Club Registrar Orientation Coach Registration & Compliance

Swimming Canada Registration System Orientation



June 19, 2024

Microsoft Teams







Leave Meeting

Microsoft Teams

0 02:14

Chat People Raise

View Registrants = List of Swimmers, Coaches and Officials

Registration
 View Registrants
 Payments Received
 Invoicing

O Register Members

O Approve Members

Approve Attachments
 Member Export

Transfer Discount Requests
 Transfers and Affiliation
 Member Accounts

O Refunds

Registrants

Membership

						-	Options 🔺		_
				Registration	🖌 Approve N	Aembers.	View Payments	Expo	et 🔮 Man
						* Search	vfilter options		
		Swinning	Canada ID		Gende	r.			Season
		Member 10			From	Dob	yyyy-mm-dd	0	Club
		Pirst Name			To Do	þ	yyyy-mm-dd	8	Membersh
		Last Name			Rom	Registration Date	yyyy-mm-dd	10	Primary/Du
		Primary En	nall Address		To Re	gistration Date	yyyy-mm-dd		Category
		Public Use	Email		identi	fier Type			Category G
					Merrit	er identifier			
							Search		
Swimming Canada ID 😆	First Name 8	Last Norme 0	008.0	Active	Official	Teantsheets	Registration Date #	0	
5C2443582	Anew	Testcoach		0	0	0	02/04/2024 15:36	Sv	umming Club
SC2443033	Fast	Swimmer	01/01/2010	0	0	0	25/03/2024 16:54	Sir	vimming Club
	Joan	Official		0	0	0	19/04/2024 03:27	Sv	imming Club
	Steven	Starter		0	0	0		54	Amming Club
				-	0	0	0010110000110000		Summer of the





Microsoft Teams





01/01/2010

04/04/2005

Agenda





Admin Login



https://swimming.canada.sportsmanager.ie/maint.php





Admin Login

	LLOYDMINSTER REBELS
希 HOME 🛛 ? HELP 🚢 MY ACCOUNT 🗂 PRIVACY POLICY	
Club Information	Communications
Edit Club Information	Notifications
Update Club details	
Membership Setup	Compliance and Certification
Generate Registration Link	Coach Compliance and Official's Certification
 Meet Management Manage My Meets 	Settings Manage User Accounts

Club Name





Registration

- View Registrants
- Payments Received
- Register Members
- Registration
- Approve Members
- Transfers and Affiliation
- Invoicing and Fees

Functions related to registration for Swimmers, Coaches & Officials



Purchase Events

View Registrants

Export Registrant list



View/Manage	e Membe	rs					
						Options	
				🗸 🗸 Approv	e Members	View	Payments
					🔻 Sea	rch/filter op	tions 🔻
	Swimming	Canada ID		Gende	er		
	Member I			From I	Dob	уууу-г	nm-dd
	First Name	2		To Dol	b	уууу-г	nm-dd
	Last Name			From	Registration D	ate yyyy-r	nm-dd
	Primary Er	nail Address		To Reg	gistration Date	yyyy-r	nm-dd
	Public Use	r Email		Identif	fier Type		
				Memb	er Identifier		
						Search	
Swimming Canada ID ≑	First Name ≑	Last Name ≑	DOB 🖨	Active	Official	Teamsheets	Registrat
SC24043557	Allie	Gater	21/02/2001	0	0	0	26/04/2
SC24101031	Charlie	Smith	24/04/2024	0	0	0	24/04/2

Use Category Group to view Swimmers, Coaches or Officials



Default is "Active"

Coach Status

View/Manage	e Membe	ers											
							Options 🔺						
			& +	Registration	 Approv 	e Members	View Payments	Ex 🗈	port	🔮 Manage D	uplicate	s	
						 Searce 	h/filter options	•					
		Swimming Car	nada ID		Ger	nder			~	Season		2023-2024	~
		Member ID			Fro	om Dob	yyyy-mm-dd			Club	(Type to Search for a club	~
		First Name			То	Dob	yyyy-mm-dd			Membership Sta	tue	A - 45	
		Last Name			Fro	om Registration Dat	yyyy-mm-dd			Primary/Dual		All Created Awaiting Credentials	
		Primary Email	Address		То	Registration Date	yyyy-mm-dd			Category		Awaiting Payment Awaiting Approval Pre-approval	
		Public User En	nail		Ide	ntifier Type			~	Category Group		Pending Approval Request Transfer	
					Me	mber Identifier						Pending Invoice Active	
						I	Search					Transfer Started Imported Rejected Inactive	
Swimming Canada ID ≑	First Name ≑	Last Name ≑	DOB ≑	Active	Official	Teamsheets R	egistration Date ≑	Club 🖨			Start Da	Refunded Manually Refunded	n 🗧
SC24009834	Aaron	Ens	05/11/2010	0	0	Ø 0	1/05/2024 00:40	Calgar	y Trito	ons	01/05/2	Expired Unassigned	-2)24
SC24179390	Aaron	Gamble	20/08/1981	0	0	O	4/06/2024 09:14	Lethbr	ridge (Drcas	01/09/2	Suspended 023 01/09/2024	2023-2 24





Registrant Status Legend

Awaiting Payment: No payment has been made and no invoice generated. Pending Invoice: The Registrant has completed their information but there are unpaid invoices.

Active: Registration has been completed; invoice is paid, and registrant account updated.

Imported: Registrant information has been imported.

Needs More Info: The registrant contact information has not been updated.

Coach Registration Overview

- **Review coach list** 1.
- 2. Register returning and new coaches (invoices are generated for Swimming Canada, PSO, CSCA)
- 3. Payment of coaches invoices (credit card or offline payment)
- Coach completes Swimming Canada requirements + any additional 4. PSO requirements for compliance
- 5. Coach is made active in the system





Under Registration Click Registration Enter Registration Email Select Payment Method Returning coach

- Start typing name in Search member

2

- Select coach

New coach

- Click 🖸
- Enter First name/Last name/DOB/Email
- Select Membership Type

from list

Click Save







				Gro	oup Registration	٦			
Registration									← Back
					 ▲ Options ▲ ⑦ Registration History 				
					 Registration 				
			Club Registrar Email Payment Method						
			Membership Status	Need More Info			•		
					▼ Email Template ▼				
1ember ID	Member Name			DOB	Membership Type	Price	Upgrade Discount	Amount Due	
	Search member	•			Select Membership 🔹				×
					Add Member				
					Next				







		← Back
		

Membership Status – Needs More Info
Default status assigned to registrants by Group Registration

Email Template

Hi {{Member First Name}	,	2005. <u>2006.</u> 0.						
You have been registered	n {{Club Name}}	for this season.		٦				
To complete the registration	n process you will	i need to login at {{L	gin Url}} and	d complete the r	egistration forn	IS.		
To complete the registratio	n process you will	I need to log in at {{L	ogin Uri}} and	d complete the r	egistration forn	IS.		Availa

Customize the content of the email using variables that will select the name/club of the current registrant etc.





Returning Coach

Member ID	Member Name	
	sus O	
	Susie Smith () in 2023-2024	
	Susan Thomas (SC2443597) in 2023-202	4

Begin typing some part of the coach name. Names matching your search characters will be shown below the search field.





Click on the name that you want to register.

New Coach





Duplicate Coach Warning





If you enter a registrant with a similar name/DOB/email

To continue registering with the existing registrant, Click

To proceed with creating a new registrant, Click the

edory	Registration Status	Association
1-Aug 31)	Need More Info	Swimming Club



- Click Add Member to add more coaches. ullet
- Click Next to proceed to payment. ullet



Coach Registration: Offline Payment

View Reg	istration Invoices	View Registration Invoices						÷	- Back
Registration Id	Registr	ration Date	Status			То	ital Paymen	t Amount	Action
1139160	18/06	/2024 00:56	Invoices Pending					134.00	j
Invoice No	Association	Description	Invoice	Date	Status	Total	Paid	Outstanding	Action
3810	Swimming Canada	Invoice for registration 1139160	18/06/	/2024 00:56	New Invoice	34.00	0.00	34.00	
3811	CSCA	Invoice for registration 1139160	18/06/	/2024 00:56	New Invoice	40.00	0.00	40.00	
3812	Swim Alberta	Invoice for registration 1139160	18/06/	2024 00:56	New Invoice	60.00	0.00	60.00	=

If Offline Payment was selected, the invoice amounts for the NSO and PSO are displayed once registration is complete.

*The Swimming Canada invoice amounts AND the PSO invoice amounts will be paid to the PSO if offline payments was selected as per your PSO payment policy.





Coach Registration: Credit Card

		Invo	oices
Make Payment			← Back
		► Op	otions 🔺 View All
	Invoice		Card Details
Line No. Description	Quantity Unit Price Tax	Total	You will have an opportunity to review and confirm your payment before payment is taken.
1 Summer (May 1-Aug 31)	2 50.00 0.00 1	0.00	our payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is
2 D – Precompetitive, Masters, Triathlon, Sur	mmer Club Coach 1 20.00 0.00	0.00	disclosed to SportLomo or your Club.
	Invoice Amount	0.00	Please enter your card details
	Тах	0.00	
	Invoice Total 10	0.00	Credit or debit card
			Card number Autofill link
7			Powered by stripe What is my CVC / CVV code?
			Proceed to Payment
voice details		User is p to Paym	prompted for credit card information. Click "Proceed ent". Complete the payment on the next screen.





Coach Registration: Credit Card

Purchase Summary



Payment details





Confirm Payment

	Amount
	53.5
	2.32
55.82	

Make Payment



Coach Registration Requirements

The following requirements are completed when the Coach signs into their account after registration.

- 1. Validate their personal and contact information
- 2. Sign the Acknowledgement and Assumption of Risk Form
- 3. Consent to Swimming Canada's policies
- Complete CSCA Screening 4.

In addition, all coaches are required to complete

- 1. NCCP education requirements
- 2. CAC Safe Sport Training or Respect in Sport Activity Leader/Coach Program
- 3. Any additional PSO requirements (including Screening)





Coach Member Login



The Coach will log in to their account and Click on the Update Information button to complete their registration.



Coach Member Login



Click on the Update Information button to complete their registration.



Coach Update Information

Alternate Phone Number Alternate Phone Number (000) 000-0000 Emergency Contact First Name* Tammy Emergency Contact Relationship* partner NCCP Number	Citizenship* Canadian Emergency Contact Last Name* Trainer Emergency Contact Phone Number* I+I * 613 260 1348 Canadian Indigenous Descent
Image: Contact First Name * Tammy Emergency Contact Relationship * partner NCCP Number	Canadian Emergency Contact Last Name* Trainer Emergency Contact Phone Number* • 613 260 1348 Canadian Indigenous Descent
Emergency Contact First Name * Tammy Emergency Contact Relationship * partner NCCP Number	Emergency Contact Last Name* Trainer Emergency Contact Phone Number* III * 613 260 1348 Canadian Indigenous Descent
Tammy Emergency Contact Relationship* partner NCCP Number	Trainer Emergency Contact Phone Number* Image: Contact Phone Number Image: Contact Phone Number Canadian Indigenous Descent
Emergency Contact Relationship * partner NCCP Number	Emergency Contact Phone Number* • 613 260 1348 Canadian Indigenous Descent
partner NCCP Number	Canadian Indigenous Descent
NCCP Number	Canadian Indigenous Descent
	Not Indigenous
Gender Identification	Are you the Head Coach?*
Cis-gender/Cisgenre	▼ No
BIPOC Declaration	
No BIPOC Declaration	-
Waiver * Privacy Declaration View	vvalvcis
Policy Consent View	Δς
* Email Consent View	7.3
	of
Acknowledgement and Assumption of Risks	





CSCA Form

Upload	Credentials	opioad Credentials	*
Sele	cted 2023-2024 s dentials	Screening Disclosure Form - (Timmy Trainer)	
2023-202 SCREENII DISCLOSU	Survey	<image/> <text></text>	
sport	omo		() www.sportlomo.com



Coaches are required to complete the CSCA Registration and Screening Disclosure Form which automatically follows the completion of the other waivers.

View Coach Details





View/Manage	e Membe	ers						
						 Options 	•	
				🗸 🗸 Approv	e Members	View	Payments	Export
					se Se	arch/filter op	tions 🔺	
Swimming Canada ID ≑	First Name ≑	Last Name ≑	DOB ≑	Active	Official	Teamsheets	Registration Date	♦ Start Date ♦
SC24127391	Danny	Diver	24/04/2009	0	0	0	26/04/2024 09:	10 26/04/2024





View Coach

Member Details	←	Back
	 Options View All View Credentials View Playing History Member Signed Acceptances 	
Member Details	Membership Types Primary	
Association Swimming Club Parent Association Swimming Province Swimming Canada ID SC24127391 Public User Account danny@mail.com	Registration Category Type Start Date Expiry Date Source Actions E-mail (Primary) Summer Summer Summer (May 1-Aug 26/04/2024 Nobile (Primary) Mobile (Primary) 31) Aug 31 26/04/2024 Nobile (Primary) Mobile (Primary) Member Season History Summer Summer Summer Summer	
Member First Name Danny Member Last Name Diver	Club Season Status Status Expiry Date Province (Primary) Swimming Club 2023-2024 Active 26/04/2024 09:10 31/08/2024 23:59 Country (dropdown) Province (Primary) Province (Primary) Swimming Club 2023-2024 Active 26/04/2024 09:10 31/08/2024 23:59 Post Code (Primary)	
	Member Identifiers Swimming Canada ID SC24	
#	NCCP Number 11	



Member Details - Acceptances



Member Signed Acceptances

Acceptances List for CSCAtest Coach (SC24179480)

Document Type

Privacy Declaration

Acknowledgement and Consent

Email Consent

Acknowledgement and Assumption of Risks

List of Acceptances required during registration and signed date.





	← Back
Signed Date	Actions
06/06/2024	Ð
06/06/2024	Ð
06/06/2024	0
06/06/2024	Ð

Member Details – CSCA Approval





Membership Types Member Details Association Registration Type Start Date Expiry Date Source Actio Lloydminster Rebels Category Parent Association D -D -Swim Alberta Precompetitive, Precompetitive, Masters, Masters, 06/06/2024 31/08/2024 Registration Swimming Canada ID Triathlon, Triathlon, C2/170/90





				Settings	🗲 Back
Export 🔮	Manage Duplica	ates			
•					
Club ≑	Start Date ≑	Expiry 🖨	Season ≑	Primary/Dual 🖨	Actions
Lloydminster Rebels	06/06/2024	01/09/2024	2023-2024	Primary	i

Approva	l Histo	ory				
Association	Season	Status	Member Approval Rule	Comments	Last Updated	Updated By
CSCA	2023- 2024	Active	CSCA Approval		06/06/2024 05:45	Anita Scheffel- Woo - CSCA

Credentials





				← Back
	Status 🖨	Start Date 🗢	Expiry Date 🗢	Actions
)23-2024)	Approved	30/05/2024, 15:05	30/08/2024, 15:05	🗹 🎯 🛅
)23-2024)	Approved	01/01/2024, 14:11	01/01/2029, 14:11	🕑 🕲 🛅
)23-2024)	Approved	31/08/2021, 15:15	31/08/2026, 15:15	2 0 💼

Qualifications



Credentials are organized into qualifications which can be added manually by the coach/PSO or be pulled from 3rd party apps (LMS/Sterling)

We will help PSOs setup their coach qualifications for compliance.



ions	
	← Back
ince Coach Compliance	
ifications	
	Qualification Short Name
dentials	
	Required Status
	Active
gories	
-	

Club - View Credentials

Compliance and Certification								
Coach Compliance and Official's Certification	View Member Q	ualifications						← Back
				▲ Op	tions 🔺 Export			
				▲ Search/fi	lter options 🔺			
	Ту	pe Coach Compliance 🔻			Season 2023-202	4 💌		
	Qualification Nan	ne						
	Member First Nan	ne s			Member Last Name			
	Qualification Stat	us			Member Status × Awaitin	g Payment × Active × Need N	More Info	
	Membership Catego	bry			Club Applicant Type to Second	earch for a club 🔻		
				Sear	ch			
	Swimming Canada ID 🗢	First Name 🗢 🛛 Last Name	♦ Most Recent Club ♦	Member Status 🗘	Qualification 🗢	Qualification Status 🗘	Certification Status 🗘	Actions
	SC24021726	S	s Barracudas	Active	Safe Sport Training	Licensed	Active	C T
	SC24021726	S	Barracudas	Active	Swim Alberta Coach Compliance	In Progress	Missing Credentials	e 1
		Status of Qu	alifications		(Click to view	/edit	



Club - View Credentials

;	Swim Alberta Coach Compliance Details			← Back
	Name	Swim Alberta Coach Compliance		
	State	In Progress		
	Licenced Date	Licence date available		
	Member ID	SC		
	Member Name			
	Member Status	Active		
	Attachment(s)	No Attachments provided		
	Prei	requisite Qualifications		
Qualification Name	Qualification Short Name		Status	Action
Safe Sport Training			Licensed	i
	Pre	erequisite Credentials		
Credential Name	Credential Short Name	Valid Till	Status	Action
NCCP Requirement	NCCP Requirement	01/01/2029, 12:11	Approved	i 🕹
Screening	Screening		Not Provided	<u>±</u>



Coach – Upload Credentials

Members

CSCAtest Coach Swimming Canada ID: SC24179480 Member Status: Pending Invoice Member Season: 2023-2024

D – Precompetitive, Masters, Triathlon, Summer Club Coach Expiry Date: 31/08/2024







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View status of Qualifications

Coach – Upload Credentials

		Options A Options A Options A Options A
oload Credentia		
etails		Attachment(s)
etails		Attachment(s)
)etails _{Type}	Background Check	Attachment(s)
)etails Type Credential Name	Background Check Screening	Attachment(s)
)etails Type Credential Name Provider	Background Check	Attachment(s)
Details Type Credential Name Provider Provider Identifier	Background Check	Attachment(s)
Details Type Credential Name Provider Provider Identifier Start Date	Background Check Screening 18/06/2024	Attachment(s)
Details Type Credential Name Provider Provider Identifier Start Date Expiry Date	Background Check Screening 18/06/2024 19/06/2027	Attachment(s)
Details Type Credential Name Provider Provider Identifier Start Date Expiry Date Additional Info	Background Check Screening 18/06/2024 19/06/2027	Attachment(s)









Coach – View Qualifications

CSCAtest Coach's Qualif	ications	• Start a new Qualification 🔒 Member	Qualifications Summary	Q Search/Filter -	1∓ Sort ▼
	Licenced Date 12th June, 24	Name : Safe Sport Training First Name : CSCAtest State : Licensed	Last Name : Coach		Manage Telete
		Name : Swim Alberta Coach First Name : CSCAtest State : In Progress	Last Name : Coach		Manage Delete





Coach – View Qualifications

CSCAtest Coach: Swim Alberta Coach Compliance Details

Name	Swim Alberta Coach Compliance
State	In Progress
First Licenced Date	No Licence history
Recent Licenced Date	Licence date not available
Member ID	198508
Member Name	CSCAtest Coach
Member Status	Pending Invoice
Attachment(s)	No Attachments provided
Pre	requisite Qualifications

Qualification Name

Safe Sport Training

Prerequisite Credentials

Credential Name	Credential Short Name	Valid Till
NCCP Requirement	NCCP Requirement	31/08/2025, 09:02
Screening	Screening	28/05/2027, 16:43

Oualification Short Name



Questions?





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