



2018-2019 REGISTRATION GUIDE

The following is a step by step guide to the NEW 2018-2019 Registration Database! If you have any questions please e-mail membership@synchroontario.com or phone 416-679-9522. All registration documents can be found on the SSO website under [Member Registration](#)

STEP ONE - Login

1. Create your new password for NEW [Registration Database](#)
 - a. Login: club000 (ex. club123) Temporary Password: first 5 letters of your club name
 - b. You will be prompted to create your new password

STEP TWO – Club registration

1. Review club information is correct and save
*Please note this information is used for office & communication purposes. It is important this is kept up to date
2. Register your club for the 18/19 season
 - a. Select membership type (recreational/competitive/competitive masters)
 - b. Select cheque or cash (no e-transfer, option to pay through credit card on form)
3. Complete **Member Registration & SOCAN Fee Form**
4. Complete **Member Contact Roster Form**

STEP THREE – Register members

1. Select "Find Registrant"
2. Input member information and *Search My Club* or *Search All* to transfer or add new members to club **TIP: Refer to the CAS Guide Book for more detailed information**
3. Select correct registrant and click *GO*
4. Review information is correct and up to date and save if made changes
5. Select *Registration 18/19*
 - a. Select *Role* (swimmer/official/affiliated registrant)
 - b. Select level of *role*
 - c. *Register Member*
 - d. Select *Add Additional Role (18/19)* for registrants with multiple roles
 - e. Continue process for all registrants

TIP: Register the HIGHEST paying role first and then add additional roles. For questions on registrant types, please refer to the *Fee Structure Breakdown* for more information.

COMPETITIVE SWIMMERS:

Clubs will register Novice swimmers as COMPETITIVE LIMITED for the 2018-2019 season. Competitive swimmers may also be registered as COMPETITIVE AWD and COMPETITIVE MASTERS, as appropriate.

Clubs will register all other competitive swimmers as COMPETITIVE PROVINCIAL for the 2018-2019 season. After qualification if a team or routines decides to move onto National competitions, the club will upgrade their roles to COMPETITIVE NATIONAL and pay the difference. **TIP: You will no longer need to enter the age group category; Sync Age is calculated automatically based on date of birth.**

COACHES:

NEW! Clubs may no longer register coaches. Coaches must register independently for the 2018-2019 season. If a coach has multiple roles in your club, you must register them for these other roles first before the coach is able to register in the database. It is the club and coach responsibility to communicate with each other as it relates to payment of fees.



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OFFICIALS:

Officials have the option to register through a club or independently. All officials **MUST** complete the availability form stack: https://synchroswimontario.formstack.com/forms/official_2019

STEP FOUR – Submit Batch

1. You can add as many members you would like to register in a Registration Batch. Once finished, select *Registration Batches* (left menu) and click *GO*
2. This will show a summary, once reviewed you can submit batch for payment
 - a. Select cheque or cash (no e-transfer, option to pay through credit card on form)
3. Complete **Registration Payment Summary Form**

YOU MAY REPEAT STEP 3 & 4 AS MANY TIMES AS YOU REQUIRE TO COMPLETE REGISTRATION

STEP FIVE – Compliance

1. Complete **Certificate of Compliance**
 - a. Sample forms can be found on the registration page

STEP SIX – Submit

1. Submit all forms required to via email or mail to the SSO Office
2. Cheque payments must have Batch #'s in the memo line and be submitted within 7 days of the registration deadline

DEADLINE: October 15th, 2018

ONGOING

1. **Registration Payment Summary Form:**
 - a. New Registrants: Provide information on any new registrants including recreational swimmers registered after the October 15, 2018 deadline. This information must be submitted **WITHIN 30 CALENDAR DAYS** following acceptance by the Member of an application for registration and receipt of registration fees
 - b. Short Term Rec: For programs and camps that run for 6 weeks or less, registrants will need to be added to E-Reg under Recreational, Short Term and activated for each session
 - c. Upgrades: Limited Competitive (Novice) to Competitive Provincial, Competitive Provincial to Competitive National. Select *Add Additional Role (18/19)* and the upgraded costs will be created in a batch. Submit batch and form to SSO.
2. **Change of Contact Information Form:**
 - a. Change of Member Address or Contact Information: It is important that SSO has current information to ensure that communications and notices will go to the appropriate persons. Please submit the **Change of Contact Information Form** whenever there is a change in executive or head coach roles and change of address or email.

TIP: Registrars are responsible for keeping club and registrant information on E-Reg up to date. The Registrar can make changes to their registrants contact information whenever they occur.

Please refer to the CAS Guide Book for more detailed information on the Registration Database