

REGISTRATION GUIDE FOR OFFICIALS

UPDATED OCTOBER 5, 2020

The following is a step by step guide to the Registration Database. All registration documents can be found on the OAS website under [Member Registration](#). If you have any questions, please e-mail membership@ontarioartisticswimming.ca or phone 416-679-9522 X221

Registration for 2020-21 starts September 1, 2020

STEP ONE – Login

1. [Registration Database](#)

Option 1 (If you know your CAS number)

- a. User ID: Your CAS number (it is intended that you will have the same CAS number for life)
- b. Password: the default will be the first 5 letters of your last name

Option 2 (If you don't know your CAS number. You can only use this option once to access your profile

- a. User ID: Your user ID is your full last name (including accents and spaces)
- b. 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)

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

STEP TWO – Confirmation of Certification

All officials must complete the online registration for themselves. Clubs must NOT complete the online registration for their officials

1. Review personal information is complete and accurate and save

A valid personal email is required (a general club administration e-mail will not be accepted). This information is used for administration and communication purposes. It is important this information is kept up to date. You will need to confirm the information each time you login

2. All components must be complete and valid to finalize registration

- A. **Police Record Check** - All Officials are required to provide OAS with a valid police record check. Any Official who does not have an existing police record check or a police record check that is dated before August 30, 2015 must obtain an E-PIC check using the Sterling Backcheck online process. E-PIC checks are valid for 5 years and will be tracked on your profile page in

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the CAS online registration system. The cost of the E-PIC check is \$25.00 plus tax Online link: <https://pages.sterlingbackcheck.ca/landing-pages/c/canada-artistic-swimming/>

B. **Respect in Sport** – MORE INFORMATION TO FOLLOW.

STEP THREE – Finalize Online Registration

Once all certifications have been verified

1. Select Role:
 - a. Official – National
 - b. Official - Provincial
2. Select Ontario
3. Select **e-transfer** (send to oaspayments@ontarioartisticswimming.ca) or **credit card** payment
E-transfers must be submitted within 7 days of registration
4. **Credit Card Payments:** E-mail the [CAS Payment Summary Form](#) showing total to be applied to membership@ontarioartisticswimming.ca. Once received, an invoice from PayPal will be sent to the email provided for payment processing. Please note: A **2.9% Convenience Fee** will be calculated and added to the total invoice amount

STEP FOUR – Additional Documents Required

Submit all required documents via email to the OAS office at membership@ontarioartisticswimming.ca

1. Signed [OAS Declaration of Compliance: COVID-19](#)
2. Signed [Release of Liability, Waiver of Claims and Indemnity Agreement](#)
3. Officials availability and hotel registration form
https://ontarioartisticswimming.formstack.com/forms/official_2019_20_copy_1
4. Conflict Declaration
Please update this form if any of your information changes during the season
https://ontarioartisticswimming.formstack.com/forms/identifying_conflict_of_interest_for_officials

ONGOING

Change of Contact Information

It is important that CAS and OAS have current contact information for officials to ensure that communications and notices will be delivered. **Please ensure you keep your personal information including your email address up-to-date on the CAS online registration system**

New OAS Official shirts are available. TO ORDER: contact Sue at 416 679-9522 x 221 or email at smwall@ontarioartisticswimming.ca