Swimming Canada & Swim Ontario
Learning Management System
Club Officials Administrator User Guide
2024-2025

Small updates November 18, 2024

Table of Contents

Resources for Officials

- **Official User Guide for 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.

Getting Started

As of November 18, 2024

Now that the RTR is no longer operational and Swimming Canada has shifted to the REMS (Registration and Event Management System), COAs will experience a few hiccups to login to the Admin side of the LMS.

Until further notice,

- **If you are lucky, COAs that had active accounts in the RTR for the 2023-2024 season** can continue to access the Admin LMS using their "old" RTR unsername and password.
  - This will be different from a "new" username and password for the REMS
  - Click on the LMS Admin Sign-In page - https://edu.swimming.ca/admin/index.php
    - Note: Forgot Password won't work
  - **If your old account doesn't work any longer or you are new, complete the online form to get an LMS Admin user account - https://form.jotform.com/242766619030053**

LMS Admin Accounts Login URL - https://edu.swimming.ca/admin/index.php

Successfully logging into the site presents you with the following dropdown menu at the top right.
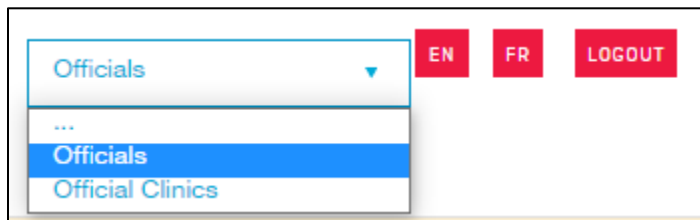
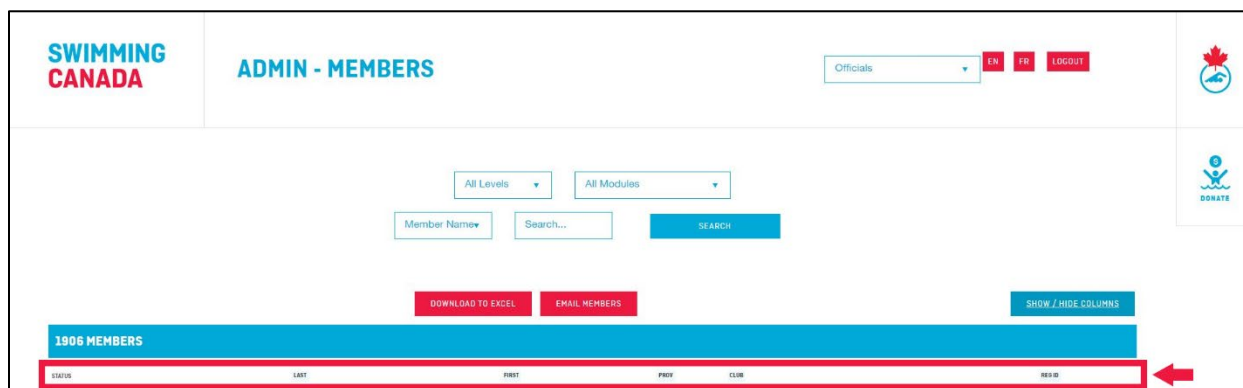From this menu, you can select from the following options:

- 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.

*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:

An official must have an account on the REMS and have status Active (registered) to access the e-modules and sign-up for clinics through the LMS. Once they are registered and active you can provide them with the *Official User Guide for the LMS* **which has been updated for 2024-25.**

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

01	COA Add Clinic	• Enter all relevant information • Can be done retroactively • Any changes may need to be sent to Swim Ontario
02	Swim Ontario Approval	• Swim Ontario ensures the instructors / evaluators are of appropriate qualifications • Dates and duration make sense
03	Official Sign-up	• Officials can sign-up for clinics once they have an Status Active REMS account • COAs and instructors can add officials to the clinic
04	COA Attendance	• COA can mark attendance and if the clinic is a refresher
05	COA sends to the REMS	• The last step is to send the information to REMS (beginning no earlier than September 17) • This will send a notice for approval for the COA inthe REMS (more details to come)

- 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 Swim Ontario, officials can register (signup) for these clinics as long as they have a REMS account and have registration status: Active.

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

- This will in turn update the official REMS account with the required information and may require an approval by the COA. No COA approval needed

- All clinics must be managed through the LMS. Including Club only clinics.

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

  - They can only have "Active" status under the current season to access the site through their REMS account.

Logging into the LMS for officials

- When you want to access the LMS you must login to your REMS account. Officials can only have access to the LMS once they are registered and have updated their information (status Active).
- They access the LMS through their REMS account

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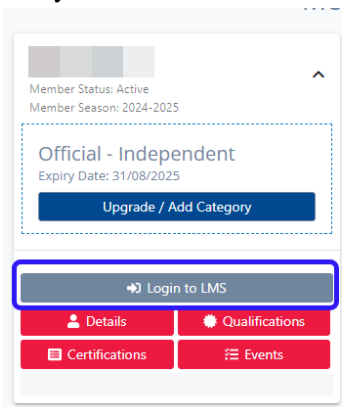
Adding a NEW CLINIC & MANAGEMENT of CLINICS

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

2. Select "Official Clinics" at top right

3. Click on "NEW CLINIC"

Learning Management System – Club Admin User Guide
2024-2025

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

6. Click SAVE and review content.

7. Click SUBMIT FOR APPROVAL WHEN DONE

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 PSO

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

9. Approval Email

10. You will get notification when officials register for the clinic
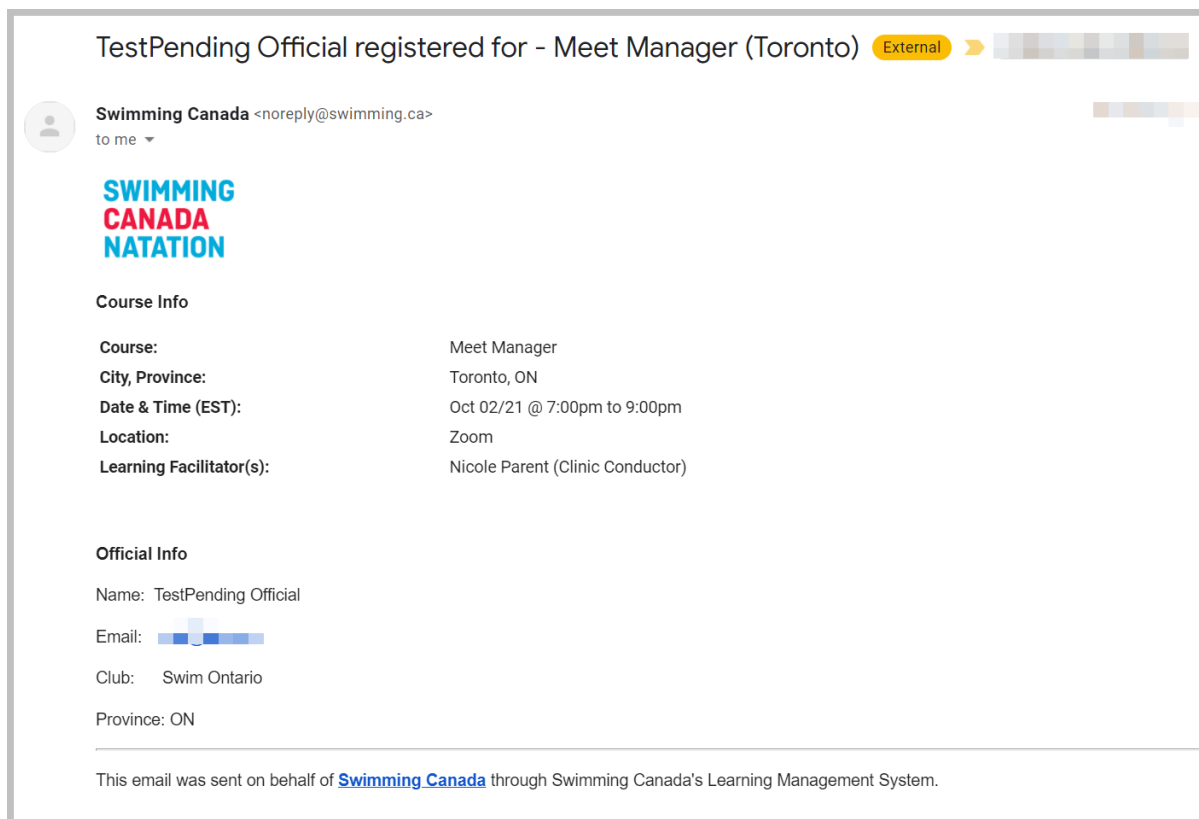
11. To view and email registrants, click on the number under # REGISTERED

    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

16. Once satisfied, Click MARK FOR SUBMISSION TO REMS (beginning Sept. 17) –

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

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 →

DOWNLOAD TO EXCEL   EMAIL MEMBERS

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

Approving a Clinic (ROR/POA/PSO)

<mark>Currently only PSO account is active for LMS Admin and approvals.</mark>

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