

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 x 221

Registration for 2021-22 starts August 23, 2021 Registration deadline is September 30, 2021

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 five (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 required 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 logins

STEP TWO – Waivers & Confirmation of Certification

All officials must complete the online registration for themselves. Clubs must NOT complete the online registration for 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 Acknowledgment of CAS Conduct Policy: Officials will not be able to complete their online registration without their annual acknowledgment of the CAS Conduct Policy

B Required Waivers: New this season, required waivers for officials will now be completed through the CAS online registration system including: OAS Declaration of Compliance: COVID-19 and Release of Liability Waiver. You will be prompted to download the required documents, complete and sign them, and upload the completed documents to your CAS

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profile. Completion of these waivers is mandatory and you will not be able to complete your registration until it is done

- C Police Record Check:** All Officials are required to provide OAS with a valid E-PIC police record check. Any Official that does not have an existing E-PIC check or where the existing E-PIC is more than five (5) years old must obtain an E-PIC check using the Sterling BackCheck online process. E-PIC checks are valid for five (5) years and will be tracked on your profile page in the CAS online registration system. The cost of the E-PIC check is \$25.00 plus tax

Online link: [Sterling Backcheck](#)

- D CAC Safe Sport:** Officials must complete the CAC Safe Sport Certification, which is provided by the CAC at no cost. This training is valid for three (3) years. The certificate date and renewal date will be added to your profile page in the CAS online registration system

Online links: <https://safesport.coach.ca/participants-training>

STEP THREE – Finalize Online Registration

Once all certifications have been verified

1. Select Role:
 - a. Official – National
 - b. Official - Provincial
2. Select Ontario
3. **Payment by E-transfer:** send to oaspayments@ontarioartisticswimming.ca
E-transfers must be submitted within 7 days of registration
4. **Payment by Credit Card:** 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 + \$.30 transaction 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. Officials availability and hotel registration form
https://ontarioartisticswimming.formstack.com/forms/official_2019_20_copy_1
2. Conflict Declaration

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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