

## Associating Coaches to your Club

Either the Club or the Coach can make the association that a coach is working for a club which should help when selecting team coaches

To add a coach

1. Select My Org. Coaches on the left side panel
2. Select add Coach
3. You can search by Last Name , First Name or CAS #
4. Select the correct Coach – Go button
5. Select ADD

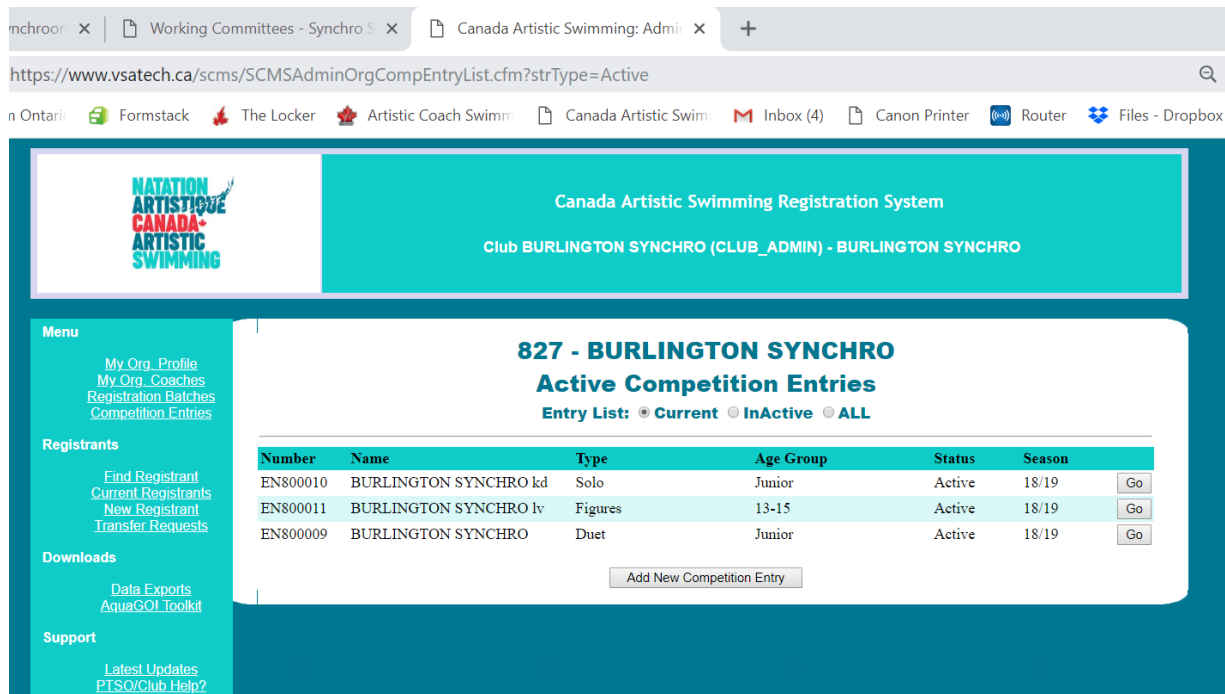
The screenshot shows a web browser window with the URL <https://www.vsatech.ca/scms/SCMSAdminOrganizationCoachesList.cfm>. The page title is "Canada Artistic Swimming Registration System" and the club name is "Club BURLINGTON SYNCHRO (CLUB\_ADMIN) - BURLINGTON SYNCHRO". The main content area displays "827 - BURLINGTON SYNCHRO Coaches List" with a table containing one entry:

Status	Season	Date	Coach
ACTIVE	18/19	From Jan 10, 2019 To Aug 31, 2019	ELLY VAN FLEET

Below the table is an "Add Coach" button. The left sidebar contains a menu with categories: Menu, Registrants, Downloads, Support, and LOG OFF.

## To Set up Routines and Figure Groups

In preparation of registering for a competition at the start of the season you will need to set up all of your routines and also your figure age groups. Once these are set up they will be used for registering for all competitions



The screenshot shows a web browser window with the URL <https://www.vsatech.ca/scms/SCMSAdminOrgCompEntryList.cfm?strType=Active>. The page title is "Canada Artistic Swimming Registration System" and the user is logged in as "Club BURLINGTON SYNCHRO (CLUB\_ADMIN) - BURLINGTON SYNCHRO". The main content area displays "827 - BURLINGTON SYNCHRO Active Competition Entries" with a filter for "Current" entries. A table lists three entries:

Number	Name	Type	Age Group	Status	Season	
EN800010	BURLINGTON SYNCHRO kd	Solo	Junior	Active	18/19	Go
EN800011	BURLINGTON SYNCHRO lv	Figures	13-15	Active	18/19	Go
EN800009	BURLINGTON SYNCHRO	Duet	Junior	Active	18/19	Go

Below the table is a button labeled "Add New Competition Entry". The left sidebar contains a menu with options like "My Org Profile", "Registration Batches", "Registrants", "Downloads", and "Support".

## To Set up the Routine

1. Select Competition Entries on the left side panel
2. Add new Competition Entry
3. Mandatory field on the competition Entry Update screen
  - a. **Name:** This is what you will see when looking at your entry list and also for the scorer so include your club name and then if you want a team name or coaches initials to distinguish multiple entries in the same group (ie. Burlington Synchro kd)
  - b. **Category Type:** (dropdown list) inc. Solo, Duet, Team, Combo, Highlight and Figures
  - c. **Age Group:** Make sure you select the correct one including AWD categories  
**For 8U Novice select other**
  - d. **Entry Email:** Use registrar email address
  - e. **Routine Head Coach:** at least one coach needs to be listed you can entry by Name or CAS# and it should auto fill
  - f. **Additional Coaches:** you may list up to 3 coaches and they will be shown on the results and any programs
4. Select ADD

s - eblainey@synchro.ca x SCMS Admin: Entry Profile x Formstack

https://www.vsatech.ca/scms/SCMSAdminOrgCompEntryInfo.cfm?strentryno=EN800009

ynchro Swim Ontari Formstack The Locker Artistic Coach Swim Canada Artistic Swim Inbox (4) Canon Printer Router Files - Drop

### Competition Entry Update

#### EN800009 BURLINGTON SYNCHRO-Duet (Junior)

\*(Mandatory)

**Menu**

**Clubs**

- Active Clubs
- Find Club
- My Org Profile
- Submitted Batches
- Submitted Payments
- Competition Admin
- Competition Entries

**Registrants**

- End Registrant
- Current Registrants
- New Registrant
- Transfer Requests

**Downloads**

- Data Exports
- AquaGO! Toolkit

**Support**

- Latest Updates
- ETS/Club Help?
- Coach Help?
- Email Support

LOG OFF

Entry No: EN800009 Name: BURLINGTON SYNCHRO

\* Category Type: Duet

\* Age Group: Junior

\* Status: Active \* Season: 18/19

\* Represent Club: BURLINGTON SYNCHRO

\* Entry Email: sherryriley3@gmail.com Pref. Language: English

\* Routine Head Coach: Eily Van Fleet CAS No: ON03827017

Coach 2 Name: Sherry Riley CAS No: Email:

Coach 3 Name: CAS No: Email:

Team Manager Name: CAS No: Email:

Phone: Email:

Notes:

Entered: Jan 10, 2019 9:10:53 AM by PTSO SYNCHRO ONTARIO

Last Updated:

Cancel Save Back

No Members Found For this Competition Entry!

Add Member(s)

5. Add Members(s)
6. You can search all your clubs entries or by last name
7. Select athlete go Button. At this time you must choose one athlete at a time from the search screen to add to a routine
8. Once all Athlete are added you must hit the back button
9. Select Save
10. you can select each athlete as active or alternate
11. These entries can be changed anytime on this screen or when you are entering in a competition

**\*\* Note**

For figures you can either make one big entry for all athletes in an age group or smaller groups (ie teams) and just select them all when doing the entries

Tech and Free events will be set in the competition registration entries if they athletes are the same on both routines you only have to make one entry for them