

Registration & Official Management System Guide for Club Official Administrators

Updated August 3, 2023



User Guide Topics

- [Swimming Canada Official Management Systems – RTR & LMS](#)
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- [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 official completes an E-module, the LMS will send this information to the RTR and update the officiating profile with the clinic details.
- When an official 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.

The screenshot shows the login interface for the COA account. At the top, there is a red maple leaf logo above a blue circular icon depicting a swimmer. Below this is the 'SIGN IN' section. It includes a 'Username' field with a green arrow pointing to it, a 'Password' field with a green arrow pointing to it, and a 'Remember me' checkbox. A blue 'LOGIN' button is located below the fields. At the bottom of the form, there are two links: 'FORGOT USERNAME/PASSWORD?' and 'FIND A CLUB'. A small circular logo with 'ON' and a swimmer icon is positioned at the bottom center of the page.

COA Account - Dashboard

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

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

The screenshot shows the 'WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)' dashboard. A navigation bar includes links for 'UPDATES', 'MY INFO', 'OFFICIALS', 'OFFICIAL TRANSFERS', 'OFFICIAL LOOKUP', 'CONSENT REPORT', 'SUPPORT REQUEST', and 'LOGOUT'. A sidebar on the left has 'Linked Accounts' with sub-links for 'Dashboard', 'Resources', and 'Manage Linked Accounts'. The main content area displays three sections: 'Associated Swimmer Accounts', 'Associated Coach Accounts', and 'Associated Official Accounts', each with 'No Records Found'. Below these is a section for 'Other Associated Accounts' containing a table with one entry: 'Test COA' with a 'COA' label and an 'Active' status.

Other Associated Accounts		
Test COA	COA	Active

Club Officials Administrator Account

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

The screenshot shows the user interface of the Swimming Canada Registration Tracking and Results System (RTR). At the top left is the logo featuring a red maple leaf above a blue circle with a swimmer. To the right of the logo is the text "WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)". Below this is a blue navigation bar with the following menu items: "UPDATES", "MY INFO", "OFFICIALS", "OFFICIAL TRANSFERS", "OFFICIAL LOOKUP", "CONSENT REPORT", "SUPPORT REQUEST", and "LOGOUT". A red arrow points from a callout box to the "MY INFO" menu item. The callout box is red with a white number "1" in a circle and contains the text: "Click on *My Info* to change your generic username and password." Below the navigation bar, there are four sections: "Associated Swimmer Accounts", "Associated Coach Accounts", "Associated Official Accounts", and "Other Associated Accounts". Each of these sections currently displays "No Records Found". At the bottom of the page, there is a table with one row containing the text "Test COA", "COA", and a green button labeled "Active".

Club Officials Administrator Account

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

SWIMMING CANADA NATATION

Français

Updates My Info Officials Official Transfers Official Lookup Consent Report Support Request Logout Dashboard

1

5

My Info

* mandatory fields

Save 4

First Name: Test Last Name: COA

Email: [Redacted]

Phone: [Redacted]

Username: [Redacted] 2 Password: [Redacted] 3

Title: [Redacted]

Language: English French

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.

The screenshot displays the 'WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)' interface. A navigation menu at the top includes 'UPDATES', 'MY INFO', 'OFFICIALS', 'OFFICIAL TRANSFERS', 'OFFICIAL LOOKUP', 'CONSENT REPORT', 'SUPPORT REQUEST', and 'LOGOUT'. A sidebar on the left contains 'Linked Accounts', 'Dashboard', 'Resources', and 'Manage Linked Accounts'. The main content area features four sections: 'Associated Swimmer Accounts', 'Associated Coach Accounts', 'Associated Official Accounts', and 'Other Associated Accounts'. Each of the first three sections shows 'No Records Found'. The 'Other Associated Accounts' section contains a table with one entry: 'Test COA' with a 'COA' type and an 'Active' status. A red callout box with a white border points to the 'Manage Linked Accounts' button, containing the text: 'Click on *Manage Linked Accounts* to add and link other RTR accounts. An account can only be linked to one other account. Carefully choose which account will be the primary account.'

Account Name	Account Type	Status
Test COA	COA	Active



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](#)

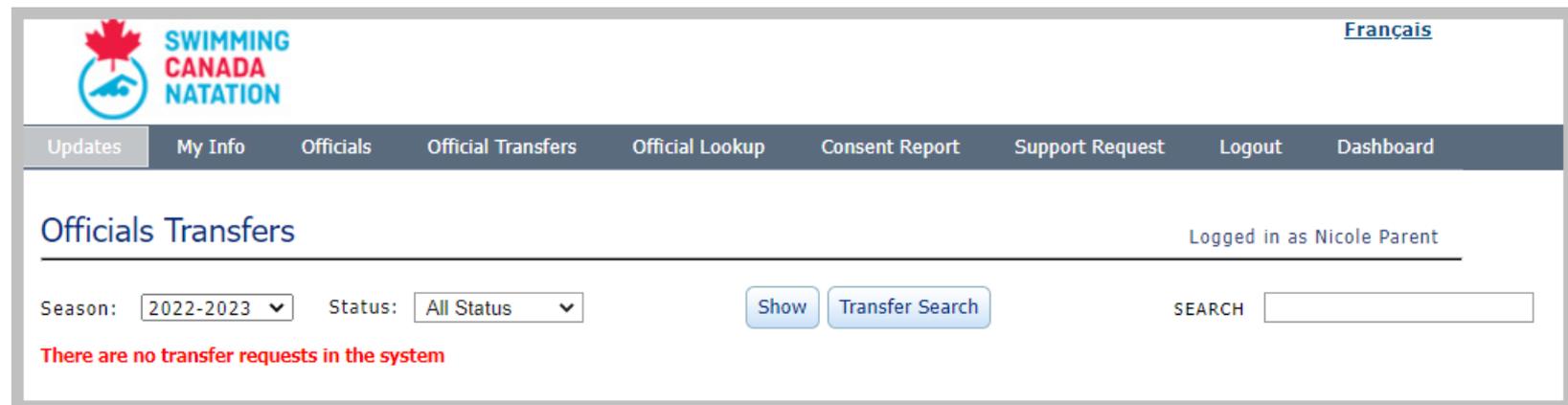
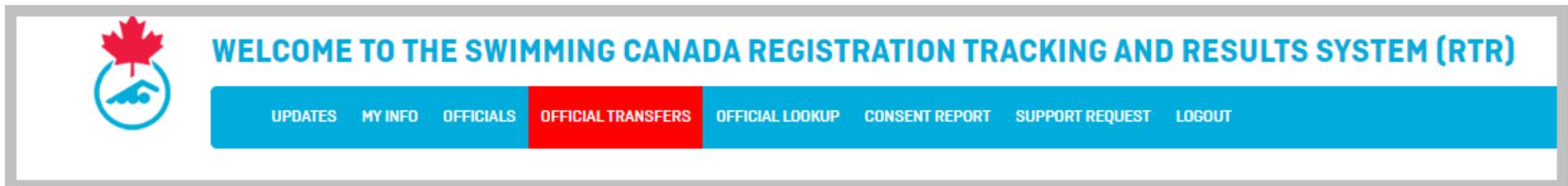
[Support Request](#)

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

SWIMMING CANADA NATATION [Français](#)

Updates My Info Officials Official Transfers Official Lookup Consent Report Support Request Logout Dashboard

Officials Transfers Logged in as Nicole Parent

Season: 2022-2023 Status: All Status Show Transfer Search SEARCH

There are no transfer requests in the system

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

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: * First name: *

Reg ID	Name	DOB	Club	Address	Approve
91015234	Nicole Parent	<input type="text"/>	Officials Registration ON	<input type="text"/>	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: Status: 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.

Officials Transfers

Season: Status: SEARCH

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

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: Status:

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)



COA Account – Official Lookup

Official Lookup Page

- Enter ID or Name.
- Search both Current Season and Historical filters

Officials Lookup Logged in as Nicole Parent (COA)

ID: Last Name: First Name: Current Season Historical *search by one or more fields:

No Records Found

Officials Lookup Logged in as Nicole Parent (COA)

ID: Last Name: First Name: Current Season Historical *search by one or more fields:

ID	Last Name	First Name	Club	Province	Level	Status	Season	Details
91082395	Test	Greenmark	Swim Ontario	Ontario		Invoice Pending	2020-2021	

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

Officials Lookup Logged in as Nicole Parent (COA)

ID: Last Name: First Name: Current Season Historical *search by one or more fields:

ID	Last Name	First Name	Club	Province	Level	Status	Season	Details
91082395	Test	Greenmark	Swim Ontario	Ontario		Invoice Pending	2020-2021	



- 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

Consent Report Logged in as Nicole Parent

Season Filter by Role Status

Name	Assumption of risk	Covid Attestation	Concussion Mgmt	Email consent	Policy Consent	Account Updated
OPTIONONE, ADDOFFICIAL	No	No	No	No	No	No
OPTIONTWO, ADDOFFICIAL	No	No	No	No	No	No
NEWMAN ONT 2223, ERICA ONT 2223	Yes	No	Yes	No	Yes	Yes
NEWMAN ONT 22231, ERICA ONT 22231	No	No	No	No	No	No
TEST, GREENMARK	No	No	No	No	No	Yes
TAYLOR, LINDSAY	No	No	No	No	No	Yes
OFFICIAL, NEWLOOK	No	No	No	No	No	No
TESTMORE, OFFICIAL	No	No	No	No	No	No
TESTMORE, OFFICIAL2	No	No	No	No	No	No

1 Page 1 of 1 (9 items)

a bug - reported

The COVID Attestation is not required this season



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



Support Request

Logged in as Nicole Parent

Send Email

Section	* --Select---
CC	--Select-- <input type="text" value=""/> Enter multiple emails separated by a comma.
Description	* My Info Officials Officials Transfer Officials Lookup

Default Font: [Dropdown] Size: [Dropdown]

[Rich Text Editor Icons: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Undo, Redo]



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.

Associated Official Accounts	
TestPending Official	LEVEL II - WHITE PIN

or from “old look” main menu.

Click "Officials" to access list of officials

COA Account – Official List page

The “NEW LOOK”

This is the page that has changed significantly.

The screenshot shows the 'Official List' page in the Swimming Canada Registration Tracking and Results System (RTR). The page features a navigation bar with options like 'UPDATES', 'MY INFO', 'OFFICIALS', 'OFFICIAL TRANSFERS', 'OFFICIAL LOOKUP', 'CONSENT REPORT', 'SUPPORT REQUEST', and 'LOGOUT'. A sidebar on the left contains 'Linked Accounts' with sub-items: 'Dashboard', 'Official', 'COA', 'Resources', and 'Manage Linked Accounts'. The main content area includes a filter section with dropdowns for '2022-2023', '--All Certification Level--', and '- Select Your Status -', along with an 'Apply Filters' button. Below the filters are several action buttons: 'Add Official', 'Status Change', 'Export', 'Send Email', 'Send Login Info', 'Add Official Certification Details', 'Remove Officials', 'Deceased', 'Suspended', 'Migrate to Current Season', 'Generate Invoice', and 'Invoice List'. A search bar is located above a table of officials. The table has columns for 'Official', 'City', 'Email', 'Certification Level', 'Status', 'Account Updated', 'Reg Date', and 'Actions'. The table contains five rows of data. Below the table is a section for 'Affiliated Officials' with a 'Remove Affiliation' button.

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

LINKED ACCOUNTS

- Dashboard
- Official
- COA
- Resources
- Manage Linked Accounts

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

Search:

Official	City	Email	Certification Level	Status	Account Updated	Reg Date	Actions
<input type="checkbox"/> newman ONT 2223, erica ONT 2223	ottawa	[REDACTED]		Active	✓	Sep 02 2022	[Edit] [Refresh] [Link]
<input type="checkbox"/> newman ONT 22231, erica ONT 22231		[REDACTED]		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/> newman test 1, erica test 1		[REDACTED]		Inactive			[Edit] [Refresh] [Delete]
<input type="checkbox"/> Official, NewLook	Parkhill	[REDACTED]		PSO Pending			[Edit] [Refresh] [Link]
<input type="checkbox"/> Taylor, Lindsay	Toronto	[REDACTED]	LEVEL III - ORANGE PIN	Account Pending			[Edit] [Refresh] [Link]

Affiliated Officials

Remove Affiliation

COA Account – Official List page

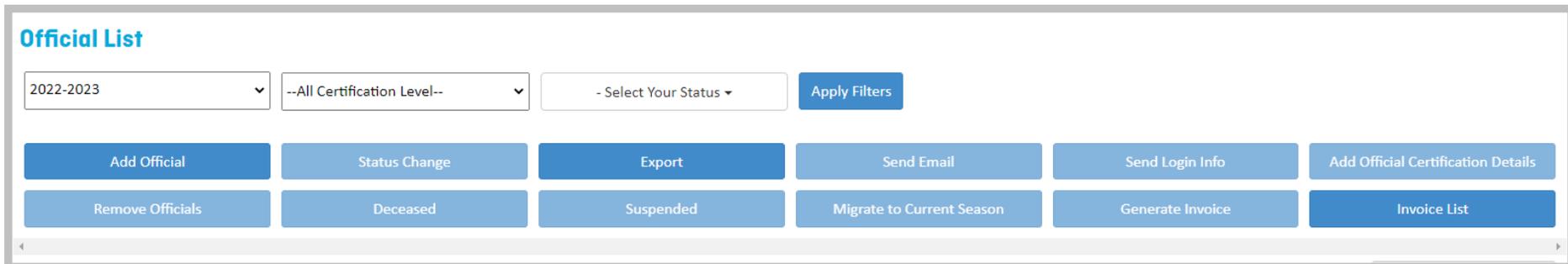
The “NEW LOOK”

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

The screenshot displays the 'Official List' interface. At the top left, the title 'Official List' is shown in blue. Below it, there are three filter dropdown menus: '2022-2023' (labeled 1), '--All Certification Level--' (labeled 2), and '- Select Your Status -' (labeled 3). To the right of these is an 'Apply Filters' button (labeled 4). Below the filters are several action buttons: 'Add Official', 'Status Change', 'Remove Officials', and 'Deceased'. A dropdown menu is open under the 'Status' filter, showing options: 'SELECT_ALL', 'ACTIVE', 'INACTIVE', 'COMPLETED', 'ACCOUNT PENDING', 'PSO PENDING', and 'DECEASED'. At the bottom, a table header is visible with columns for 'Official', 'City', and 'Certification Le'.

COA Account – Official List page

The “NEW LOOK”

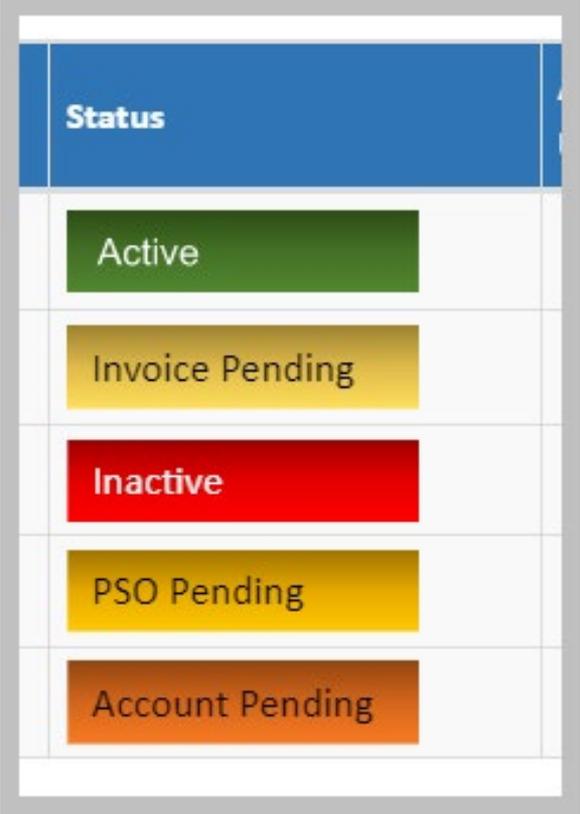
The Official List has colour coding for status.

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



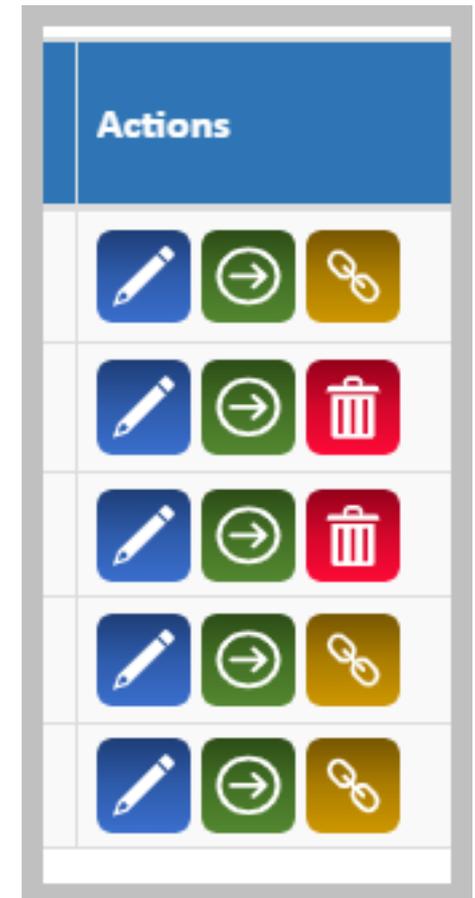
Status
Active
Invoice Pending
Inactive
PSO Pending
Account Pending

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 be affiliated with more than one club.

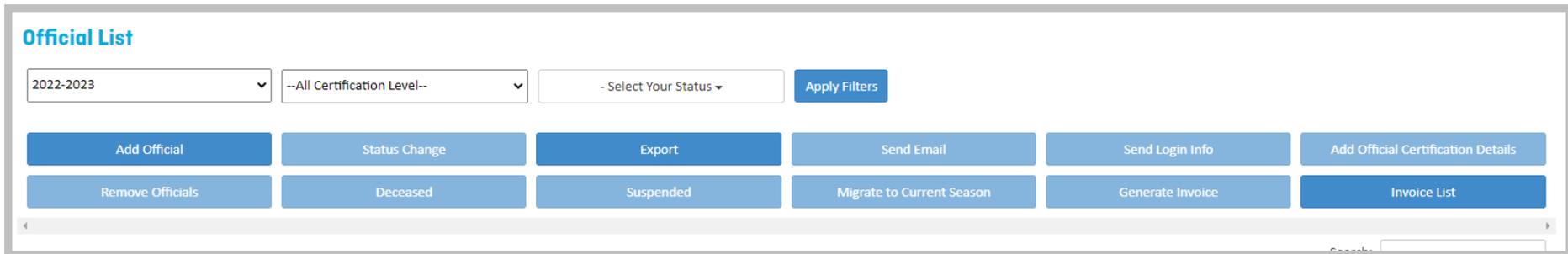
- Officials must choose a primary club to do the registration.
- Once fully registered with Active status, they can be affiliated with other clubs.
- The account will show under Affiliated Officials at the bottom of the Official List Page.
- The COA can remove an affiliated official. They can edit their officiating profile as well.

Affiliated Officials							
Remove Affiliation							
Search: <input type="text"/>							
<input type="checkbox"/>	Official	City	Email	Certification Level	Status	Account Updated	Actions
<input type="checkbox"/>	Parent, Nicole	Parkhill	nicole@swimontario.com	LEVEL V - BLUE PIN	Active	✓	Edit Refresh

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](#)

[Status Change](#)

[Export](#)

[Send Email](#)

[Send Login Info](#)

[Add Official Certification Details](#)

[Remove Officials](#)

[Deceased](#)

[Migrate to Current Season](#)

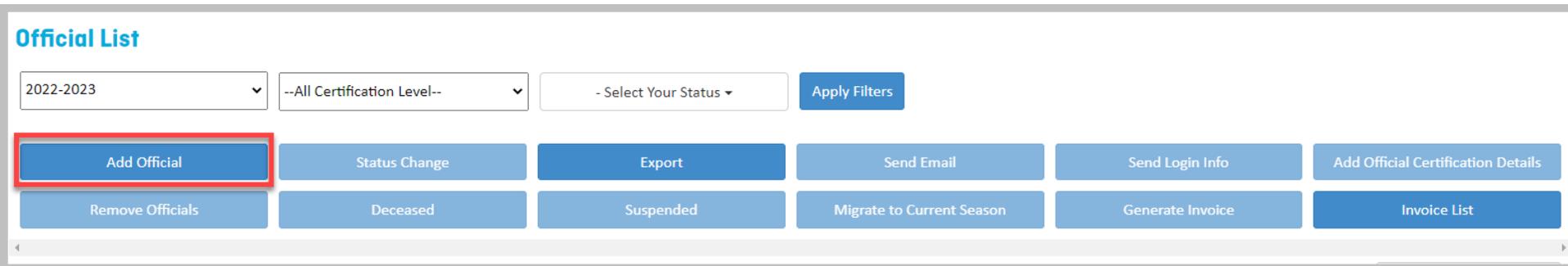
[Generate Invoice](#)

[Invoice List](#)

[Edit Button feature](#)

Official List page – Add Official Button

Add Official feature - This feature has changed significantly.



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

The 'Add Official' form contains the following fields and options:

- A red error message: "NEW OFFICIALS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address".
- Input fields for "First Name" and "Last Name".
- Gender selection: Male Female Other.
- An "Official ID" field with an "Or" label and a "Search" button.
- A "CSV Template" section with a "Choose File" button (showing "No file chosen") and an "Import From Excel (CSV file only)" button.

Annotations include a yellow box pointing to the "Date of Birth" field in the error message, and an orange box pointing to the "Import From Excel" button.

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)

HINT: We recommend you use option 2

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

Add Official ✖

No Records Found.. You can add this official by adding details and clicking Add New button

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 Male Female Other Official ID Or

Add New Official

First Name Last Name Gender Male

Date Of Birth * Email City Postal Code

Phone Number Address

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.

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 Male Female Other Official ID Or Search

Officials to be added to list

First Name	Last Name	Club	Gender	DOB	Email	City	Postal Code	Phone Number	Address
AddOfficial	Optionone		Male		nicole@swimontario.com				

1 Add to Official List

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

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](#)

Search:

Official	City	Email	Certification Level	Status	Account Updated	Reg Date	Actions
<input type="checkbox"/> newman ONT 2223, erica ONT 2223	ottawa	[REDACTED]		Active	✓	Sep 02 2022	[Edit] [Refresh] [Link]
<input type="checkbox"/> newman ONT 22231, erica ONT 22231		[REDACTED]		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/> newman test 1, erica test 1		[REDACTED]		Inactive			[Edit] [Refresh] [Delete]
<input type="checkbox"/> Official, NewLook	[REDACTED]	[REDACTED]		PSO Pending			[Edit] [Refresh] [Link]
<input type="checkbox"/> Optionone, AddOfficial		[REDACTED]		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/> Taylor, Lindsay	Toronto	[REDACTED]	LEVEL III - ORANGE PIN	Account Pending			[Edit] [Refresh] [Link]



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.

Add Official ✖

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

[CSV Template](#)
 No file chosen

First Name Last Name Gender Male Female Other Or Official ID

Following official are found based on the above criteria. Please check the "Add" Button to add the official to the list

First Name	Last Name	Club	Gender	DOB	Email	Add to Official List
AddOfficial	Optionone	Swim Ontario	Male		nicole@swimontario.com	<input type="button" value="Add"/>

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 .

Add Official

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

First Name Last Name Gender Male Female Other

Official ID Or

Choose File No file chosen

Click to download template

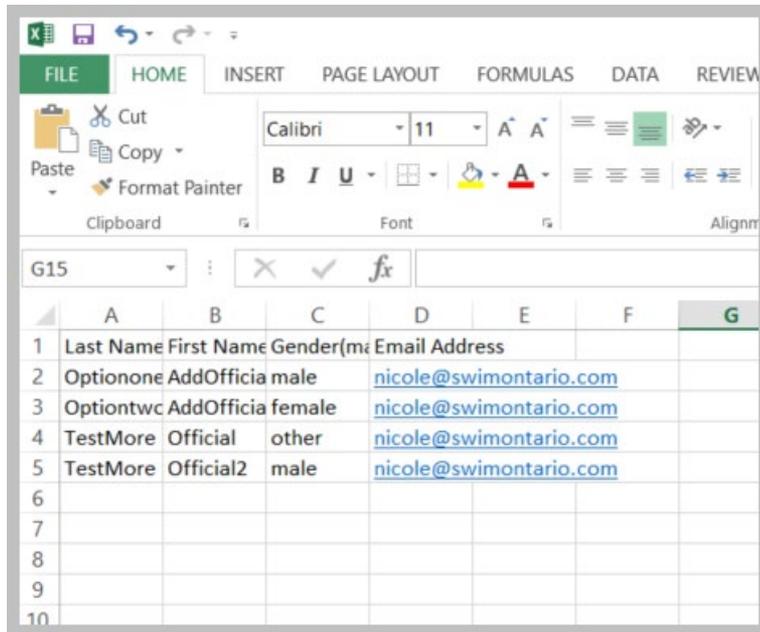
2 4 5

Remove Officials Deceased Suspended Migrate to Current Season Generate Invoice Invoice List

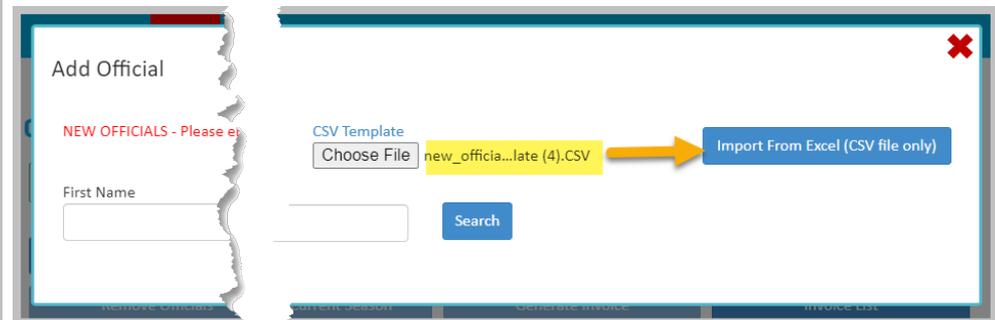
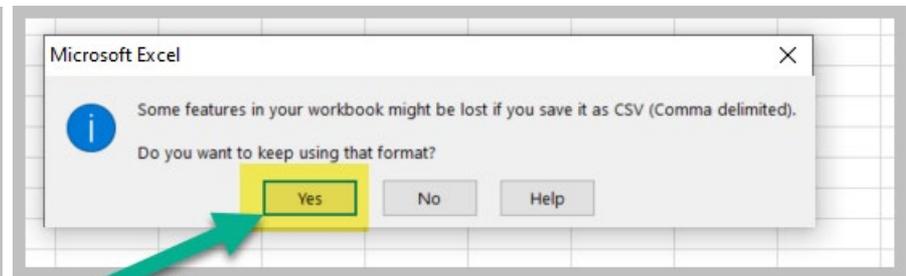
Official List page – Add Official Button

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.



	A	B	C	D	E	F	G
1	Last Name	First Name	Gender(m	Email Address			
2	Optionone	AddOfficia	male	nicole@swimontario.com			
3	Optiontwo	AddOfficia	female	nicole@swimontario.com			
4	TestMore	Official	other	nicole@swimontario.com			
5	TestMore	Official2	male	nicole@swimontario.com			
6							
7							
8							
9							
10							



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.

Add Official ✕

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

CSV Template No file chosen

First Name Last Name Official ID Or

Officials to be added to list

First Name	Last Name	Club	Gender	DOB	Email	City	Postal Code	Phone Number	Address
AddOfficial	Optionone	SWON	Male		nicole@swimontario.com				
AddOfficial	Optiontwo		Female		nicole@swimontario.com				
Official	TestMore		Other		nicole@swimontario.com				
Official2	TestMore		Male		nicole@swimontario.com				

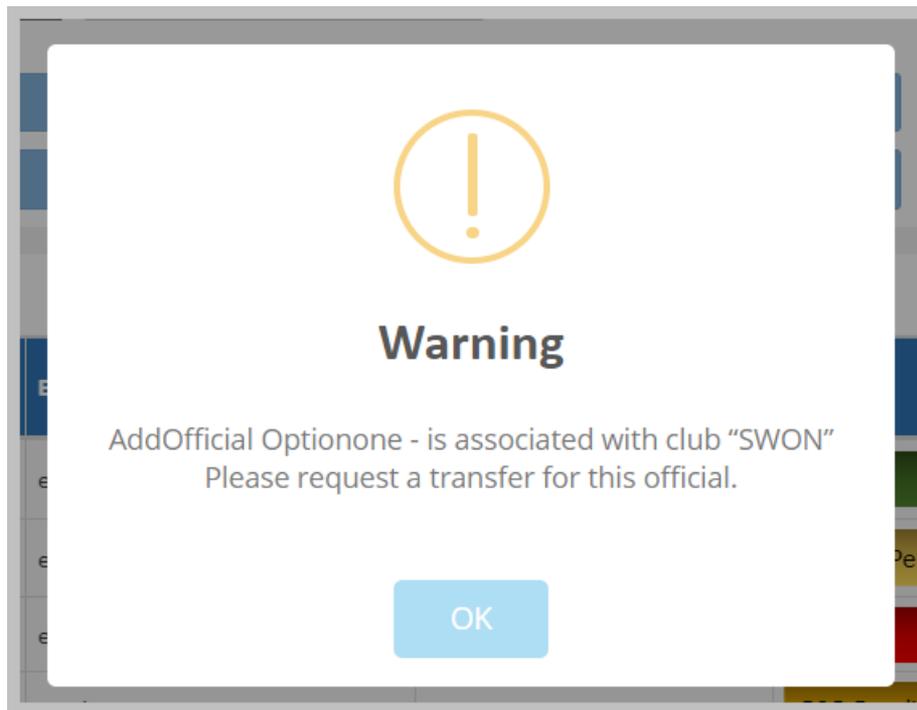
this official is associated with a club

Click here to add the officials to the list.

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

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

Search:

<input type="checkbox"/>	Official	City	Email	Certification Level	Status	Account Updated	Reg Date	Actions
<input type="checkbox"/>	newman ONT 2223, erica ONT 2223	ottawa	[Redacted]		Active	✓	Sep 02 2022	[Edit] [Refresh] [Link]
<input type="checkbox"/>	newman ONT 22231, erica ONT 22231		[Redacted]		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	newman test 1, erica test 1		[Redacted]		Inactive			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	Official, NewLook	[Redacted]	[Redacted]		PSO Pending			[Edit] [Refresh] [Link]
<input type="checkbox"/>	Optionone, AddOfficial		[Redacted]		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	Optiontwo, AddOfficial		[Redacted]		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	Taylor, Lindsay	Toronto	[Redacted]	LEVEL III - ORANGE PIN	Account Pending			[Edit] [Refresh] [Link]
<input type="checkbox"/>	TestMore, Official		[Redacted]		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	TestMore, Official2		[Redacted]		Invoice Pending			[Edit] [Refresh] [Delete]



Official List page – Migrate to Current Season button

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

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

2020-2021 --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

Search:

<input type="checkbox"/>	Official	City	Email	Certification Level	Status	Account Updated	Reg Date	Actions
<input checked="" type="checkbox"/>	Test, Greenmark	test	nicole@swimontario.com		Invoice Pending			
<input type="checkbox"/>	Webinar, Test	Toronto	nicole@swimontario.com	LEVEL I - RED PIN	Invoice Pending			
<input type="checkbox"/>	webinar2, test	toronto	nicole@swimontario.com		Invoice Pending			

Official List page – Remove / Deceased Button

Remove (Deceased/Suspended) Officials features

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 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

The screenshot shows the 'Official List' interface. At the top left, there is a title 'Official List'. Below it are three dropdown menus: '2022-2023', '--All Certification Level--', and '- Select Your Status'. To the right of these is an 'Apply Filters' button. Below the filters is a grid of action buttons. The 'Send Email' and 'Send Login Info' buttons are highlighted with a red border. Other buttons include 'Add Official', 'Status Change', 'Export', 'Add Official Certification Details', 'Remove Officials', 'Deceased', 'Suspended', 'Migrate to Current Season', 'Generate Invoice', and '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

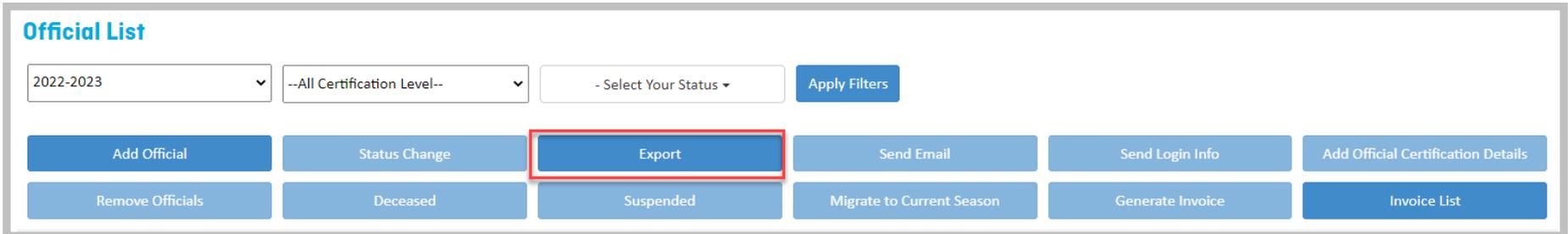
Send Email Page

The screenshot shows a 'Send Email' form with the following fields and annotations:

- Selected Officials:** A dropdown menu with a red callout box pointing to it that says "List of all officials selected". The dropdown is open, showing "AddOfficial Optiontwo" (highlighted), "Official TestMore", and "Greenmark Test". A red callout box labeled "CC" points to this dropdown.
- Message Type:** A dropdown menu set to "System Related".
- Subject:** An empty text input field.
- Bcc:** An empty text input field.
- From Email:** A text input field containing "nicole@swimontario.com". A red callout box points to it that says "replies will go to this email".
- From Name:** A text input field containing "Nicole Parent".
- Attach Files:** A "Choose File" button, the text "No file chosen", and an "Upload" button.
- Body:** A rich text editor with a toolbar and a large empty text area.
- Buttons:** "Send Email" and "Close" buttons at the bottom left.

Official List page – Export Button

Export feature



The screenshot shows the 'Official List' interface. At the top left, there is a title 'Official List'. Below it are three dropdown menus: '2022-2023', '--All Certification Level--', and '- Select Your Status -'. To the right of these is an 'Apply Filters' button. Below the filters is a grid of action buttons. The 'Export' button is highlighted with a red border. Other buttons include 'Add Official', 'Status Change', 'Send Email', 'Send Login Info', 'Add Official Certification Details', 'Remove Officials', 'Deceased', 'Suspended', 'Migrate to Current Season', 'Generate Invoice', and 'Invoice List'.

- 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

The screenshot shows the 'Official List' interface. At the top left, there is a title 'Official List'. Below it are three dropdown menus: '2022-2023', '--All Certification Level--', and '- Select Your Status'. To the right of these is an 'Apply Filters' button. Below the filters are two rows of buttons. The first row contains: 'Add Official', 'Status Change' (highlighted with a red box), 'Export', 'Send Email', 'Send Login Info', and 'Add Official Certification Details'. The second row contains: 'Remove Officials', 'Deceased', 'Suspended', 'Migrate to Current Season', 'Generate Invoice', and 'Invoice List'.

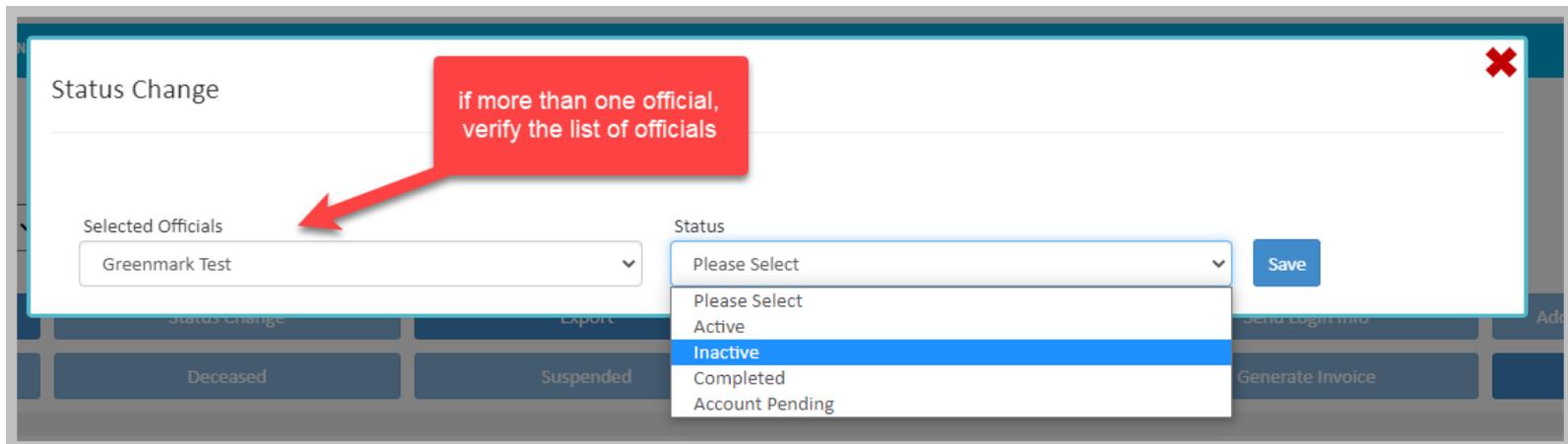
- If an official is no longer officiating (inactive), the COA can change their status.
- The official's information will remain in the system and the COA can change the status at anytime.
 1. Select the official to enable the **Status Change** button.
 2. Click on Status Change button.

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

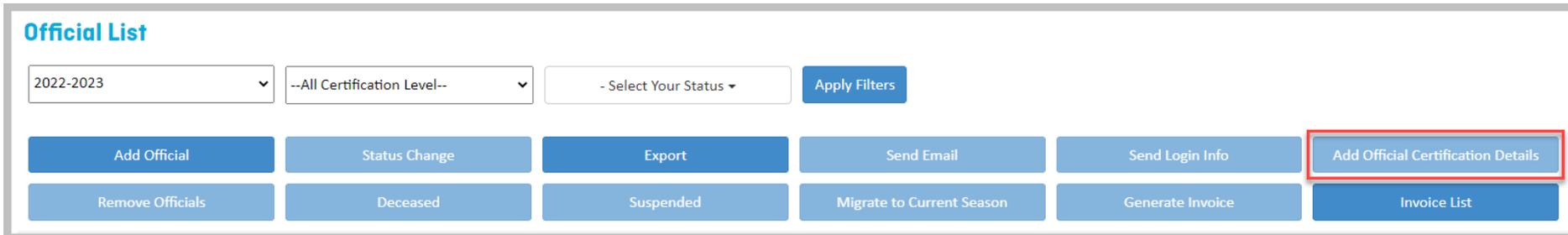
Status Change Page

- 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

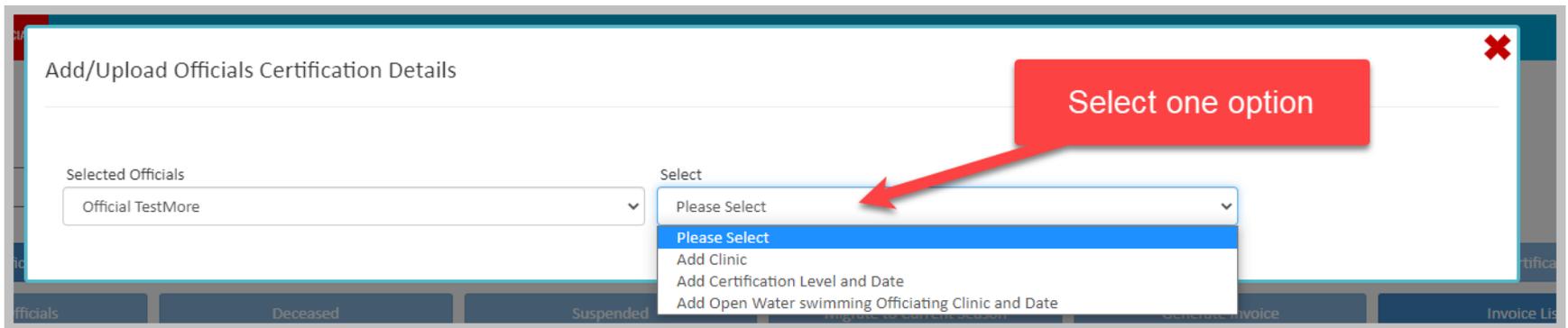
NOTE: Deck sign-offs (on-deck evaluations) cannot be added in bulk. They must be added individually using the “Edit” button –



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.

The screenshot shows a web form titled "Add/Upload Officials Certification Details" with a close button (X) in the top right corner. The form contains several fields and buttons:

- Selected Officials:** A dropdown menu with "Official TestMore" selected.
- Select:** A dropdown menu with "Add Clinic" selected.
- Add Clinic:** A section containing:
 - Clinics Taken:** A dropdown menu with "Please Select" selected.
 - Date of Clinic:** A text input field highlighted in yellow.
 - Location:** A text input field highlighted in yellow.
 - Name of Course Conductor:** A text input field highlighted in yellow.
- Save:** A blue button at the bottom right.

Annotations with red arrows point to the following elements:

- A red box with the text "Verify all officials listed" points to the "Selected Officials" dropdown.
- A red box with the text "Don't forget the date, location and instructor!" points to the "Date of Clinic", "Location", and "Name of Course Conductor" fields.
- A red box with the text "Click SAVE" points to the "Save" button.

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!

Add/Upload Officials Certification Details

Selected Officials: NewLook Official

Select: Add Certification Level and Date

Add Certification Level and Date

Swimming Canada Officials Level: Please Select

Date: []

Save

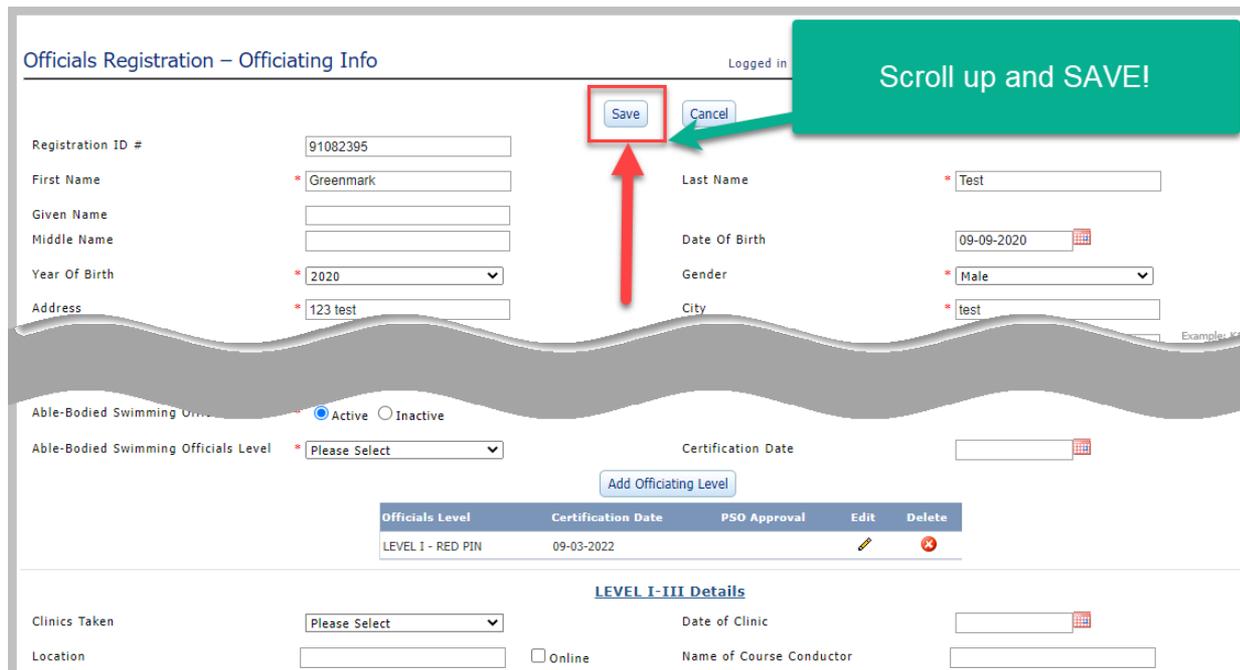
Don't forget the date!

Click

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.



Officials Registration – Officiating Info

Logged in

Save Cancel

Registration ID # 91082395

First Name * Greenmark

Given Name

Middle Name

Year Of Birth * 2020

Address * 123 test

Last Name * Test

Date Of Birth 09-09-2020

Gender * Male

City * test

Able-Bodied Swimming Official Active Inactive

Able-Bodied Swimming Officials Level * Please Select

Certification Date

Add Officiating Level

Officials Level	Certification Date	PSO Approval	Edit	Delete
LEVEL 1 - RED PIN	09-03-2022			

LEVEL 1-III Details

Clinics Taken Please Select

Location Online

Date of Clinic

Name of Course Conductor

IMPORTANT:
Data will be LOST if the COA does not click SAVE.

Official List page – Edit Button

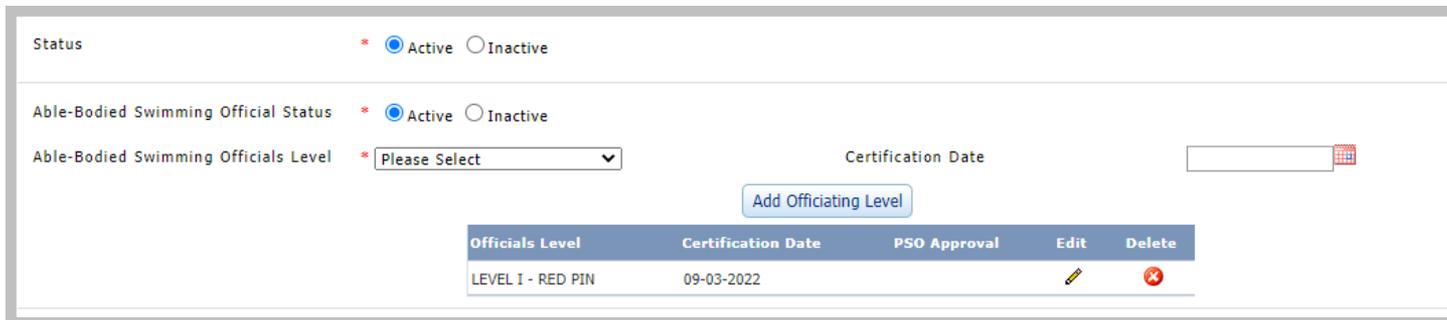
Certification Level – Edit feature

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

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



The screenshot shows a form for editing an official's profile. It includes radio buttons for 'Active' and 'Inactive' status, a dropdown menu for 'Able-Bodied Swimming Officials Level' (currently set to 'Please Select'), and a date picker for 'Certification Date'. Below the form is a table with columns for 'Officials Level', 'Certification Date', 'PSO Approval', 'Edit', and 'Delete'. The table contains one row: 'LEVEL I - RED PIN', '09-03-2022', and icons for 'Edit' (pencil) and 'Delete' (red X).

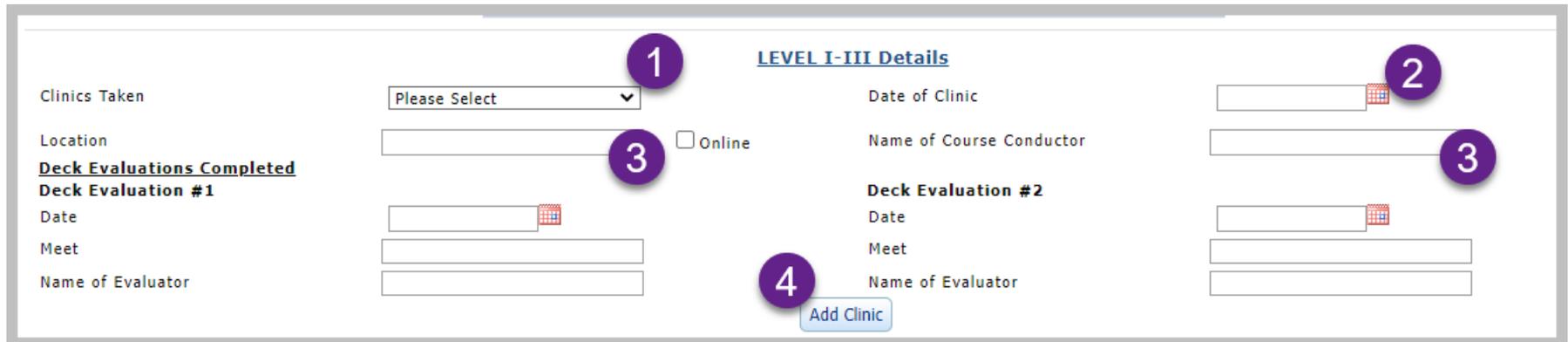
Officials Level	Certification Date	PSO Approval	Edit	Delete
LEVEL I - RED PIN	09-03-2022			

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.



LEVEL I-III Details

Clinics Taken 1

Location 3 Online

Deck Evaluations Completed

Deck Evaluation #1

Date 2

Meet

Name of Evaluator

Date of Clinic 2

Name of Course Conductor 3

Deck Evaluation #2

Date

Meet

Name of Evaluator

4

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**

LEVEL I-III Details

Clinics Taken	<input type="text" value="Please Select"/>	Date of Clinic	<input type="text"/>
Location	<input type="text"/>	<input type="checkbox"/> Online	Name of Course Conductor
Deck Evaluations Completed			
Deck Evaluation #1		Deck Evaluation #2	
Date	<input type="text"/>	Date	<input type="text"/>
Meet	<input type="text"/>	Meet	<input type="text"/>
Name of Evaluator	<input type="text"/>	Name of Evaluator	<input type="text"/>

Clinics Taken	Date	Location	Evaluation #1 date	Evaluation #2 date	Edit	Delete
Introduction to Swimming Officiating	09-03-2022	Zoom				
Safety Marshal	09-03-2022	Zoom				

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**



The screenshot shows a web form titled "LEVEL I-III Details". The form is divided into two main sections: "Deck Evaluations Completed" and "Deck Evaluation #2".

Deck Evaluations Completed

Clinics Taken	Introduction to Swimming O	Date of Clinic	09-03-2022
Location	Zoom	Name of Course Conductor	Nicole Parent
<input type="checkbox"/> Online			
Deck Evaluation #1		Deck Evaluation #2	
Date	09-03-2022	Date	
Meet	Test	Meet	
Name of Evaluator	Nicole Parent	Name of Evaluator	

At the bottom of the form, there are two buttons: "Update Clinic" and "Cancel".

Numbered callouts in the image:

- 2: Points to the "Test" text in the "Meet" field of the "Deck Evaluation #1" section.
- 3: Points to the "Update Clinic" button.

Official List Page – Generate Invoice Button

Generate Invoice feature

The screenshot shows the 'Official List' interface. At the top, there are three dropdown menus: '2022-2023', '--All Certification Level--', and '- Select Your Status -'. To the right of these is an 'Apply Filters' button. Below the filters is a grid of action buttons. The 'Generate Invoice' button is highlighted with a red border. Other buttons include 'Add Official', 'Status Change', 'Export', 'Send Email', 'Send Login Info', 'Add Official Certification Details', 'Remove Officials', 'Deceased', 'Suspended', 'Migrate to Current Season', and 'Invoice List'.

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](#)

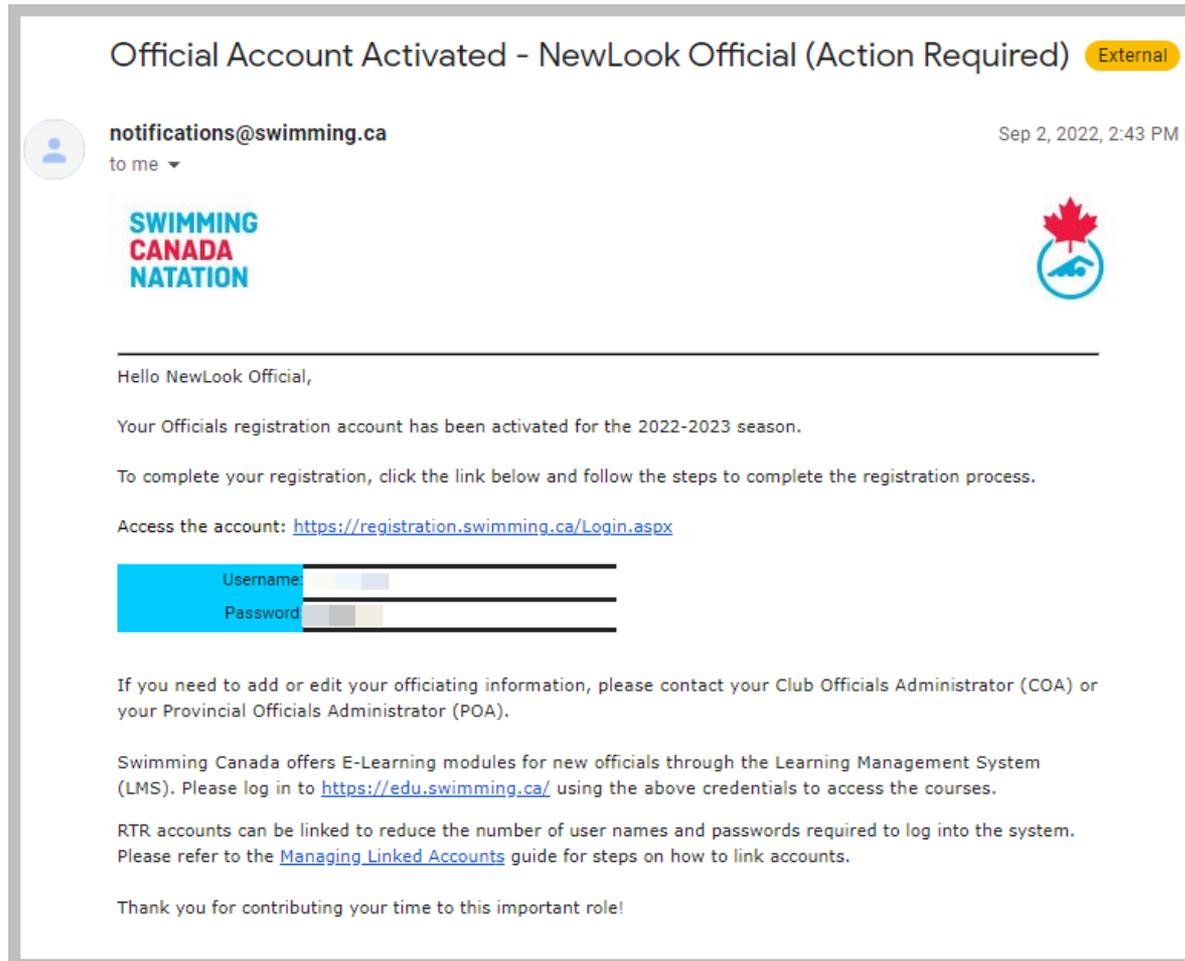
Official List Page – Generate Invoice Button

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 notifications@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: 2022-2023 Club: Officials Registration ON Status: Pending Apply Filters

Remove Invoice(s)

Export

Export to spreadsheet list of invoices

Click on Edit button to remove officials from an invoice

<input type="checkbox"/>	Date	Invoice No	Club	Amount	Paid	Due	Status	Action	Account Updated	Account Info
<input type="checkbox"/>	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



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.