

2024–2025 Ontario Artistic Swimming Event Registration Instructions

Please use the following instructions to complete club registration for a 2024–025 Ontario Artistic Swimming event.

For any questions on the registration process, please reach out to the OAS Marketing & Events Specialist Lauren Lindner at llindner@ontarioartisticswimming.ca.

Part 1: ISS-Compatible Registration Sheet

This sheet is what scorers upload directly into the ISS system when creating a meet. It uses a binary code of 1 or 0/blank to identify which athletes are a part of the meet, and what categories and events they are entered into.

Please note that specifically in this tab columns must not be deleted, even if not in use. Deleting columns will result in the Excel sheet not being able to import successfully into the ISS scoring system.

Each athlete must be entered on a separate line of the sheet. For each athlete, it will require:

- Memb #: This refers to CAS #, but is not necessary to input if not applicable
- First Name
- Last Name
- Club: Calling Initials - Club Name
- Country: CAN
- Birthdate: YYYY-MM-DD
- Age Group: As Listed in the ISS System
- Events Entered: A "1" indicates they are entered in the event, "0" or a blank cell indicates they are not entered

Age group categories must be written as they are listed in the ISS system for them to be imported correctly. Next to the ISS registration sheet, a full list of category titles have been provided.

Special Cases:

1. Athletes entered in events in multiple age categories

If an athlete is competing in multiple age categories at a single event, the athlete will need to be registered multiple times on the ISS registration tab, once for each different category they are entered in. On each line, make sure to only identify the events the athlete will be competing in in that specific category.

For example:

Athlete A swims on a Youth Team, but also swims an 11-12 Duet. This means that they also compete in both 11-12 and Youth Figures. Their information on the ISS should look like this:

First Name	Last Name	Club	Country	Birth Date	Age Group	Figures	Solo	Duet	Team
Athlete	A	CLU - Club Name	CAN	YYYY-MM-DD	11-12 Prov Stream	1		1	
Athlete	A	CLU - Club Name	CAN	YYYY-MM-DD	13-15 Prov Stream	1			1

2. Athletes entered in both Tech and Free routines in the same age category

While the athlete is entered in two events under one category heading, the system identifies only the number "1" as being entered in the event. Once registration is submitted, the scorer will manually identify that the athlete is entered in both a Tech and Free routine using the routine information sheets.

In this case, the entry will look like this:

First Name	Last Name	Club	Country	Birth Date	Age Group	Figures	Solo	Duet	Team
Athlete	B	CLU - Club Name	CAN	YYYY-MM-DD	Junior				1

The entry will NOT look like this:

First Name	Last Name	Club	Country	Birth Date	Age Group	Figures	Solo	Duet	Team
Athlete	B	CLU - Club Name	CAN	YYYY-MM-DD	Junior				2

Part 2: Category-by-Category Routine Lists

These sheets are intended to identify team composition and coach names for each routine.

While the ISS Registration Sheet can import members individually and identify which events they are entered in, it cannot identify who is on a team together, and who the coaches of each routine are.

This tab also identifies the list of athletes entered in each figure event. Athletes who are entered in figure events as exhibition swimmers must be identified with an (EX) after their name.

To distinguish between each routine of the same category, define each as a letter, starting with "A" for the first routine, "B" for the second, and so on.

Part 3: Cost Calculator Sheet

This tab will automatically calculate the invoice cost for each club's event registration. Please indicate the number of routine and figure entries in each category, as well as the number of athletes entered in each age category to calculate the final total.

Please ensure that athletes are not duplicated in the athlete fee column should they be entered across multiple age categories.

Specific event fees can be found in the Information Package for each meet.

Part 4: Contact List (Out of Province Only)

For clubs visiting from outside of Ontario, please provide all appropriate coach information including email addresses and phone numbers. This information will be used by the meet organizers to communicate rosters, draws, results and additional information with clubs before, during and after the event.

Submission Information

Completed registration information is asked to be completed and returned to the OAS office by the deadline specified in each event's Information Package.

Registration packages must be sent to Lauren Lindner and Sue Marnica-Wall.

Lauren Lindner

Email: llindner@ontarioartisticswimming.ca

Mobile: 647-567-7663

Sue Marnica-Wall

Email: smwall@ontarioartisticswimming.ca

Office: 416-679-9522 x221

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