



# Official Account Instructions



## Access Your Official Account

When your club begins the registration process on the RTR and generates an invoice an auto-generated email is sent to you with a direct link to your Official Account. Check your spam folder. Some work emails do not allow these type of emails. Consider using a personal email address (see sample of emails at the end of this document).

Please make sure that the email address your club has on file is up to date. Contact your Club Official Administrator with this information.

If your email address is up to date AND the registration process has begun but you are still not receiving the auto-generated email with the direct link follow these steps to access your swimmer(s) account:

1. Go to link <https://registration.swimming.ca/Login.aspx>
2. Click Forgot Username/Password under Login Button
3. Enter email address AND select Official

**SIGN IN**

username

password

Remember me

**LOGIN**

[FORGOT USERNAME/PASSWORD?](#)

[FIND A CLUB](#)

**RETRIEVE PASSWORD**

Email

PSO

- PSO
- Swimmer Account
- Club Registrar
- Meet Manager
- Coach Account
- Regional Sanction Officer
- Team Manager
- SNC Staff
- Provincial Official Administrator
- Official**
- Club Official Administrator
- Regional Official Representative
- PSO Team Manager
- Club Treasurer
- Provincial Master Admin
- Support Staff

Enter current email associated with Official Account

Select Official Account



# Official Account Instructions



Once you obtain access to your account

1. You will notice a NEW LOOK with a Dashboard of all your associated accounts (same email address)
2. You will need to complete the registration process for your official profile.
3. You may or may not see associated swimmer accounts
  - a. For any swimmer accounts, you can complete the registration process as well through this account.
4. You can add additional official account using the “Manage Linked Accounts” feature.

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

UPDATES MY INFO OFFICIATING INFO CONSENTS DECK LOG MEET LIST LOGOUT

### Associated Swimmer Accounts

atest atest	2012-09-10	Invoice Pending	20%	Complete Now <sup>3</sup>
swimmerab test	2015-09-12	Pending		
test test	1989-01-01	Inactive		

### Associated Coach Accounts

No Records Found

### Associated Official Accounts

91068916	TestPending Official	LEVEL I - RED PIN	Invoice Pending	20%	Complete Now <sup>2</sup>
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### Other Associated Accounts

No Records Found

## Complete Official Registration

1. Click the **Complete Now** blue button.
2. Follow the prompts on the bottom right ensuring all required fields are completed.
3. You will go through 2 different pages:
  - a. Official Information Page
  - b. Official Consents Page



# Official Account Instructions



## Official Information

1. Enter all required contact information
2. Indicate preferred language
3. Enter a username (that you would prefer) / password if necessary
4. Click **Continue to Consent** blue button.

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

UPDATES MY INFO OFFICIATING INFO CONSENTS DECK LOG MEET LIST LOGOUT

**Official Information**

First Name\* TestPending Last Name\* Official

Email\* [Redacted]

DOB\* [Redacted] **1** Gender\*  Male  Female  Other

Phone\* [Redacted] Mobile Phone [Redacted]

Address\* [Redacted] Address2 [Redacted]

City\* [Redacted]

Postal Code\* [Redacted]

Indigenous Descent Please Select

Preferred Language\*  English  French **2**

Registered Club Swim Ontario

User Name\* [Redacted] **3** Password\* [Redacted]

**4** CONTINUE TO CONSENT

Complete all required fields  
You can update your User name and password

## Official Consent Forms

**ALL form must be signed. If an Official is under the age of 18, a parent/guardian must sign the form.**

1. Click box for Consent to Swimming Canada Policies
2. Sign the form - Acknowledgment and Assumption of Risk Form
3. Sign the form - Swim Ontario Code of Conduct and Concussion Management Procedure Acknowledgement (Rowan's Law requirement)
4. Select yes or no to receive commercial emails
5. Click **Complete** blue button on bottom right.



# Official Account Instructions



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

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**Linked Accounts**

- Dashboard
- Resources
- Manage Linked Accounts

**1** **CONSENT TO SWIMMING CANADA POLICIES**

I have read and agree to comply with the [Swimming Canada Code of Conduct and Professional Ethics Policy](#) and to abide by all other [Swimming Canada Policies](#); and equivalent documents from the Provincial Sections.

**ACKNOWLEDGEMENT AND ASSUMPTION OF RISK FORM**

ID	Last Name	First Name	Gender	DOB	Actions
	Parent	Nicole	Female	Jun 10 1968	<a href="#">Acknowledgement and Assumption of Risk Form – Click to Sign</a> <b>2</b> <a href="#">Swim Ontario Code of Conduct and Concussion Management Acknowledgements – Click to Sign</a> <b>3</b>

**EMAIL CONSENT**

I would like to receive emails related to commercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time\*

Yes  No **4**

**5** **COMPLETE**

## FORMS

- Click **“Click to Sign”** link for each form to sign
  - A new window opens
  - Fill in all the required fields and scroll down to Sign, Attest or Save
    - HINT: If you don't see the print/close/create PDF buttons after clicking on Sign/Attest/Save, make sure to scroll up to see which field is missing.**
    - When a form is completed, scroll down and you will see a Print button instead of Sign, Attest or Save button.
- Repeat for all forms. **2 forms:**
  - Acknowledgment and Assumption of Risk Form
  - Swim Ontario Code of Conduct and Concussion Management Procedure Acknowledgement (Rowan's Law requirement)

**ACKNOWLEDGEMENT AND ASSUMPTION OF RISK FORM**

ID	Last Name	First Name	Gender	DOB	Actions
	Parent	Nicole	Female	Jun 10 1968	<a href="#">Acknowledgement and Assumption of Risk Form – Signed – Click to view</a> <a href="#">Swim Ontario Code of Conduct and Concussion Management Acknowledgements – Signed – Click to view</a>

- The COA will receive an email indicating that the Official has signed the Form;
- The Official can view/save a signed copy of the form.



# Official Account Instructions



## Completed Official registration

- You will return to the Dashboard page and will see “View Official Profile” instead of “Complete Now”
  - Note: Invoice Pending / Payment Pending status indicates that the club has not yet made payment to Swim Ontario for registration fees. No action is necessary on your part.

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

UPDATES MY INFO OFFICIATING INFO CONSENTS DECK LOG MEET LIST LOGOUT

**Associated Swimmer Accounts**

atest atest	2012-09-10	Invoice Pending	20%	Complete Now
swimmerab test	2015-09-12	Pending		
test test	1989-01-01	Inactive		

**Associated Coach Accounts**  
No Records Found

**Associated Official Accounts**

91068916	TestPending Official	LEVEL I - RED PIN	Invoice Pending	60%	View Official Profile <sup>1</sup>
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**Other Associated Accounts**  
No Records Found

## LINKED ACCOUNTS

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

UPDATES MY INFO OFFICIATING INFO CONSENTS DECK LOG MEET LIST LOGOUT

**Associated Swimmer Accounts**

Forms SO_Test	2010-01-01	PSO Pending	80%	View Swimmer profile
129155043	NC Masters Test	Inactive		
Test ON 2	2000-05-01	Pending		
129199959	Test ON 2	Pending		

**Associated Coach Accounts**  
No Records Found

**Associated Official Accounts**

91082973	New Look Test	Invoice Pending	20%	Complete Now
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**Other Associated Accounts**

MM New Look	Meet Manager	Active
Parent New Look	COA	Active

**Callouts:**

- The swimmer accounts are not linked and do not show under the Dashboard
- The Official / COA / Meet Manager accounts are linked. You may toggle from one account to another through the Dashboard

- You must LINK your accounts in order to toggle between one account and another
- Follow instructions [HERE](#) for linking accounts.
- An account can only be linked once.