

# *Club Officials - Instructions for Swim Officials' Registration website*

In order to better serve the volunteer Swim Officials in Ontario, the Ontario Swimming Officials Association (OSOA) has developed a new online Swim Officials Registration website. The Swim Officials Registration website has been designed to allow Swim Officials to record and track their Officiating progress electronically.

This first version of the Swim Officials Registration website has features including:

- the ability to find and register for hosted Officials Clinics by your club or other clubs in your Region
- the ability to track and record electronically completed Deck Evaluations
- the ability to track your progress as you move "Up the Ladder"
- integration of user names and password between the Swim Officials Registration site and the Online Officials Moodle Clinic site so you only need one account for both systems
- automated updates of completed online clinics so that all of the information for your completed officials clinics is in one place

The Swim Officials Registration website is designed to aid all levels for Swim Officiating:

- For the Individual, if you have ever lost your Officials Certification Card or forgotten to bring it to a clinic, the site will have an official record of your participation.
- For the Club, their hosted clinics may be listed either privately to Club members only or to the entire Region, and will aid the Club Officials Chair in managing their Club's officials.
- For the Region, the system will track Clubs and Individuals progress and help the Regions with overall planning of clinics.
- For the Province, this system will provide information on the status of Officials and help with the Officials education planning for the future.

This is only the beginning, and we plan to continue to add new features and functions for all details of your Swim Officiating progress.

## **CLUB OFFICIALS INSTRUCTIONS:**

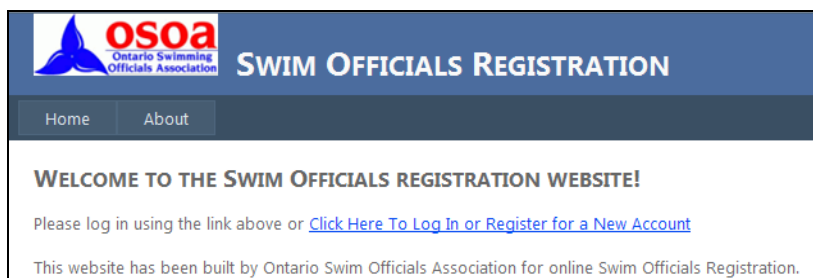
Instructions to Create an Account and Register online for Officials' Registration System

1. Go to [www.osoa.ca](http://www.osoa.ca)
2. Launch our new [official's registration application](#).
3. This will take you to [www.swimmingofficials.com](http://www.swimmingofficials.com)
4. Please log in using the [Log In](#) link or [Click Here To Log In or Register for a New Account](#)

Below is the list of functions available now in the Clinic Registration system that can be performed by each user role. All users initially have the **Basic** role.

### **Anonymous User (not logged in)**

- Log In by clicking the [Log In](#) link or [Click Here To Log In or Register for a New Account](#)



- Register for an account by clicking Register on the Log In page
  - Accounts are in an unapproved status when they are first created
  - The COC must set an Account to approved before the user is allowed to log in
- Retrieve forgotten password (if the user has a valid account and can answer their own security question) by clicking Forgot your password on the Log In page, which will email a new password
- Retrieve forgotten user name (if has a valid account with a valid email address) by clicking Forgot your user name on the Log In page, which will email the username

**Basic User (logged in)**

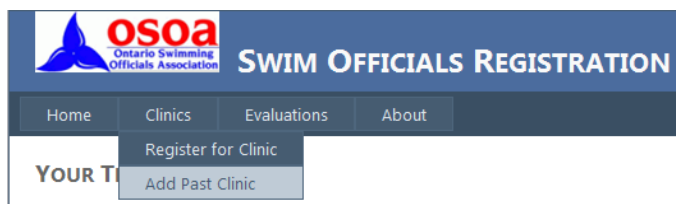
- From the Home page
  - Review Registered and Completed Clinics and Deck Evaluations
  - Cancel Clinic Registration by clicking Cancel next to a Registered Clinic
  - Delete Deck Evaluations that have been entered but not Verified if they were incorrectly entered

- View available Clinics by selecting the Clinics menu and selecting Register for a Clinic

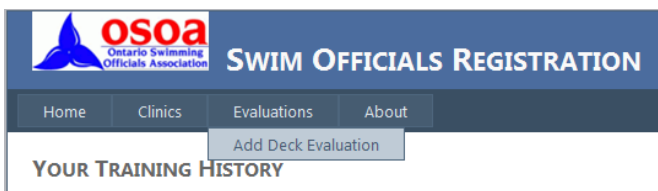
- From the Register for a Clinic page
  - Register for a Clinic by clicking Register next to the desired clinic
  - The details of the clinic will be presented. Click Confirm to confirm attendance or Cancel otherwise.



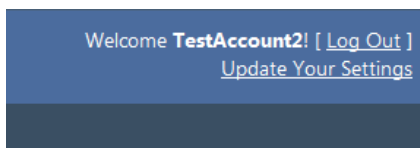
- Add a Clinic that was completed in the past (prior to the 2011/2012 season) by selecting the Clinics menu and selecting Add Past Clinic. Once entered, Past Clinics must be verified by presenting your signed card to your COC.



- Add a Deck Evaluation by selecting the Evaluations menu and selecting Add Deck Evaluations. Once entered, Deck Evaluations must be verified by presenting your signed card to your COC.



- From the top right you can
  - Update User Settings (including Change Password)
  - Logout



### ***New User Account Verification***

- Club Officials Chairs will review the Officials info.
- Club Officials Chairs will View new user accounts that have been created and are requiring verification in the Administration menu and selecting New Accounts to be Approved