

National Registration System - Swimming Canada

Introduction

Welcome to the National Registration system for Canadian Swim Clubs. This new system allows individual families to manage their family contact information, and swimmer registrations.

If you have not already received an Account email from your Club Registrar, please follow the simple steps below and you will be able to complete the process. In future seasons you will only need to ensure all information in your account is still correct, and then complete the very last step.

Should you have any problems with the process, please contact your Club Registrar or swimming@sportnovascotia.ca

Activate Account



New Swimming Canada Account

Dear

Your Swimming Canada family account has been activated. Your login information is included below. Once logged in, you will be able to manage all your registrations and contact information.

Please [click here](#) to automatically logon to the system .

If you have received this email in error, please reply to the email with a note regarding the error.

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Suite 700, 2197 Riverside Drive
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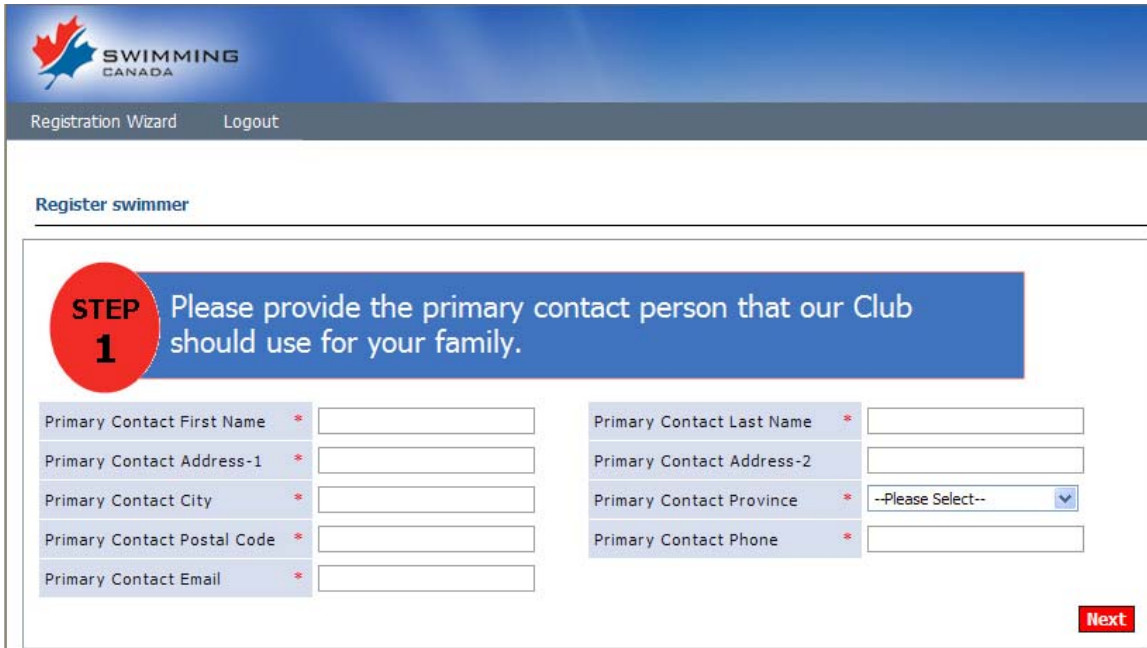
Contact your Club registrar to ensure they have a valid email address to set up your account

Once your Club Registrar has activated your account, you will receive an email from notifications@swimmeet.ca - to be sure this email is received, please go to the Safe Senders List in your email Junk Mail settings and add the email address of swimmeet.ca as a safe

Click on the [Click Here](#) link to enter your registration account

National Registration System - Swimming Canada

Step 1



Registration Wizard Logout

Register swimmer

STEP 1 Please provide the primary contact person that our Club should use for your family.

Primary Contact First Name *	<input type="text"/>	Primary Contact Last Name *	<input type="text"/>
Primary Contact Address-1 *	<input type="text"/>	Primary Contact Address-2	<input type="text"/>
Primary Contact City *	<input type="text"/>	Primary Contact Province *	--Please Select--
Primary Contact Postal Code *	<input type="text"/>	Primary Contact Phone *	<input type="text"/>
Primary Contact Email *	<input type="text"/>		

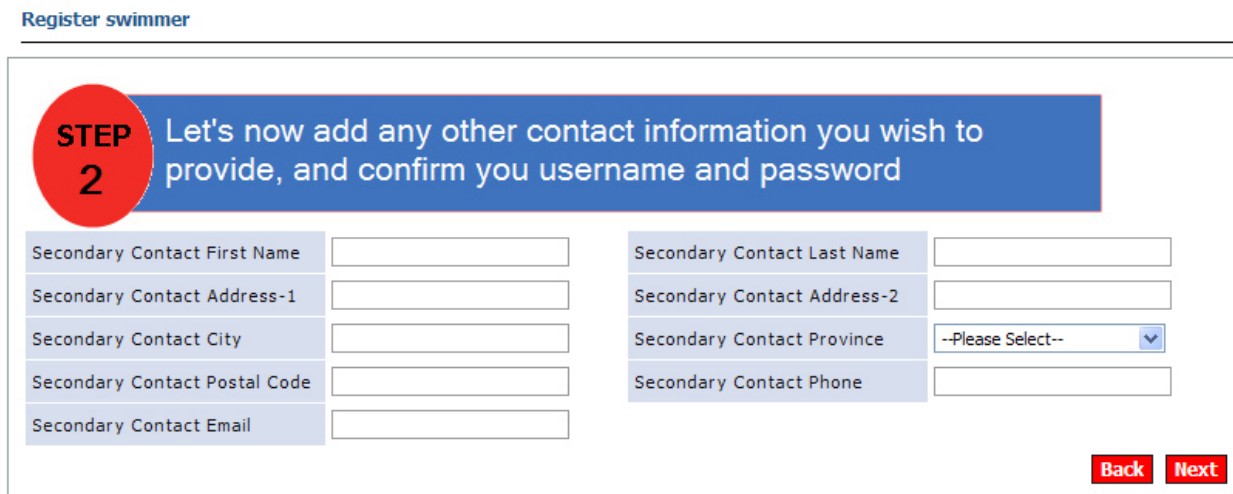
Next

Complete the information requested for the primary family contact.

You will have the opportunity to add further contacts at the next step.

When complete, select **NEXT**

Step 2



Registration Wizard Logout

Register swimmer

STEP 2 Let's now add any other contact information you wish to provide, and confirm you username and password

Secondary Contact First Name	<input type="text"/>	Secondary Contact Last Name	<input type="text"/>
Secondary Contact Address-1	<input type="text"/>	Secondary Contact Address-2	<input type="text"/>
Secondary Contact City	<input type="text"/>	Secondary Contact Province	--Please Select--
Secondary Contact Postal Code	<input type="text"/>	Secondary Contact Phone	<input type="text"/>
Secondary Contact Email	<input type="text"/>		

Back **Next**

You may add a second family contact at this screen.

All fields are optional on this page.

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When complete, select **NEXT**

Step 3

Register swimmer

STEP 3 Please change your username and password to something you will be able to remember when logging into your account

User Name * Password *

Back **Next**

Create your own username and password.

If there is already information displayed, simply delete and replace with yours.

When complete, select **NEXT**

Step 4 - Swimmer ID

Register swimmer

STEP 4 Please add swimmers now

If you have the 9 digit Swimmer ID number for this swimmer, please enter it here and confirm the information below is correct

If you do not know the Swimmer ID for this swimmer, or are a NEW member, please enter the information on the right and select SUBMIT.

Those swimmers found in the existing database will be displayed and the correct swimmer should be selected. NEW swimmers will be prompted to have their Swimmer ID assigned by the Club Registrar.

Swimmer ID

Swimmer Details

ID Number	Name	DOB	Club
128932200	Renee Moss	07-13-1999	Alberta Marlin Aquatic Masters

If you see errors here, please notify our Club Registrar

The next step has you adding your swimmer(s) to the family account. The registration system allows you to manage all of the swimmers in your family, whether they are all in the same club, or in different clubs.

If you know the 9 digit Swimmer ID number for the swimmer you are adding, enter it in the first box and press **SUBMIT**.

If the swimmer can be found, their name, date of birth and gender will be displayed. Press **SELECT**

See image above for sample display when using 9 digit Swimmer ID.

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Step 4 - Name Information to search for swimmer ID

Register swimmer

STEP 4 Please add swimmers now

If you have the 9 digit Swimmer ID number for this swimmer, please enter it here and confirm the information below is correct

If you do not know the Swimmer ID for this swimmer, or are a NEW member, please enter the information on the right and select SUBMIT.

Those swimmers found in the existing database will be displayed and the correct swimmer should be selected. NEW swimmers will be prompted to have their Swimmer ID assigned by the Club Registrar.

Swimmer ID

Swimmer Details

ID Number	Name	DOB	Club	
128932200	Renee Moss	07-13-1999	Alberta Marlin Aquatic Masters	Select

If you see errors here, please notify our Club Registrar

If you do not have the 9 digit swimmer ID, or if the swimmer is a NEW registration

Enter the First Name, Last Name, Date of Birth and Gender, then select **SUBMIT**

If the swimmer can be found, their name and date of birth will be displayed under the grey box area. Press **SELECT**

See image above for sample display when using name, date of birth and gender information to look up swimmer.

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Step 4 - Cannot find swimmer

Register swimmer

STEP 4 Please add swimmers now

If you have the 9 digit Swimmer ID number for this swimmer, please enter it here and confirm the information below is correct

If you do not know the Swimmer ID for this swimmer, or are a NEW member, please enter the information on the right and select SUBMIT.

Those swimmers found in the existing database will be displayed and the correct swimmer should be selected. NEW swimmers will be prompted to have their Swimmer ID assigned by the Club Registrar.

Swimmer ID

Swimmer Details

If you are not listed, review your information and try searching again or click **assign** to have Club Administrator find your number. [Assign](#)

If you see errors here, please notify our Club Registrar

<input type="text"/>	<input type="button" value="Submit"/>
<input type="text" value="John"/>	First Name
<input type="text" value="Smith"/>	Last Name
<input type="text" value="January 7 1998"/> <input type="button" value="Calendar"/>	Date of Birth
<input type="radio"/> Male <input checked="" type="radio"/> Female	Gender
<input type="button" value="Submit"/>	
<input type="text"/>	

If you enter the swimmer ID or name, date of birth and gender and have no luck finding the swimmer, you will receive a message to have the swimmer ID assigned by your Club Registrar

Select the **ASSIGN** button to proceed

See image above for sample display when using name, date of birth and gender information to look up swimmer.

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Step 4 - Complete the form

To assist the Club with having proper information on file for your swimmer, please complete these quick questions:

Are you a swimmer with a disability? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Classification code *	<input type="text"/>
Are you of aboriginal descent? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Aboriginal descent *	<input type="text"/>
Are there any medical conditions we should be aware of for safety reasons? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Medical Condition *	<input type="text"/>
Has this swimmer participated in learn to swim lessons? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Learn to Swim type *	<input type="text"/>
What year did you first join a swim club? *	<input type="text" value="-Please Select-"/>	How did you find out about our Club? *	<input type="text"/>

I would like to receive the Swimming Canada weekly email newsletter?
 I would like to receive member only offers from Swimming Canada sponsors?

ADD ANOTHER SWIMMER **DONE**

To complete the swimmer information, simply respond to the questions at the bottom of the page.

Click on the image to the right to see the form.

When complete, click on **ADD ANOTHER SWIMMER** to save the information on this swimmer, and complete the same form for another swimmer.

If you have completed all swimmers in your family, select **DONE**.

Details on the questions asked in this form:

- Are you a swimmer with a disability?

This is asked to help identify those swimmers eligible for the many programs offered by Swimming Canada. If you are a Swimmer with a Disability, please provide your most current Classification Code.

- Are you of aboriginal descent?

This is asked to assist Provincial swimming offices with reporting required by Provincial and Federal governments, and to identify those swimmers eligible for programs available to swimmers of aboriginal descent.

- Are there any medical conditions we should be aware of for safety reasons?

This is asked to ensure coaches and pool personnel have the required information to treat your swimmer should their be an accident.

- Has the swimmer participated in learn to swim lessons?

This is asked to help build stronger partnerships with the many learn to swim providers across Canada.

- What year did you first join a Swim Club?

This is asked to help identify trends in terms of entry age and retirement age for our sport.

- How did you find out about our Club?

This is asked to help the Club identify the most effective means of advertising their programs.

- I would like to receive the Swimming Canada weekly email newsletter?

This is asked to help communicate Swimming Canada news and upcoming events to the membership.

- I would like to receive member only offers from Swimming Canada sponsors?

This is asked to assist with provision of member only specials from sponsors of Swimming Canada.

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Step 5 - Select the swimmer to be registered

Registration Details

STEP 5 Final step - register the swimmer(s) with the Club

[Register selected swimmer](#)


Swimmer ID	Name	Date Of Birth	Gender
<input checked="" type="radio"/> New	Katrina Moss	January 01, 2000	Female

[Current Season Registrations](#) [View entire registration history](#)

Select the swimmer from the displayed list that you will register by clicking on the circle button to the left of the swimmers name. Now select the **Register Selected Swimmer** button.

You can also view the registration history by clicking on **View entire registration history** button.

Step 5 - Register Swimmer to Club



SWIMMING CANADA

Registered in as

Registration Details

STEP 5 Final step - register the swimmer(s) with the Club

To register a swimmer with a Swim Club, University Team or Masters Club, select the option the best describes your registration intentions.

Swimmer Name : * **Renee Moss**

Register as an age group swimmer with a Swimming Canada affiliated Swim Club

Register as a University swimmer with a CIS University Team

Register as a Master swimmer

Once you have selected your swimmer, choose the Club(s) you will be registering with:

If you are joining a Swim Club as a regular member, select "Register as an age group swimmer with a Swimming Canada affiliated Swm Club". You will then be asked to identify the Province and Club you are registering with. When complete, select **SUBMIT REGISTRATION**


If you are joining a Canadian Inter-University Sport swim team, select "Register as a University swimmer with a CIS University Team" You will then be asked to identify the University Team you are registering with. When complete, select **SUBMIT REGISTRATION**

If you are joining as a Masters swimmer, select "Register as a Master swimmer". You will then be asked to identify the Masters team you are registering with. When complete, select **SUBMIT REGISTRATION**

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Step 5 - Finish the registration

Registration Details



Final step - register the swimmer(s) with the Club

The registration for this swimmer has been submitted. The club registrar will notify you once your registration is activated.

[Back](#) [Exit](#)

You are now finished the registration process for this swimmer.

If you have more than one swimmer, you will be able returned to the start of Step 5 to complete the registration process.

Select EXIT to leave the system.

To return to your account, go to www.swimming.ca/registration.aspx and use the username and password you set up for your account.

Your Account



Instructions Account Details Parental Information Swimmers Registration Logout

Welcome

Welcome to the family account area in Swimming Canada's national registration system.

You may return into your account and update any of the information previously entered.

Account Details - this is the primary contact for the account

Parental Information - this is the secondary contact information for the account

Swimmers - this is the information provided for each of the swimmers in your account

Registration - this is where you will have registered to a Club or Team.

Once your account information, parental information and swimmers have been set up in your account, the only step each year will be the final step to register your swimmer to a Club.

Select **Logout** to leave this system