



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

Small updates November 18, 2024



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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.

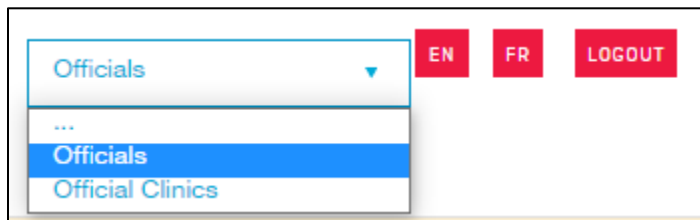
Until further notice,

- **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 username 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:

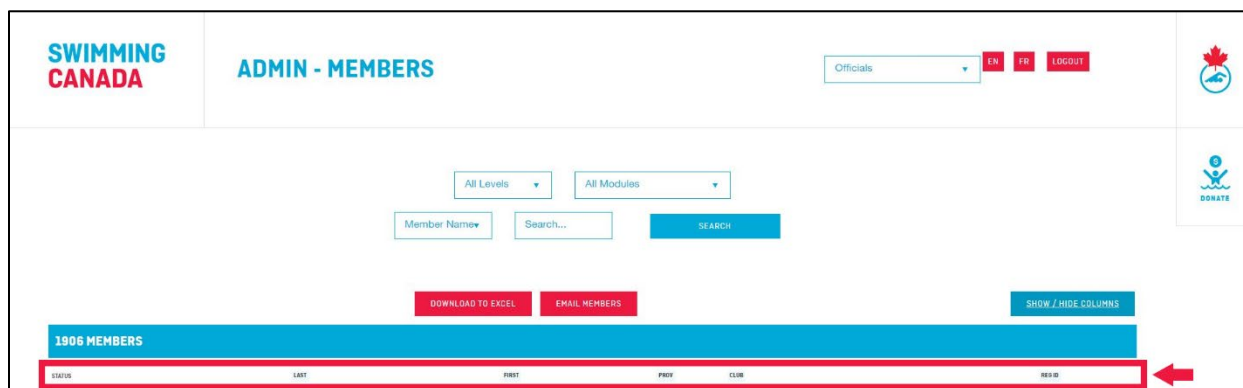
- Officials
- Officials Clinics

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.

You are viewing recent and upcoming clinics. [Click here to view all](#)

☐ Include Registrants?

0 CLINICS

# REGISTERED	CITY	CLUB	MODULES	DATE	COST	MIN	MAX	FACILITATOR	CONTACT	PDF	EMAIL	WSD APPROVED?
--------------	------	------	---------	------	------	-----	-----	-------------	---------	-----	-------	---------------

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.

The screenshot shows the 'ADMIN - MEMBERS' page. At the top left is the 'SWIMMING CANADA' logo. To its right is the page title 'ADMIN - MEMBERS'. On the top right, there is a language dropdown set to 'Officials', and buttons for 'EN', 'FR', and 'LOGOUT'. Below these are three filter dropdowns: 'SNC', 'All Levels', and 'All Modules'. Underneath are input fields for 'Member Name' and 'Search...', followed by a 'SEARCH' button. At the bottom, there are two red buttons: 'DOWNLOAD TO EXCEL' and 'EMAIL MEMBERS'. A red arrow points to the 'DOWNLOAD TO EXCEL' button. To the right of these buttons is a 'SHOW / HIDE COLUMNS' button.

Email Members

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

This screenshot is identical to the one above, showing the 'ADMIN - MEMBERS' page. In this instance, a red arrow points to the 'EMAIL MEMBERS' button.

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

The screenshot shows a modal window titled 'EMAIL MEMBERS'. It contains a form for sending an email. The 'From' field is pre-filled with 'testemail@swimming.ca'. The 'To' field shows '87 Members'. The 'CC' field has a plus sign for adding more recipients. The 'Subject' field is empty. The 'Message' field has a rich text editor with bold, italic, and other formatting options. Below the message field is an 'Attachment(s)' section with a plus sign. At the bottom right are 'CLOSE' and 'SEND' buttons.



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.

The screenshot shows the 'ADMIN - MEMBERS' interface. At the top left is the 'SWIMMING CANADA' logo. To its right is the 'ADMIN - MEMBERS' title. On the far right, there's a language dropdown set to 'EN', and buttons for 'FR' and 'LOGOUT'. Below these are filter dropdowns for 'All Levels' and 'All Modules'. A 'Search...' text box is located below the 'All Levels' dropdown. To the left of the search box is a 'Member Name' dropdown. To the right is a 'SEARCH' button. At the bottom, there are buttons for 'DOWNLOAD TO EXCEL', 'EMAIL MEMBERS', and 'SHOW / HIDE COLUMNS'. Red arrows highlight the 'All Levels' and 'All Modules' dropdowns, the 'Search...' box, and the 'EMAIL MEMBERS' button.

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	<ul style="list-style-type: none">Enter all relevant informationCan be done retroactivelyAny changes may need to be sent to Swim Ontario
02	Swim Ontario Approval	<ul style="list-style-type: none">Swim Ontario ensures the instructors / evaluators are of appropriate qualificationsDates and duration make sense
03	Official Sign-up	<ul style="list-style-type: none">Officials can sign-up for clinics once they have an Status Active REMS accountCOAs and instructors can add officials to the clinic
04	COA Attendance	<ul style="list-style-type: none">COA can mark attendance and if the clinic is a refresher
05	COA sends to the REMS	<ul style="list-style-type: none">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)



[Intro](#)

[Adding a Clinic - COA \(and PSO\)](#)

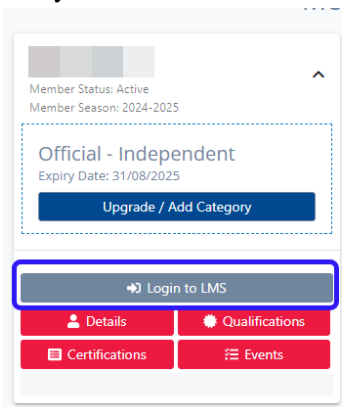
[Manage My Clinics - Instructor](#)

[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 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





Adding a NEW CLINIC & MANAGEMENT of CLINICS

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

SWIMMING CANADA ADMIN - LOGIN

Username

Password

SIGN IN

2. Select “Official Clinics” at top right

SWIMMING CANADA ADMIN - OFFICIALS

Officials

Official Clinics

EN FR LOGOUT

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 Name SEARCH

DOWNLOAD CLINICS Include Registrants?

1 CLINICS

NEW CLINIC

	# 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 2021 @ 7:34pm to Sep 2021 @ 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)

The screenshot shows the 'ADMIN - CLINIC' form in the Swimming Canada system. The form is titled 'ADMIN - CLINIC' and has a language dropdown set to 'EN'. The form fields are as follows:

- *This clinic is open to: Club
- *Delivery Type: In-person Workshop
- *Clinic Province: ON
- *Clinic City: (empty)
- *Host Club or Organization: Officials Registration ON
- *Clinic Region: select one
- *Clinic Name: Select
- *Clinic Date(s): Day 1: Start: (empty) End: (empty)
- Clinic Registration Dates: Start: 2021/09/26 15:20 End: (empty)
- *Clinic Location: (empty)
- Clinic Address: (empty)
- *Clinic Conductor(s): Search for Lastname or email: (empty) 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, nicole@swimontario.com (OFFICIAL)

*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): 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: Official Registration ON

*Clinic Region: ON - Swim Ontario

*Clinic Name: CF - Meet Manager

*Clinic Dates: Bar 1: 2021/10/02 19:00 End: 2021/10/02 21:00 Bar 2: End: Clinic Registration Dates: Start: 2021/09/28 19:00 End: 2021/10/01 19:00

*Clinic Location: Zoom

Clinic Address:

Nicole Parent Clinic Conductor

*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): Choose File No file chosen Meet Manager Clinic - 1SEP2020 - q.pdf delete document

Clinic Cancelled? ☐ Yes

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.

- RED Highlight is cancelled clinic
- BLUE Highlight is waiting for approval from PSO



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

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?

2 CLINICS [NEW CLINIC](#)

	# REGISTERED	CITY	CLUB	MODULE(S)	DATE	MIN	MAX	CLINIC CONDUCTOR	CONTACT	PDF	EMAIL	APPROVED?
EDIT	0	Toronto	Officials Registration CN	Intro to Officiating (Timekeeper)	Sep 2021 @ 7:30pm to Sep 2021 @ 10:00pm	3	3	Nicole Parent Nicole Parent	Nicole Parent	-		✓
EDIT	0	Toronto	Officials Registration CN	Meet Manager	Oct 2021 @ 7:00pm to Oct 2021 @ 9:00pm	3	10	Nicole Parent	Nicole Parent	File 1		-

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?

2 CLINICS [NEW CLINIC](#)

	# REGISTERED	CITY	CLUB	MODULE(S)	DATE	MIN	MAX	CLINIC CONDUCTOR	CONTACT	PDF	EMAIL	APPROVED?
EDIT	0	Toronto	Officials Registration CN	Intro to Officiating (Timekeeper)	Sep 2021 @ 7:30pm to Sep 2021 @ 10:00pm	3	3	Nicole Parent Nicole Parent	Nicole Parent	-		✓
EDIT	1	Toronto	Officials Registration CN	Meet Manager	Oct 2021 @ 7:00pm to Oct 2021 @ 9:00pm	3	10	Nicole Parent	Nicole Parent	File 1		✓

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>

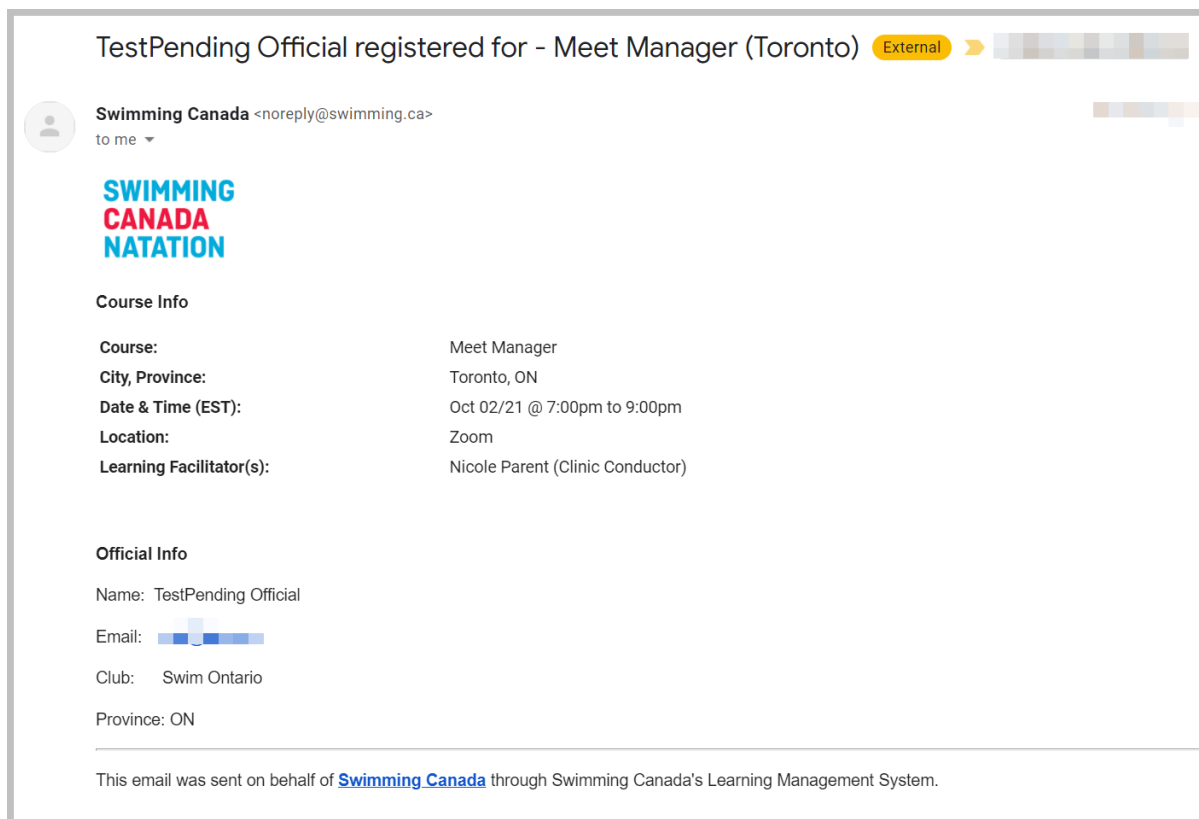
Clinic registration is now open.

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



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 **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?

2 CLINICS NEW CLINIC

	# 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 @ 7:30pm to Sep 30/21 @ 10:00pm	3	3	Nicole Parent Nicole Parent	Nicole Parent	-		✓
EDIT	1	Toronto	Officials Registration ON	Meet Manager	Oct 2/21 @ 7:00pm to Oct 2/21 @ 9:00pm	3	10	Nicole Parent	Nicole Parent	File 1		✓

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

- Indicate those that attended.
- Indicate if refresher.

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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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/PSA/PROVINCE



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 TO ADD THEM TO THIS SYSTEM:

- [Member Name]
- [Member Name]

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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 12	<input type="checkbox"/>	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 14

COMPLETE CLINIC AND MARK FOR SUBMISSION TO COA/RDA/PDA/PROVINCE 15



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

SWIMMING CANADA ADMIN - OFFICIALS

Officials EN FR LOGOUT

<< BACK

DOWNLOAD TO EXCEL EMAIL MEMBERS

2 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	Merge?	LAST SYNC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QUALIFIED Level 1	Official	Test Pending	Sep 1/02 (age:19)	30/09/2021		Swim Ontario	<input type="button" value="MOVE"/>	30/09/2021
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QUALIFIED Level 5	Taylor	Lindsay	Sep 1/47 (age:74)	29/09/2021		Swim Ontario	<input type="button" value="MOVE"/>	30/09/2021

This clinic was marked for approval on Sep 29/21

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

SAVE CLINIC ATTENDEES MARK FOR SUBMISSION TO RTR 16

☐ Already submitted?

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

Meet Manager (Toronto) submitted to RTR External

Swimming Canada <noreply@swimming.ca>
to education, me

SWIMMING CANADA NATATION

The following course has now been submitted 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 least 24 hours to appear in the RTR.

Thank you.

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



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

CLINICS

WELCOME STATUS CLINICS SESSION RESOURCES PROFILE LOGOUT

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

SWIMMING CANADA

CLINICS

WELCOME STATUS CLINICS SESSION RESOURCES PROFILE DEVELOPER DOCUMENTS EVALUATIONS LOGOUT

EN FR

You are viewing recent and upcoming clinics. [click here to view all](#)

☐ All Clinics ☒ My Clinics

Ontario All Clinics 2021

CITY	CLINIC	DATE & TIME	LOCATION	COST	FACILITATOR	CONTACT	CONTACT EMAIL	NOTES	MANAGE
Toronto	★ Starter EN	Sep 30/21 @ 7:00pm to 7:30pm (EST)	Zoom	-	Nicole Parent	Nicole Parent	✉	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	✉	DETAILS	MANAGE REGISTRANTS ➡
Toronto	★ Meet Manager EN	Oct 02/21 @ 7:00pm to 9:00pm (EST)	Zoom	-	Nicole Parent	Nicole Parent	✉	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

ADMIN - ADD MEMBER

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

CLICK THE MEMBER TO ADD THEM TO THIS SYSTEM:

- [Member Name]
- [Member Name]

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
x	5		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.

6

SAVE CLINIC ATTENDEES



Approving a Clinic (ROR/POA/PSO)

Currently only PSO account is active for LMS Admin and approvals.

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

You are viewing recent and upcoming clinics. [Click here to view all](#)

☐ Include Registrants?

2 CLINICS

	# REGISTERED	CITY	CLUB	MODULE(S)	DATE	MIN	MAX	CLINIC CONDUCTOR	CONTACT	PDF	EMAIL	APPROVED?
<input type="button" value="EDIT"/>	0	Toronto	Officials Registration CN	Intro to Officiating (Timekeeper)	Sep 2021 @ 7:34pm to Sep 2021 @ 10:00pm	3	3	Nicole Parent, Nicole Parent	Nicole Parent	-		<input checked="" type="checkbox"/>
<input type="button" value="EDIT"/> 3	0	Toronto	Officials Registration CN	Meet Manager	Oct 2021 @ 7:00pm to Oct 2021 @ 9:00pm	3	10	Nicole Parent	Nicole Parent	<input type="button" value="File 1"/>		<input type="checkbox"/>

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)

Clinic Cancelled? ☐

Clinic used for advancement purpose? ☐ Yes

Notes to participants:

Course Approval: ☒ Approved 5

6

* required