



Memo To: Prince Albert Sharks Swim Club Families
From: Marj Walton, Executive director
Date: September 3, 2009
Re: Swimmer Registration

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

- 1) The Prince Albert Sharks Swim Club
- 2) The Provincial Sport Governing Body for swimming in Saskatchewan, called Swim Saskatchewan
- 3) The National Sport Governing body for swimming in Canada called 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 the Prince Albert Sharks Swim Club Registrar Barb Lucas

This account activation will send you an auto generated email with a link that will take you directly to the 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. If you are a returning swimmer and 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**”

If you are a new family, please use the Swimming Canada, Swimmer/Parent Guide.

Screen/Step #2 – Brings up the primary/main contact information for the family. (i.e. Mother or Father contact info) For returning swimmers, 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**.”

All Families *For a swimmer that may have 2 households, then the primary contact info should be for the household where the swimmer lives the majority of the time. Having the correct contact information is very, very important. This is how the Prince Albert Sharks Swim Club, Swim Sask or Swimming Canada would get a hold of you or send something in the mail to you. Swim Sask or Swimming Canada may need to contact you if your child was to make a provincial or national team.

Screen/Step #3 – Brings up the secondary contact page. This is the information for the other



parent not listed previously. For those that have 2 households it is very important to make sure that the other information is entered here.

Screen/Step #4 – Is the swimmer information page. If your swimmer(S) was registered previously then 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 daughter/son name and date of birth. 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 swimmer’s 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 she can go in and correct it. Only Barb can change a name or date of birth.

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

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 OR your swimmer is also registering with a University, 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. If registering with both the Prince Albert Sharks Swim Club and the U of R Cougars for example, then click on both the Swimming Canada Club box and the University Team Box. You will then put in the Province of Sask and then it will come up with all the various clubs and university teams in Sask. You will click on both the Prince Albert Sharks Swim Club and U of R Cougars.

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 if you can’t get Linda, call me: 780-9238.