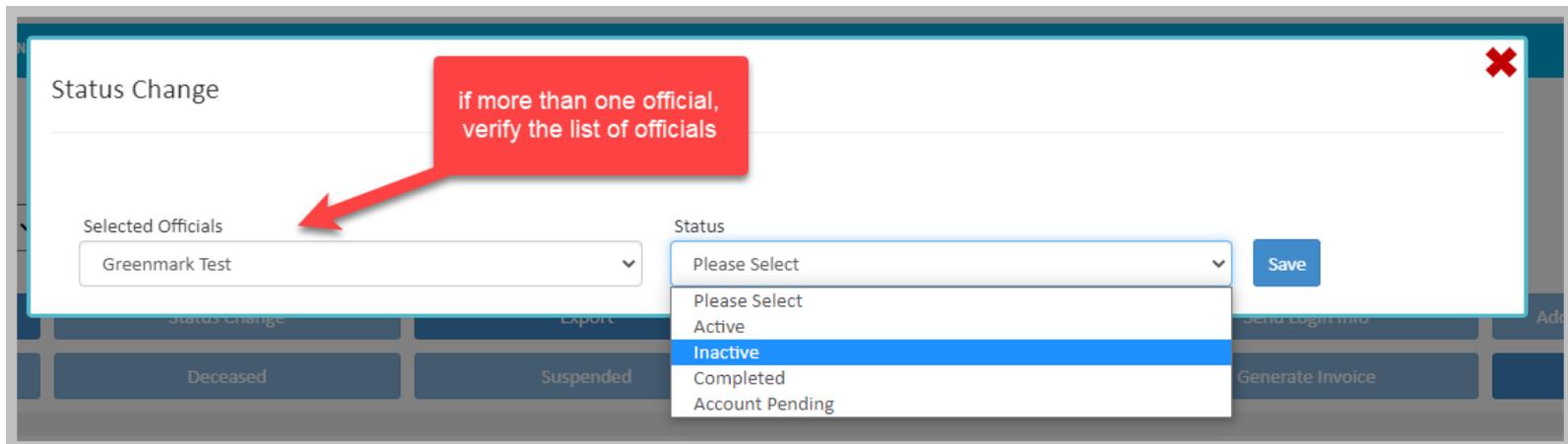
Official List page - Add Official Certification Details Button

Add Official Certification Details feature (club officials only)
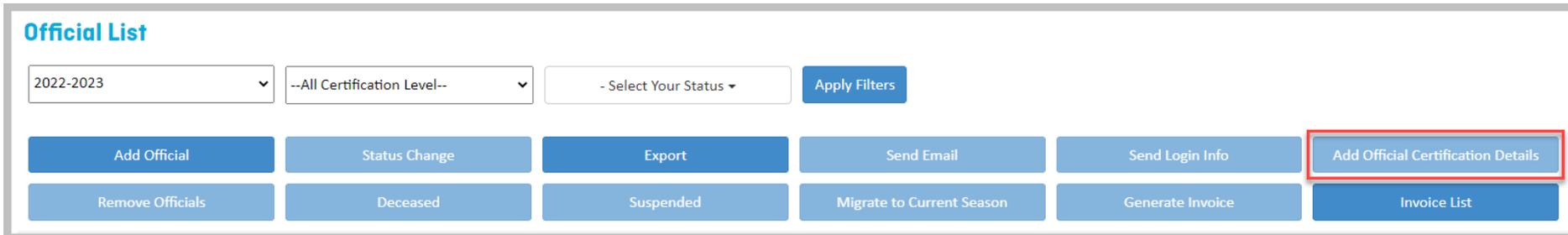
- This feature has changed also. The COA can no longer add clinic details for officials from other clubs unless they utilize the LMS.

- The COA can select multiple club officials and
    - add a clinic details, or
    - Add certification level details, or
    - Open water clinic details

NOTE: Deck sign-offs (on-deck evaluations) cannot be added in bulk. They must be added individually using the "Edit" button –

Official List page - Add Official Certification Details Button

Add Official Certification Details page (club officials only)

- Select the officials from the club that attended a clinic.

- Click **Add Official Certification Details** button

- A pop up window appears.
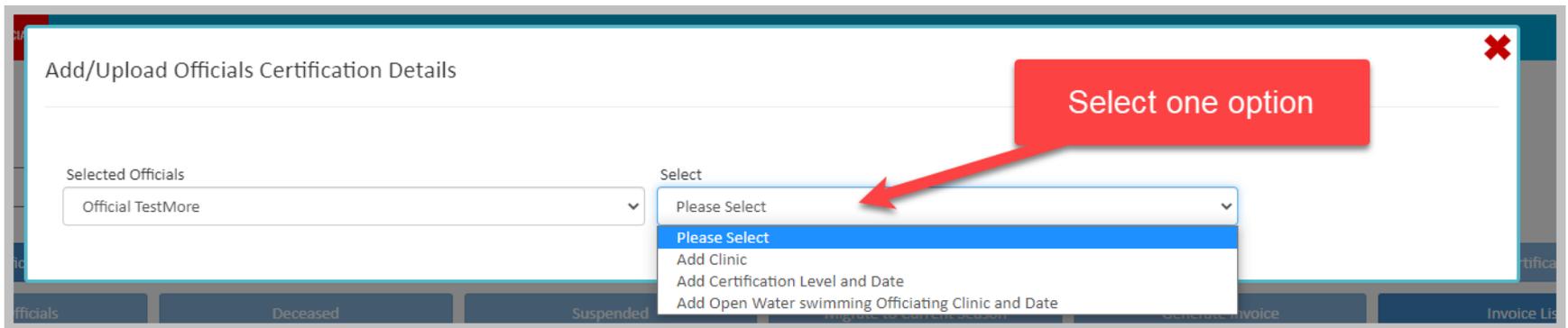
- Select one option and the pop-up window expands
    - Add clinic
    - Add Certification Level and Date
    - Add Open water Swimming Officiating Clinic and Date

Official List page - Add Official Certification Details Button

Add Official Certification Details – Add Clinic Details

- Enter ALL details.

- Click SAVE button.

NOTE: When adding a clinic, the list of clinics are in French. This has been reported and should be fixed soon.

Official List page - Add Official Certification Details Button

Add Official Certification Details – Add Certification Level Details

- Enter ALL details.

- Click SAVE button.

HINT: this is a great feature when a whole bunch of officials just took the Intro & Safety Clinic.

Enter the 2 clinic details and then enter their Level 1 certification details. – All the same date!

Official List page – Edit Button

Add Officiating Details – Edit feature

- The COA can access each official profile to add clinics, deck evaluations or certification levels using the Edit button.

- **This is the only way to add on-deck evaluations (sign-offs) for each official.**

- Whenever a change is made to the official profile, the COA MUST click SAVE button at the top or bottom of the main profile page.
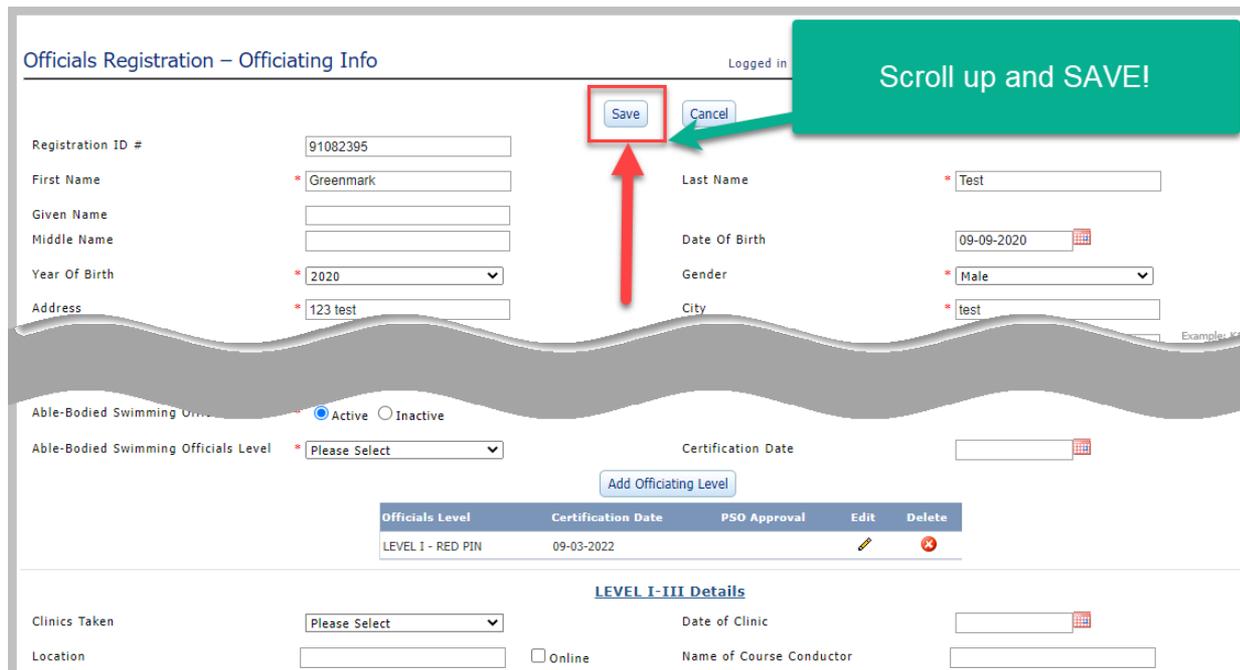
IMPORTANT: **Data will be LOST if the COA does not click SAVE.**

Official List page – Edit Button

Certification Level – Edit feature

- Click on "pencil" for an official

- To add a certification Level, scroll down a little, Select Able-Bodied

  Swimming Officials Level

  - Select the Level of Certification to be added
  - **Select Certification Date**
  - Click "Add Officiating Level"
  - Click "SAVE" at the top of the official profile

REMINDER: Always click SAVE after any modifications.
Data will be lost if this step is not performed

- To modify a certification date click on "pencil" by certification level in edit menu for official

Official List page – Edit Button

Clinics – Edit feature

- Click on "pencil" for an official

- To add a clinic, scroll down a little, under Level I-III details
  1. Select the Clinic to be added
  2. **Select Date the clinic was taken**
  3. Enter Location & Course conductor (instructor)
  4. Click **Add Clinic** button
  - **Click "SAVE" at the top of the official profile**

REMINDER: You can add deck evaluations here if necessary.

Official List page – Edit Button

Deck Evaluations – Edit feature

- Click on "pencil" for an official

- To add a deck evaluations (sign-offs), scroll down a little, under Level I-III details

  1. Click on pencil by the clinic
  2. **Add the details of the sign-off**
  3. Click **Update Clinic** button
  - **Click "SAVE" at the top of the official profile**

Official List page – Edit Button

Add Officiating Details – Edit feature

- Click on "pencil" for an official

- To add a deck evaluations (sign-offs), scroll down a little, under Level I-III details

  1. Click on pencil by the clinic
  2. **Add the details of the sign-off**
  3. Click **Update Clinic** button
  - **Click "SAVE" at the top of the official profile**

LEVEL I-III Details

Clinics Taken	Introduction to Swimming O ▾	Date of Clinic 09-03-2022
Location	Zoom ☐ Online	Name of Course Conductor Nicole Parent

Deck Evaluations Completed

Deck Evaluation #1		Deck Evaluation #2	
Date	09-03-2022	Date	
Meet	Test	Meet	
Name of Evaluator	Nicole Parent	Name of Evaluator	

② ③ Update Clinic Cancel

Official List Page – Generate Invoice Button

Generate Invoice feature

1. Select Officials with status "Invoice Pending" that you wish to register
2. Click on **Generate Invoice** button
3. A window will pop-up with the Invoice
   - Print, Create PDF or Close Invoice window
- Officials Status will change to PSO Pending
  - this means that Swim Ontario is waiting on payment from the club for this invoice.
- An auto-generated email will be sent to the officials with login details asking them to complete their registration process

Official List Page – Generate Invoice Button

Club Invoice

- [Payment instructions](#)

- The Invoice Number is here

- You can print or create a PDF of this invoice

- Please note

Swim Ontario Officials Invoice

Invoice #:SWIMON5000019
Date:08/06/2015

Officials Registration ON
Suite 206,3 Concorde Gate
Toronto, Ontario
M3C 3N7
Club Officials Administrators: COA SwimOntario
Email: coa@swimontario.com
Phone:

SEND PAYMENT TO
Swim Ontario
3 Concord Gate, Suite 206
Toronto,Ontario
M3C 3N7

Contact Info
Nicole Parent
nicole@swimontario.com
416-426-7220

Level	Quantity	Fee	Tax amount	Total Fee
LEVEL I - RED PIN	2	$0.02	$0.00	$0.02
LEVEL II - WHITE PIN	1	$0.01	$0.00	$0.01
LEVEL III,IV,V-PENDING	1	$0.01	$0.00	$0.01
Total	**4**	**$0.04**	**$0.00**	**$0.04**

Make cheques payable to"Swim Ontario"

Level	Official Name	Fee	Tax	Cost
LEVEL I - RED PIN	Official1 Swim	$0.01	$0.00	$0.01
LEVEL II - WHITE PIN	Official2 Swim	$0.01	$0.00	$0.01
LEVEL III,IV,V-PENDING	Official3 Swim	$0.01	$0.00	$0.01
LEVEL I - RED PIN	Official5 Swim	$0.01	$0.00	$0.01
			Total	**$0.04**

[Close] [Print invoice] [Create PDF]

Registrations on this Invoice are not effective until this invoice has been paid in full

Official List Page – Generate Invoice Button

Auto Generated Officials Email with Generate Invoice

- An auto-generated email is sent to the official when their status changes to PSO Pending

- The email the official will receive will be from notifications@swimming.ca

- They will get several emails from notfications@swimming.ca for the various accounts they will have on the RTR system.

- The official can now login and update their contact information and execute all documents.

- They should change their username and password

- Once this is completed you will see a green checkmark that their account is now updated.

- Share this document with your officials: Account Access & Signing Documents instructions for officials (same as 2022-23).

Official List Page – Generate Invoice Button
Auto Generated Officials Email with Generate Invoice
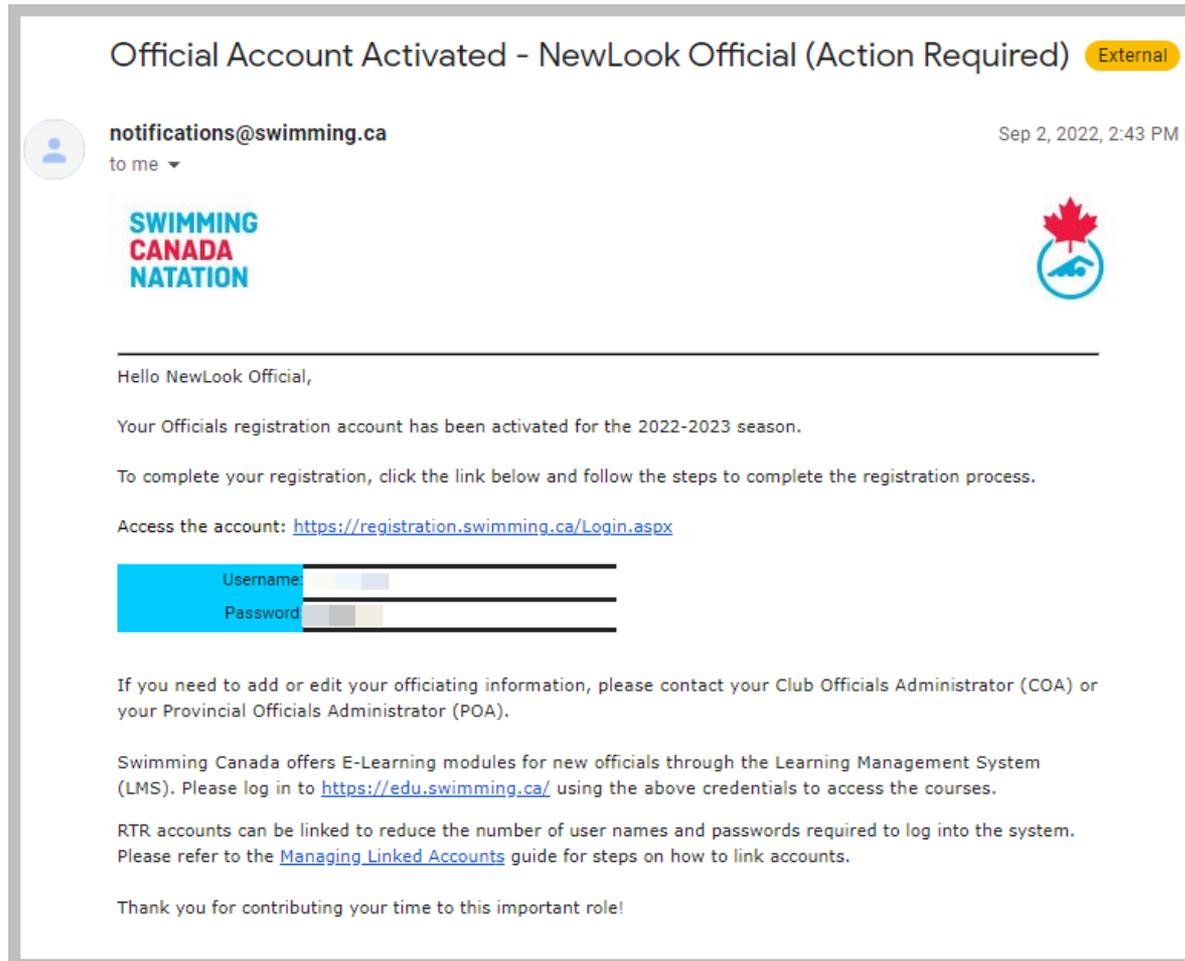
Official List Page – Invoice List Button

Invoice List feature and page

Official List

| 2022-2023 ▾ | --All Certification Level-- ▾ | - Select Your Status ▾ | **Apply Filters** |

| **Add Official** | **Status Change** | **Export** | **Send Email** | **Send Login Info** | **Add Official Certification Details** |
| **Remove Officials** | **Deceased** | **Suspended** | **Migrate to Current Season** | **Generate Invoice** | **Invoice List** |

1. To view invoices generated or see the status click on **Invoice List** button

2. The COA can view/print unpaid invoices, paid invoices

Official Invoices

| Season: | Club: | Status: | |
| 2022-2023 ▾ | Officials Registration ON ▾ | Pending ▾ | **Apply Filters** |

Remove Invoice(s)   **Export** ← Export to spreadsheet list of invoices

Click on Edit button to remove officials from an invoice

☐	Date	Invoice No	Club	Amount	Paid	Due	Status	Action	Account Updated	Account Info
☐	Sep 06 2022	SWIMON5006178	ORON	$22.60	$0.00	$22.60	Pending	✏		View

Click on invoice number to view / print invoice

See who has completed their registration

8/3/2023

ON

Registration & Payment of Invoices Procedure

Officials

Official Registration

Before Generating an Invoice

The PIPEDA consent forms are no longer a requirement for registration due to updated not-for-profit privacy laws.

See Swimming Canada Use of Personal Information -
http://swimontario.com/uploads/Clubs/Club%20Operations/Forms/2020-2021/SCPrivacyInformation.pdf

Club will need to collect basic contact information before registration can begin.
Swim Ontario has created an online form to help clubs collect information required for registration (contact information and screening documents for Level 4&5 officials)
COAs interested in participating in this form of collection can contact
nicole@Swimontario.com for details or complete the Club Sign Form

Official Registration

Before Generating an Invoice

- Update email addresses, certification level and deck evals if needed
- Requests Officials Transfers
- Add New Officials – use option 2
- New registrants that have taken the Level I Clinics - Intro to Swim Officiating and Safety Marshal - must be registered.

Official Registration

Before Generating an Invoice

- Level 4 & 5 officials will need to provide a ***Criminal Record Check (CRC)*** or Offence Declaration Form by following the Club's Procedures for submission.
  - The Swim Ontario Screening Requirement Procedure has recently been updated. Level 4/5 officials are required to provide a CRC every 3 years. The Procedure can be found here
- A template letter to provide to officials is available upon request from Swim Ontario
- Status of officials that are NOT returning (inactive) must be changed to Inactive

Official Registration

Generating an Invoice

- To begin the registration process, the COA needs to select officials that are ready to be registered (preferably more than one on an invoice) and generate an invoice.
- An auto-generated email will be sent to each official on the invoice asking them to complete their official registration. Most will have received a similar email for their swimmer(s). This can be confusing for them.
- Some officials will see their associated official account from their swimmer account.

Official Registration

Generating an Invoice

- All officials will be required to execute the following consent forms within two weeks of attending an in-person clinic or officiating on deck
  - Acknowledgement and Assumption of Risk
  - Swim Ontario Code of Conduct and Concussion Management Procedures Acknowledgments (Rowan's Law requirements)
- These consent forms will be completed and tracked on the Registration system (RTR).
- **Instructions for the Official HERE (same as 2022-23)**

Official Registration

Register new official

1. When an official attends or takes the online modules for Level I Clinic / Intro to Swim Officiating, the Club will need to register them.

2. Clubs will need to collect at minimum

   - Full name

   - Email address

   - Gender

These can be collected via the Swim Ontario Online Official Registration Form

Clubs can signup for this features at link - Club Sign Form

Official Invoice Payment Procedure

1. All Officials invoices are payable to Swim Ontario.
2. Payment is within two weeks of officials taking a clinic or working on deck at a competition
3. Payment can be by cheque, credit card or e-transfers (see next slide for procedures).
4. Contact your Clubs treasurer to determine best method of payment.
5. Officials registration is ongoing through the season.
6. The registration is valid until August 31 of each year.

Official Invoice Payment Procedure

Credit Card Payment Procedure

- All credit card payments will have a 2.5% charge added to total amount owing.

- Clubs may choose to have a credit card on file for payments of invoices.
  - Email nicole@swimontario.com for instructions on setting up a credit card on file or to make a one time credit card payment.
  - Do not send credit card numbers by email.

- Accepted credit cards are Visa and MasterCard.

- Swim Ontario will not process a payment until an email is sent authorizing the use of credit card for payment of an invoice.
  - Email nicole@swimontario.com to authorize payment.
  - Email should indicate the CLUB, Invoice number and last four digits of credit card to use for payment.

Official Invoice Payment Procedure

E-transfer Payment Procedure
- Send e-transfers to etransfers@swimontario.com
- No code necessary – auto-deposited.
- Memo: *Payment for invoice number / club name*

Cheque Payment Procedure
- Make cheque payable to Swim Ontario
- Send to 1 Concorde Gate Suite 200B, Toronto, ON M3C 3N6

Club Officials Administrator Account

What's next?

- Once payment has been processed, the official that was PSO Pending will now be Active if all consent forms/questions completed and contact information SAVED
  - Otherwise they will be Account Pending if not completed.
- When the official is fully registered a registration date will be shown.
- Once a registered official has completed a clinic, deck evaluations or requirements for certification, the COA can update their officiating profile.

Thank you for all your efforts with the registration and management of officials accounts and profiles.
Please use the support feature with your questions and feedback.