

Memo To: Prince Albert Sharks Swim Club Returning Masters Swimmers
From: Marj Walton, Executive Director
Date: September 8, 2009
Re: Swimmer Registration

In order for your swimmer registration to be complete, you must also register online on the National Registration Database. This is a mandatory function that must be done by every swimmer across the country. This process officially registers you as a Masters swimmer with the following organizations:

- 1) Prince Albert Sharks Swim Club
- 2) The Provincial Sport Governing Body for swimming in Saskatchewan, called Swim Saskatchewan
- 3) Saskatchewan Association of Masters Swimming (SAMS)
- 4) The National Sport Governing Body for swimming in Canada called Swimming Canada.
- 5) The National Sport Governing Body for Masters swimming in Canada called Masters Swimming Canada.

When the national registration system is ready to accept registrations for the 2009/2010 season (approx Tuesday Sept 8/09) your national registration account will be activated by Prince Albert Sharks Club Registrar Barb Lucas.

This account activation will send you an auto generated email with a link that will take you directly to your national registration login page. This auto generated email will arrive in your inbox from: notifications@swimmeet.ca and is titled: *New Swimming Canada Account*

Once you log in, it will take you through 5 simple steps that will only take you 1 minute to complete. Honestly it does not take long.

Screen/Step #1 – your username and password. As a returning swimmer if you want to keep the same username and password, then you can just click on “**NEXT**”. If you wish to change either then re-type what you want and click on “NEXT”

Screen/Step #2 – Brings up the primary/main contact information. This should be your own information. Confirm that the information in this screen is correct. If any of this is not correct, then ensure that you change it. To change just put your cursor on the field that needs to be changed, delete what is currently there and then type in the correct information and then click on “**NEXT**”

Having the correct contact information is very, very important as this is what Swim Sask uses to contact you and would need to provide to the insurance company if there were to be a claim.

Screen/Step #3 – This is the secondary contact page. This information should be that of your spouse or an emergency contact.

Screen/Step #4 – Is the swimmer information page; this is you. As a previously registered swimmer your information will already be in the system, so slide the blue bar on the right hand side of window down to the bottom of the page. At the very bottom on the left hand side you will see: “*Last added Athlete*” and it will show your name and date of birth. If your child also swims age group, then it also show his/her name and date of birth as well. Click “**Done**”. If you have another swimmer that you wish to register then before clicking “Done” click on “Add another swimmer” Fill in all of the required information, then click on submit. If you notice that there is a spelling error in your name or an incorrect date of birth; proceed with the registration by clicking “Done” but notify your Club Registrar; Barb Lucas, of this so that he/she can go in and correct it. Only Barb Lucas can change a name or date of birth.

Screen/Step #5 – Is the final step to Register. Your name and any other swimmers in your family name will appear underneath the red colored bar titled: “Register selected swimmers”. On the left hand side of the screen, beside each of ID number for the swimmer (S) name, there is a little box. **Click on the box for each of the swimmer(S) you wish to register.** A window will pop up saying: You have selected to register these swimmers with the Prince Albert Sharks Swim Club. This is a Masters Swimming Canada Club. Click on “**Okay**”.

This will then complete the registration and the Screen/Step # 5 will now have in Red colored font the following: The registration for this swimmer has been submitted. The club registrar will notify you once your registration is activated. If you have a child that also swims then you obviously will not want to register him/her with a masters club or vice versa you will not want to register yourself with an age group club, so you will have to click on the message that says: *If your intent is to register with another club, please click here*”

In the Registration history on the bottom of the screen you will see in Red ink the word “pending” for the current 2009/2010 season.

If you wish to register with a different club than you were registered with last year, then click on “*If your intent is to register with another club, please click here*” There are then 3 types of clubs to choose from: Swimming Canada Club, University Team or Masters Swim club. *Click on Masters Swim Club.* You will then put in the province of Sask and then it will come up with all the various masters clubs in Sask. You will then click on both the name of the club you wish to join.

If you are having difficulties please do not hesitate to contact either Linda Rempel or myself at the Swim Sask office. Linda works Wed, Thurs and Friday's from 8:30 a.m. to 5:00 p.m. and can be reached at 780-9291, or in you can't get Linda call me: 780-9238.