

2009-2010 Registration Start-Up

Age Group Clubs

- All Club Registrar accounts will be INACTIVATED on August 15, 2009
- Provincial Section to turn on Club Registrar accounts on/after Sept 1 as per Provincial Section policy
- Once activated by Provincial Section, Club Registrar must activate family/swimmer and coach accounts for **both new and returning** members for the 2009-2010 season. Please verify email addresses from your end of season information.
- Last year's information will be kept in the accounts, but the activation email will require coach and family/swimmer members to go through and confirm information for the new season, and register to the Club.
- Contact information provided in the registration process is utilized when contacting members regarding important information regarding selection to Swimming Canada and Provincial Section events. Inaccurate data may compromise this communication.
- For Age Group Clubs, your Athlete List includes a checkbox option of **Inactive** – this checkbox simply hides the swimmer from the default view on your Athlete List. To find them and change their status, select the Status option, and change to Inactive. This is a useful feature for Clubs that run session programs.
- NOTE: Swimmers can complete registration for BOTH an Age Group Club and University Team at one time, through the same account. When reaching the final Registration step, select both the Age Group Club AND the University Team – separate registrations will be sent to the two organizations.

Transfers ** Important change for season start up

- The only way to initiate a transfer is for the Club Registrar of the **receiving club** to do so through the transfers tab in their Registrar login. A parent CAN NOT initiate a transfer.
- When requesting a transfer – Club Registrar will need last name and date of birth of the swimmer, **and will need to enter an email contact for the transferring family.**
- When the transfer process is complete and the PROVINCIAL SECTION has approved the transfer, an activation email will automatically be sent to the email contact provided for the transferring family – this activation email is the same activation email that currently goes out from the Club. The family then completes the registration process.
- The receiving club registrar should NOT set up an account for people that are transferring. Once the transfer is completed and the family registers through the activation email, their account will appear on your club account listing.