

## 2019-2020 REGISTRATION GUIDE FOR OFFICIALS

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

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### 1. Login

- a. [Registration Database \(https://www.vsatech.ca/scms/logon.cfm\)](https://www.vsatech.ca/scms/logon.cfm)
  - i. **Option 1: (if you know your CAS number)**
    1. User id: Your CAS number (it is intended that you will have the same CAS number for life.)
    2. Password: the default will be the first 5 letters of your last name
  - ii. **Option 2: (you do not know your CAS number – you can only use this option once to access your profile)**
    1. User ID Your user ID is your full last name (including accents and spaces)
    2. Password (one time only) will be the last three (3) characters of your postal code followed by the last four (4) digits of your telephone number. For example, the password for the CAS National office would be 0Y95674 (from K1G 0Y9 and 613.748.5674)
- b. You will be forced to change this password and once logged in you will be prompted to note your CAS number as you will be required to use it for all subsequent log ins

i.

### 2. Confirmation of Certification

- a. Review information is correct and saves  
\*Please note this information is used for office & communication purposes. It is important this is kept up to date
- b. You will need to confirm the information each time you login
- c. **Police Record Check** – All Officials over 18 years of age are required to provide OAS with a valid police record check. Any Official who does not have an existing police record check that is less than 3 years old must obtain an E-pic through the Sterling Backcheck online process. E-pic checks are valid for 5 years and will be tracked on your profile page in the CAS online registration system. Cost \$25.00 plus Tax  
Online link: <https://pages.sterlingbackcheck.ca/landing-pages/c/canada-artistic-swimming/>
- d. **Finalize online registration** – once all certifications have been verified
  - i. Select Role: Official – National
    - a. Official - Provincial
  - ii. Select Payment method: cheque or cash (no e-transfer at this time)

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### 1. Required Form

- a. Official availability and hotel registration form  
[https://ontarioartisticswimming.formstack.com/forms/official\\_2019\\_20](https://ontarioartisticswimming.formstack.com/forms/official_2019_20)
  - Please include the MREGID# from online registration
- b. **Conflict declaration**  
[https://ontarioartisticswimming.formstack.com/forms/identifying\\_conflict\\_of\\_interest\\_for\\_officials](https://ontarioartisticswimming.formstack.com/forms/identifying_conflict_of_interest_for_officials)
  - **Please update if any information changes during the Season**

### 2. Submit

1. Submit all forms: required to via email or mail to the OAS Office
2. **payments:** must be submitted with the registration payment form within 7 days of the
  - a. **Cheque Payment** registration with MREGID# on comment line
  - b. **Card Payments:** please call into the office with you card # and email all forms to [membership@ontarioartisticswimming.ca](mailto:membership@ontarioartisticswimming.ca)

**New OAS Official shirts** are available on the website at: <https://ontarioartisticswimming.ca/synchro-store/>