

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 email [membership@ontarioartisticswimming.ca](mailto:membership@ontarioartisticswimming.ca) or phone 416-679-9522

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

### **STEP ONE – Login**

1. [Registration Database](#)
  - 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 save  
Please note this information is used for office and communication purposes. It is important this information is kept up to date. Please confirm the accuracy of the information regularly
2. Register your club for the 21/22 season
  - a. Select a Category type (Recreational Club or Competitive Club) and click Register
  - b. Once you are ready to submit your Batch, click Submit Batch
  - c. Select cheque, e-transfer, or credit card and click Submit

The OAS club registration fee is inclusive of the SOCAN fee. Please 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”

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 Registration System Guidelines](#) for more detailed information**

3. Select correct registrant and click GO
4. Review information is correct and up-to-date and save if you made changes
5. Select Registration 21/22
  - a. Select Role: Athlete
  - b. Register member
  - c. Continue process for all athlete registrants

**For registrant types, please refer to the [Fee Structure Guide](#) for information**

## ATHLETES

- REGIONAL LEAGUE athletes as COMPETITIVE LIMITED
- Competitive athletes as COMPETITIVE PROVINCIAL for the 21/22 season. After qualification, if a team or routine decides to move on to National competitions, the club will upgrade their role at that time to COMPETITIVE NATIONAL
- Competitive athletes may also be registered as COMPETITIVE AWD and COMPETITIVE MASTERS, as appropriate
- AquaGO! participants must be registered as AquaGO!
- Recreational athletes who participate in full year programming should be registered as RECREATIONAL PROGRAM REGISTRANT
- Recreational athletes who participate in a summer camp, seasonal program, or other types of noncompetitive programming for a period of six weeks or less should be registered as SHORT-TERM RECREATIONAL PROGRAM REGISTRANT. Payment must be made for each session they participate in
- Parents or Caregivers providing in water support must be registered as AquaGO!, SHORT-TERM RECREATIONAL REGISTRANT, or RECREATIONAL PROGRAM REGISTRANT, as applicable.
- Parents or Caregivers providing support to COMPETITIVE athletes must be registered as RECREATIONAL PROGRAM REGISTRANT

**TIP: You will no longer need to enter the age group category. Synchro Age is calculated automatically based on date of birth**

## Processing Athlete Transfers Between Clubs

Clubs are free to register new members who previously swam at another club subject to any restrictions as prescribed by OAS. 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 registrant's profile if they are "not in good standing." If the "not in good standing" box is checked, the new club will not be able to register that registrant in any role. Only the originating club or the OAS administrator can change this record.

## STEP THREE cont'd – Initiate Registration for Associate Members and Volunteers

It is recommended that Associate Members and Volunteers be registered in the same batch. Once the batch is created and submitted, each member in the batch that is registered for a role that requires waivers will be sent an email with instructions on how to proceed to complete their registration requirements. Please ensure that the email address you enter for each member is accurate.

### ASSOCIATED REGISTRANTS AND VOLUNTEERS

#### **Clubs will initiate the registration process for Associate Registrants and Volunteers**

- Select Registrant or create New Registrant
- Select Registration 21/22
- Select role
- Register
- Continue process for all Associate Registrants and Volunteers

An Associate Registrant or Volunteer must complete the required documents to be considered fully registered.

### COACHES

#### **Clubs may no longer register Coaches**

- Coach registration will open August 23, 2021. Please see Coach Information Package
- Coach registration and payment must be completed by the deadline of SEPTEMBER 30, 2021
- A club that engages an international coach or a coach who resides in another province must ensure that the coach registers themselves as an Ontario coach in the CAS online registration system prior to being on deck

### OFFICIALS

#### **Clubs may no longer register Officials**

- Officials registration will open August 23, 2021. Please see Officials' Information Package

## STEP FOUR – Submit Batch

1. Batch sizes will be limited to a max of 50 registrants. An error message will appear saying the batch is full, and to please submit. The batch will then go to payment waiting mode. A new batch can be started at any time
2. Once finished, select Registration Batches (left menu) and click GO. 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
4. Select cheque, e-transfer (send to [oaspayments@ontarioartisticswimming.ca](mailto:oaspayments@ontarioartisticswimming.ca)) or credit card
5. Complete the [CAS Payment Summary Form](#) showing all batches that are included in the payment
  - a. **Cheque payments or e-transfers:** Must be submitted with the registration payment form within 7 days of the registration
  - b. **Credit Card Payments:** E-mail the [CAS Payment Summary Form](#) showing total to be applied to [membership@ontarioartisticswimming.ca](mailto:membership@ontarioartisticswimming.ca). Once received, an invoice from PayPal will be sent to the email provided. Please note: A **2.9% Convenience Fee + \$.30 Transaction Fee** will be calculated and added to the total invoice amount

## REPEAT STEPS 3 & 4 AS MANY TIMES AS REQUIRED TO COMPLETE REGISTRATION

## STEP FIVE – Compliance Certificate

Complete [Certificate of Compliance](#). The document can be found on the registration page and submitted to OAS to [membership@ontarioartisticswimming.ca](mailto:membership@ontarioartisticswimming.ca)

## STEP SIX – Submit Required Forms

1. Submit all forms required via email to [membership@ontarioartisticswimming.ca](mailto:membership@ontarioartisticswimming.ca)
  - a. [Certificate of Compliance](#)
  - b. [Member Roster/ Contact Form](#)

Club Registration and Competitive Athlete registration and payment must be completed by the prescribed deadline:

**Registration deadline is September 30, 2021**

## ONGOING

### 1. Registrations

- a. **New Registrants:** Provide information on any new registrants including any Regional League or Recreational athletes registered after the September 30, 2021 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 the CAS online registration system under Short Term Recreational Program Registrant and activated for each session
- c. **Upgrades:** Limited Competitive (Regional League) to Competitive Provincial, or Competitive Provincial to Competitive National. Select Add Additional Role (21/22). Any applicable costs to upgrade will be created in a batch
- d. **Affiliated Registrants:** Any change in club executive or boards must be registered **WITHIN 10 CALENDAR DAYS** following appointment. New external experts or consultants must be registered **PRIOR TO BEING ON DECK**
- e. All Payment for Batches and completed [Batch Payment Summary Form](#) must be received by the office within **10 CALENDAR DAYS** of entry

### 2. Change of Contact Information

**Change of Member Address or Contact Information:** It is important that OAS has current information to ensure that communications and notices will be delivered to the appropriate persons. Please submit the [Change of Contact Information Form](#) whenever there is a change in executive or board members or head coach roles and any change of address or email address

**Registrars are responsible for keeping club and registrant information on the CAS online registration system up-to-date. The Registrar should make changes to their registrants contact information whenever they occur**

Please refer to the [CAS Registration System Guidelines](#) for additional information on the CAS Registration Database