

2025-2026 Setup - REVISED NOV 10 - MEET INVOICING & DECK LOGS SETUP



SECTION 7: ADMINISTRATOR ACCOUNTS

7.1 Creating Administrator Accounts

There is an admin login page for administrators. Registrants log in on a separate page.

Admin Login URL: <https://swimming.canada.sportsmanager.ie/maint.php>. Administrators log in using their Username or Email Address and Password.

Admin Account Login

There is no specific function within REMS to send a reset link for an administrator account. You can force a reset password by just using the Forgot Password function on the login screen. When you create a new admin account, this is an easy way to notify the new administrator that their account has been created and force them to create a new password for their account.

7.1.1 Resetting Admin Account Password

Administrators can reset their own password using the Forgot Password function on the login screen. To reset the password, the administrator must enter the **Username** (not email address). If the account exists, a link will be sent to the email address associated with the Username.



Note: there is currently no way to define a template for admin accounts in REMS. You will need to add each admin account and define the specific functions that the user can access individually. This feature will be available next season.

7.1.2 Admin account requirements

To create an admin account, you need the following information:

- a. Parent –Club name for club administrator accounts
- b. Username - see Admin account naming recommendations below
- c. Email address
- d. Password – make up a password

7.1.3 Admin account names (usernames)

Admin account names (username):

- a. Are not case sensitive
- b. NO spaces
- c. Must be unique
 - if someone is an admin for more than one club, they will need different usernames for each admin account but the email address can be the same
- d. Are used in the Forgot Password function for Admin accounts (not email address)

*When creating accounts for other roles within the REMS, we **highly** recommend that clubs use the pattern below for their usernames: Enter this pattern in the field “Name” (no spaces permitted)*

- Club Registrar: **REG_fullname_CLUBCODE**
 - Club Administrator: **ADMIN_fullname_CLUBCODE** (same settings as Club registrar)
 - Team Manager: **TM_fullname_CLUBCODE** (same settings as Meet Manager)
 - Meet Manager: **MM_fullname_CLUBCODE**
 - Club Official Administrator: **COA_fullname_CLUBCODE**
 - Treasurer: **TR_fullname_CLUBCODE**
-

The above pattern is very important to ensure that the people in the specific admin roles receive the appropriate communications. If a person has multiple admin roles, please include those roles in the username (example - COA_MM_fullname_CLUBCODE)



7.1.4 Create Club Admin Account

To create Club admin accounts, the parent will be Club name for club administrator accounts (name at the top of the list when you click Add. You will receive a warning if the password is too weak.

Add/Edit Club Admin Account



Parent: Swimming Province Swimming Club

Name: Swimming Province
Swimming Province Swimming Club

Email Address:

☐ Reset Email

Password:

Confirm Password:

Once you have created the account, you need to assign the menu items that the admin account has access to. By default, if you do not choose specific menu items, the admin will have access to everything available at the Club level. We recommend that you refer to the guides provided below to setup Club admin accounts and only turn on the options recommended.



Once you have created the admin account, turn on the specific menu. Recommendations for the menu items to enable is listed with each account type. If an admin holds more than one function, you can just turn on the options that the administrator needs for both roles rather than creating a second admin account. **If you select nothing in the Manage Menu list, the administrator will have access to all menu options.**

Manage Menus for Club Admin Account



See next pages for the templates...

Do not leave the access selections blank as the default is to allow blanket permission to everything.

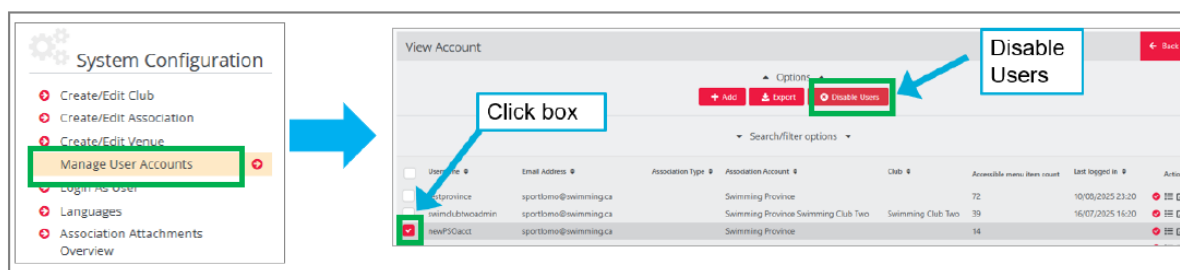
The settings selected for each role are important to follow to not cause errors with the registration process. Having access to everything will cause confusion with the multiple role access. The Club Registrar account settings has all the settings to do all the roles listed below.

6.5 Disable/Enable Admin Account

To disable an admin account without deleting it from the system, use the *Disable Users* function in *Manage User Accounts*.

6.5.1 Disable Admin Account

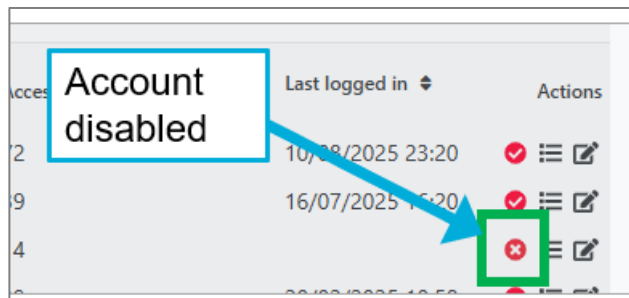
Disable Admin Account





Steps:

- i. Click the checkbox to the left of the admin account name (or use the box at the top to select all). The **Disable Users** button will appear.
- ii. Click Disable Users to disable the account(s).
- iii. Confirm that you want to proceed by clicking **Disable** on the pop-up.
- iv. Under Actions you will see the account has a red “x” indicating that the account is disabled.

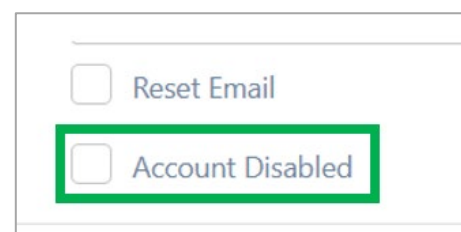
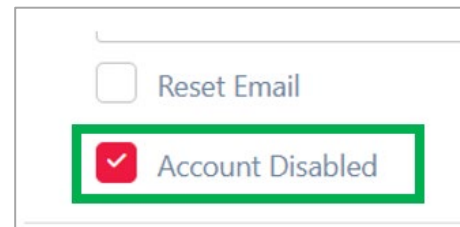


6.5.2 Enable Admin Account

To re-enable a disabled admin account

Steps:

- i. Click the Edit icon for the disabled admin account
- ii. Click the Account Disabled checkbox to uncheck the box
- iii. Click Save





REMS CLUB ADMIN ACCOUNT MENU SETUP

2026-2027 Season



Club Information

- Edit Club Information



Communications

- Notifications
- Notifications History



Registration

- View Registrants
- Payments Received
- Registration
- Approve Members
- Transfers and Affiliation
- Member Accounts
- Public User Accounts
- Invoicing and Fees
- Member Lookup



Membership Setup

- Email Notifications
- Generate Registration Link

Invoicing

- Invoice Payments



Reports

- System Reports



Compliance and Certification

- Credentials
- Member Credentials



Events

- Orders
- Events Purchased
- Attended
- Purchase Events



Meet Management

- Manage My Meets
- Meet Entry
- Meet Invoicing



Settings

- Club Administrators

REMS Club Registrar Menu Layout

REMS Club Registrar Menu Options

Registration

✕ Deselect All

- ☒ Invoicing & Fees (Club)
- ☒ View Registrants
- ☒ Payments Recieved
- ☒ Approve Members
- ☒ Content Pages
- ☒ Member Transfers
- ☒ Start Transfer (Request)
- ☒ Edit Custom Values
- ☒ Registration Invoicing
- ☒ Member Transfers Approve/Reject
- ☒ Request Dual
- ☒ Start Make Payment
- ☒ Registration
- ☒ Group Registration Payment
- ☒ Update Member Account
- ☒ Member Approval
- ☒ Member Export
- ☒ Public User Accounts
- ☒ Member Enquiries

Edit Club Profile

✓ Select All

- ☒ Edit Club Info
- ☐ Role Profiles

Membership Setup

✓ Select All

- ☐ Payment Methods
- ☐ Membership Types
- ☒ Generate Registration Link
- ☒ Email Notifications
- ☐ Custom Fields
- ☐ Member Approval Setting

REMS Club Registrar Menu Options

Items not On home page

✓ Select All

- ☐ Club Profile Types
- ☐ Sub Merchant On Boarding
- ☐ Club Profiles
- ☒ Member Signed Acceptances
- ☒ Member Credentials

Reports

✕ Deselect All

- ☒ Financial Reports

Events

✕ Deselect All

- ☒ Event Orders
- ☒ Purchase Events
- ☒ Event Purchases
- ☒ Event Priority Lists

System Configuration

✓ Select All

- ☒ Child User Menu Options
- ☐ Associations
- ☒ Club Administrators

Notifications

✕ Deselect All

- ☒ Notifications
- ☒ Member Communications

User Account **Required**

- ☒ Main User

User Account **Required**

- ☒ Sub User

Compliance and Certification

✕ Deselect All

- ☒ Credentials
- ☒ Add Member Credentials

Email Configuration

✕ Deselect All

- ☒ emailConfiguration
- ☒ notificationsHistory

REMS Club Registrar Menu Options

Members/Teamsheets ☐ TeamSheetPanels ✓ Select All	Sanctioning ☒ Event Surveys ☒ Surveys ☐ Sanctioning Credentials ✓ Select All	Electronic Game Management ☐ Team Sheets Rosters ☐ Support Staff types ☐ Team Roles ✓ Select All
Member Attendance ☐ Member Attendance ☐ Roster Attendance Details ☐ Event Attendance Sheets ✓ Select All	Meet Management ☒ Upload Meets ☒ Meets ☐ Deck Log Position ☐ Deck Logs ☒ Meet Invoicing ✓ Select All	Invoicing ☒ Invoice Payments ✗ Deselect All

REMS COA Menu Layout

[HOME](#) [HELP](#) [MY ACCOUNT](#) [PRIVACY POLICY](#) [SWITCH TO FRANÇAIS-CANADA \(FRENCH\)](#)

Communications

- Notifications
- Notifications History

Registration

- View Registrants
- Payments Received
- Registration
- Approve Members
- Transfers and Affiliation
- Member Accounts
- Public User Accounts
- Member Lookup

Membership Setup

- Payment Methods
- Email Notifications
- Member Approval Settings
- Membership Types
- Generate Registration Link

Reports

- System Reports

Compliance and Certification

- Credentials
- Member Credentials
- Coach Compliance and Official's Certification

Meet Management

- Deck Log Position
- Deck Logs

REMS COA Menu Options

Membership

- ☐ Invoicing & Fees (Club)
- ☒ View Registrants
- ☒ Payments Recieved
- ☒ Approve Members
- ☐ Content Pages
- ☒ Member Transfers
- ☒ Start Transfer (Request)
- ☐ Edit Custom Values
- ☒ Registration Invoicing
- ☒ Member Transfers Approve/Reject
- ☒ Request Dual
- ☒ Start Make Payment
- ☒ Group Registration
- ☒ Group Registration Payment
- ☒ Update Member Account
- ☒ Member Approval
- ☒ Member Export
- ☒ Public User Accounts
- ☒ Member Enquiries

Edit Club Profile

- ☐ Edit Club Info
- ☐ Role Profiles

Membership Setup

- ☒ Payment Methods
- ☒ Membership Types
- ☒ Begin selling
- ☒ Email Notifications
- ☒ Custom Fields
- ☒ Member Approval Setting

REMS COA Menu Options

Items not On home page

✓ Select All

- ☐ Club Profile Types
- ☐ Sub Merchant On Boarding
- ☐ Club Profiles
- ☒ Member Signed Acceptances
- ☒ Member Credentials

Reports

✕ Deselect All

- ☒ Financial Reports

Events

✓ Select All

- ☐ Event Orders
- ☐ Purchase Events
- ☐ Event Purchases
- ☐ Event Priority Lists

System Configuration

✓ Select All

- ☐ Child User Menu Options
- ☐ Associations
- ☐ Club Administrators

Notifications

✕ Deselect All

- ☒ Notifications
- ☒ Member Communications

User Account **Required**

- ☒ Main User

User Account **Required**

- ☒ Sub User

Compliance and Certification

✕ Deselect All

- ☒ Credentials
- ☒ Add Member Credentials

Email Configuration

✕ Deselect All

- ☒ emailConfiguration
- ☒ notificationsHistory

REMS COA Menu Options

Members/Teamsheets

☐ TeamSheetPanels

Sanctioning

- ☐ Event Surveys
- ☐ Surveys
- ☐ Sanctioning Credentials

Electronic Game Management

- ☐ Team Sheets Rosters
- ☐ Support Staff types
- ☐ Team Roles

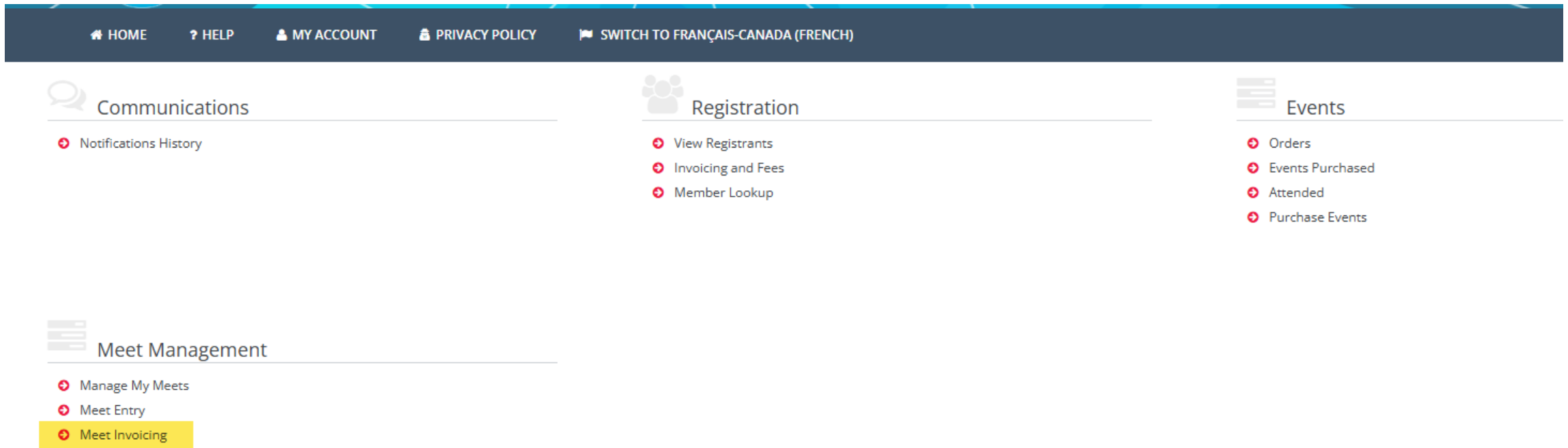
Member Attendance

- ☐ Member Attendance
- ☐ Roster Attendance Details
- ☐ Event Attendance Sheets

Meet Management

- ☐ Upload Meets
- ☐ Meets
- ☒ Deck Log Position
- ☒ Deck Logs
- ☐ Meet Invoicing

REMS Meet Manager Menu Layout



REMS Meet Manager Menu Options

Membership

- ☒ Invoicing & Fees (Club)
- ☒ View Registrants
- ☐ Payments Recieved
- ☐ Approve Members
- ☐ Content Pages
- ☐ Member Transfers
- ☐ Start Transfer (Request)
- ☐ Edit Custom Values
- ☐ Registration Invoicing
- ☐ Member Transfers Approve/Reject
- ☐ Request Dual
- ☐ Start Make Payment
- ☐ Group Registration
- ☐ Group Registration Payment
- ☐ Update Member Account
- ☐ Member Approval
- ☐ Member Export
- ☐ Public User Accounts
- ☒ Member Enquiries

Edit Club Profile

- ☐ Edit Club Info
- ☐ Role Profiles

Membership Setup

- ☐ Payment Methods
- ☐ Membership Types
- ☐ Begin selling
- ☐ Email Notifications
- ☐ Custom Fields
- ☐ Member Approval Setting

REMS Meet Manager Menu Options

Items not On home page ☐ Club Profile Types ☐ Sub Merchant On Boarding ☐ Club Profiles ☐ Member Signed Acceptances ☐ Member Credentials	Reports ☐ Financial Reports	Events ☒ Event Orders ☒ Purchase Events ☒ Event Purchases ☒ Event Priority Lists
System Configuration ☐ Child User Menu Options ☐ Associations ☐ Club Administrators	Notifications ☐ Notifications ☐ Member Communications	User Account ☒ Main User
User Account ☒ Sub User	Accreditation ☐ Certifications ☐ Add Member Credentials ☐ View Member Qualifications ☐ Coach Compliance and Official's Certification	

REMS Meet Manager Menu Options

Members/Teamsheets

☐ TeamSheetPanels

Sanctioning

☒ Event Surveys

☒ Surveys

☐ Sanctioning Credentials

Electronic Game Management

☐ Team Sheets Rosters

☐ Support Staff types

☐ Team Roles

Member Attendance

☐ Member Attendance

☐ Roster Attendance Details

☐ Event Attendance Sheets

Meet Management

☒ Upload Meets

☒ Meets

☒ Meet Invoicing

REMS Treasurer Menu Layout

 HOME  HELP  MY ACCOUNT  PRIVACY POLICY  SWITCH TO FRANÇAIS-CANADA (FRENCH)



Registration

-  View Registrants
-  Payments Received
-  Registration
-  Invoicing and Fees
-  Member Enquiry



Reports

-  System Reports



Events

-  Orders
-  Events Purchased
-  Attended
-  Purchase Events



Meet Management

-  Meet Invoicing

Invoicing

-  Invoice Payments

REMS Treasurer Menu Options

Membership

- ☒ Invoicing & Fees (Club)
- ☒ View Registrants
- ☒ Payments Recieved
- ☐ Approve Members
- ☐ Content Pages
- ☐ Member Transfers
- ☐ Start Transfer (Request)
- ☐ Edit Custom Values
- ☐ Import Members via CSV
- ☒ Registration Invoicing
- ☐ Member Transfers
Approve/Reject
- ☐ Request Dual
- ☒ Start Make Payment
- ☒ Group Registration
- ☒ Group Registration
Payment
- ☐ Update Member Account
- ☐ Member Approval
- ☐ Public User Accounts
- ☒ Member Enquiries

Edit Club Profile

- ☐ Edit Club Info
- ☐ Role Profiles

Membership Setup

- ☐ Payment Methods
- ☐ Membership Types
- ☐ Begin selling
- ☐ Email Notifications
- ☐ Custom Fields

REMS Treasurer Menu Options

Items not On home page

- ☐ Club Profile Types
- ☐ Sub Merchant On Boarding
- ☐ Club Profiles
- ☐ Member Signed Acceptances
- ☐ Member Credentials

Reports

- ☒ Financial Reports

Events

- ☒ Event Orders
- ☒ Purchase Events
- ☒ Event Purchases

System Configuration

- ☐ Child User Menu Options
- ☐ Associations
- ☐ Club Administrators

Notifications

- ☐ Notifications
- ☐ Member Communications

User Account

- ☒ Main User

User Account

- ☒ Sub User

Accreditation

- ☐ Certifications
- ☐ Add Member Credentials
- ☐ View Member Qualifications
- ☐ Coach Compliance and Official's Certification

Email Configuration

- ☐ emailConfiguration
- ☐ notificationsHistory

REMS Treasurer Menu Options

Members/Teamsheets

☐ TeamSheetPanels

Sanctioning

☒ Event Surveys

☒ Surveys

☐ Sanctioning Credentials

Electronic Game Management

☐ Team Sheets Rosters

☐ Support Staff types

☐ Team Roles

Member Attendance

☐ Member Attendance

☐ Roster Attendance Details

☐ Event Attendance Sheets

Meet Management

☐ Upload Meets

☐ Meets

☐ Deck Log Position

☐ Deck Logs

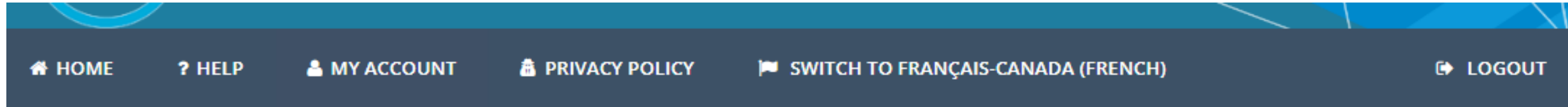
☒ Meet Invoicing

Invoicing

✕ Deselect All

☒ Invoice Payments

REMS CC Menu Layout



Registration

- ➔ View Registrants
- ➔ Registration
- ➔ Member Enquiry



Reports

- ➔ System Reports



Compliance and Certification

- ➔ Credentials
- ➔ Member Credentials
- ➔ Coach Compliance and Official's Certification

REMS CC

Menu Options

Membership

- ☐ Invoicing & Fees (Club)
- ☒ View Registrants
- ☐ Payments Recieved
- ☐ Approve Members
- ☐ Content Pages
- ☐ Member Transfers
- ☐ Start Transfer (Request)
- ☐ Edit Custom Values
- ☐ Import Members via CSV
- ☐ Registration Invoicing
- ☐ Member Transfers
Approve/Reject
- ☐ Request Dual
- ☐ Start Make Payment
- ☒ Group Registration
- ☐ Group Registration
Payment
- ☐ Update Member Account
- ☐ Member Approval
- ☐ Public User Accounts
- ☒ Member Enquiries

Edit Club Profile

- ☐ Edit Club Info
- ☐ Role Profiles

Membership Setup

- ☐ Payment Methods
- ☐ Membership Types
- ☐ Begin selling
- ☐ Email Notifications
- ☐ Custom Fields

REMS CC

Menu Options

Items not On home page

- ☐ Club Profile Types
- ☐ Sub Merchant On Boarding
- ☐ Club Profiles
- ☐ Member Signed Acceptances
- ☐ Member Credentials

Reports

- ☒ Financial Reports

Events

- ☐ Event Orders
- ☐ Purchase Events
- ☐ Event Purchases

System Configuration

- ☐ Child User Menu Options
- ☐ Associations
- ☐ Club Administrators

Notifications

- ☐ Notifications
- ☐ Member Communications

User Account

- ☒ Main User

User Account

- ☒ Sub User

Accreditation

- ☒ Certifications
- ☒ Add Member Credentials
- ☒ View Member Qualifications
- ☒ Coach Compliance and Official's Certification

Email Configuration

- ☐ emailConfiguration
- ☐ notificationsHistory

REMS CC

Menu Options

Members/Team sheets

☐ TeamSheetPanels

Sanctioning

☐ Event Surveys

☐ Surveys

☐ Sanctioning Credentials

Electronic Game Management

☐ Team Sheets Rosters

☐ Support Staff types

☐ Team Roles

Member Attendance

☐ Member Attendance

☐ Roster Attendance Details

☐ Event Attendance Sheets

Meet Management

☐ Upload Meets

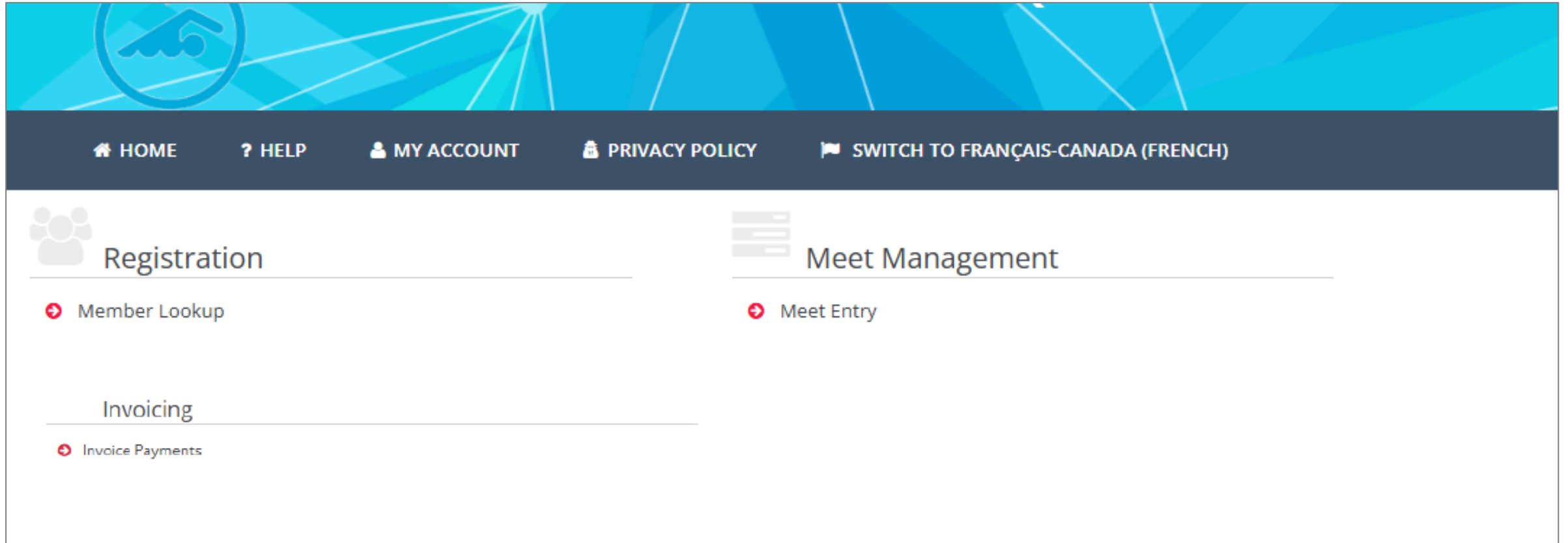
☐ Meets



REMS ENTRIES ADMIN ACCOUNT MENU SETUP

2026-2027 Season

REMS Entries Admin Menu Layout



REMS Entries

Admin

Menu Options

Membership

- ☐ Invoicing & Fees (Club)
- ☐ View Registrants
- ☐ Payments Recieved
- ☐ Approve Members
- ☐ Content Pages
- ☐ Member Transfers
- ☐ Start Transfer (Request)
- ☐ Edit Custom Values
- ☐ Import Members via CSV
- ☐ Registration Invoicing
- ☐ Member Transfers Approve/Reject
- ☐ Request Dual
- ☐ Start Make Payment
- ☐ Group Registration
- ☐ Group Registration Payment
- ☐ Update Member Account
- ☐ Member Approval
- ☐ Public User Accounts
- ☒ Member Enquiries

Edit Club Profile

- ☐ Edit Club Info
- ☐ Role Profiles

Membership Setup

- ☐ Payment Methods
- ☐ Membership Types
- ☐ Begin selling
- ☐ Email Notifications
- ☐ Custom Fields

REMS Entries Admin Menu Options

Items not On home page

- ☐ Club Profile Types
- ☐ Sub Merchant On Boarding
- ☐ Club Profiles
- ☐ Member Signed Acceptances
- ☐ Member Credentials

Reports

- ☐ Financial Reports

Events

- ☐ Event Orders
- ☐ Purchase Events
- ☐ Event Purchases
- ☐ Event Priority Lists

System Configuration

- ☐ Child User Menu Options
- ☐ Associations
- ☐ Associations (View Only)
- ☐ Club Administrators

Notifications

- ☐ Notifications
- ☐ Member Communications

User Account

- ☒ Main User

User Account

- ☒ Sub User

Accreditation

- ☐ Certifications
- ☐ Add Member Credentials
- ☐ View Member Qualifications
- ☐ Coach Compliance and Official's Certification

Email Configuration

- ☐ emailConfiguration
- ☐ notificationsHistory

REMS Entries Admin Menu Options

Members/Teamsheets ☐ TeamSheetPanels	Sanctioning ☐ Event Surveys ☐ Surveys ☐ Sanctioning Credentials	Electronic Game Management ☐ Team Sheets Rosters ☐ Support Staff types ☐ Team Roles
Member Attendance ☐ Member Attendance ☐ Roster Attendance Details ☐ Event Attendance Sheets	Meet Management ☒ Upload Meets ☐ Meets ☐ Meet Invoicing	Invoicing ☒ Invoice Payments x Deselect All