

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

Registration for 2019-2020 starts September 5, 2019

STEP ONE - Login

1. [Registration Database \(https://www.vsatech.ca/scms/logon.cfm\)](https://www.vsatech.ca/scms/logon.cfm)
 - a. Login: club000 (ex. club123) password
 - b. Confirm all information is correct for this year

STEP TWO - Club registration

1. Review club information is correct and saves
*Please note this information is used for office & communication purposes. It is important this is kept up to date
You will need to confirm the information monthly
2. Register your club for the 19/20 season
 - a. Select membership type (recreational/competitive/competitive masters)
 - b. Select cheque or cash (no e-transfer at this time)
note: OAS club registration fee is inclusive of the SOCAN fee
See fee structure form for breakdown and details
3. Complete [Member Contact Roster Form](#)
4. Payment information see STEP 4

STEP THREE - Register members

1. Select "Find Registrant"
Note - please ensure all search methods are exhausted prior to creating a record with a new CAS number for someone who logically would have been registered previously
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 19/20*
 - a. Select *Role* (swimmer/affiliated registrant/Volunteer)
 - b. Select level of *role*
 - c. *Register Member*
 - d. Select *Add Additional Role (19/20)* 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.

SWIMMERS:

- Novice swimmers as COMPETITIVE LIMITED
- Competitive swimmers as COMPETITIVE PROVINCIAL for the 19/20 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.
- Competitive swimmers may also be registered as COMPETITIVE AWD and COMPETITIVE MASTERS, as appropriate

2019-2020 REGISTRATION GUIDE FOR CLUBS

- AquaGO! Participants must be registered as AquaGO!
- Recreational athletes who participate in a summer camp, seasonal program, or other types of non-competitive programming for a period of six weeks or less. Payment must be made for each session they participate at
TIP: You will no longer need to enter the age group category; Sync Age is calculated automatically based on date of birth.
- *Processing Transfers of Athletes Between Clubs*
 - Clubs are free to register new members who previously swam at another club. In order for a new club to register a member formerly registered with another club, they will search the database for the member's profile and proceed to register them.
 - Originating Clubs have the ability to indicate in a swimmer's profile if they are not in good standing for any reason. If the "not in good standing" box is checked, a new club will not be able to register that registrant in any role. Only the originating club or the PTSO administrator can change this record.

ASSOCIATE REGISTRANTS:

- Club Executive
- Board Members
- Individuals who are on deck and/or working with athletes.
- Recreational coach assistants who are **not an NCCP certified coaches and not registered as Competitive Athletes.**

VOLUNTEERS:

- One Parent per competitive athlete must be registered as a volunteer

COACHES:

Clubs may no longer register coaches.

Coach's registration will be open between August 15, 2019 and September 15, 2020

Please see Coaches information package

OFFICIALS

Clubs may no longer register officials

Please see Officials information package

STEP FOUR – Submit Batch

1. Batch sizes will be limited to a max of 50 registrants – an error message that says the batch is full, and to please submit. The Batch will then go to payment waiting mode. A new batch can be started at anytime.
2. Once finished, select *Registration Batches* (left menu) and click *GO*
 - a. A batch can stay open and pending only for 30 days
3. 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)
4. Complete [Payment Summary Form](#) showing all batches that are included in payment
5. **Cheque payments:** must be submitted with the registration payment form within 7 days of the registration

2019-2020 REGISTRATION GUIDE FOR CLUBS

1. **Credit Card Payments:** email batch payment Summary form showing total to be applied to <mailto:membership@ontarioartisticswimming.ca>

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

STEP FIVE – Compliance

1. Complete [Certificate of Compliance](#)
 - a. forms can be found on the registration page and submitted to OAS

STEP SIX – Submit

1. Submit all forms: required to via email or mail to the OAS Office
 - a. [Certificate of Compliance](#)
 - b. [Member Roster/ contact Form](#)
2. Club Registration and Competitive Athlete registration and payment must be completed by the deadline

DEADLINE: October 15th, 2019

ONGOING

1. **Registrations:**
 - a. New Registrants: Provide information on any new registrants including recreational swimmers registered after the October 15, 2019 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 Recreational Athletes : 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 (19/20)* and the upgraded costs will be created in a batch.
 - d. Associated Members: Any change in Club Executive or additional personal must be submitted **WITHIN 10 Days**

All Payment for batches and Completed [Batch Payment Summary Form](#) must be received by the office within 10 days of entry

2. **Change of Contact Information Form:**
 - a. Change of Member Address or Contact Information: It is important that OAS 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