

# Approve Officials Registrations Training Guide - Club

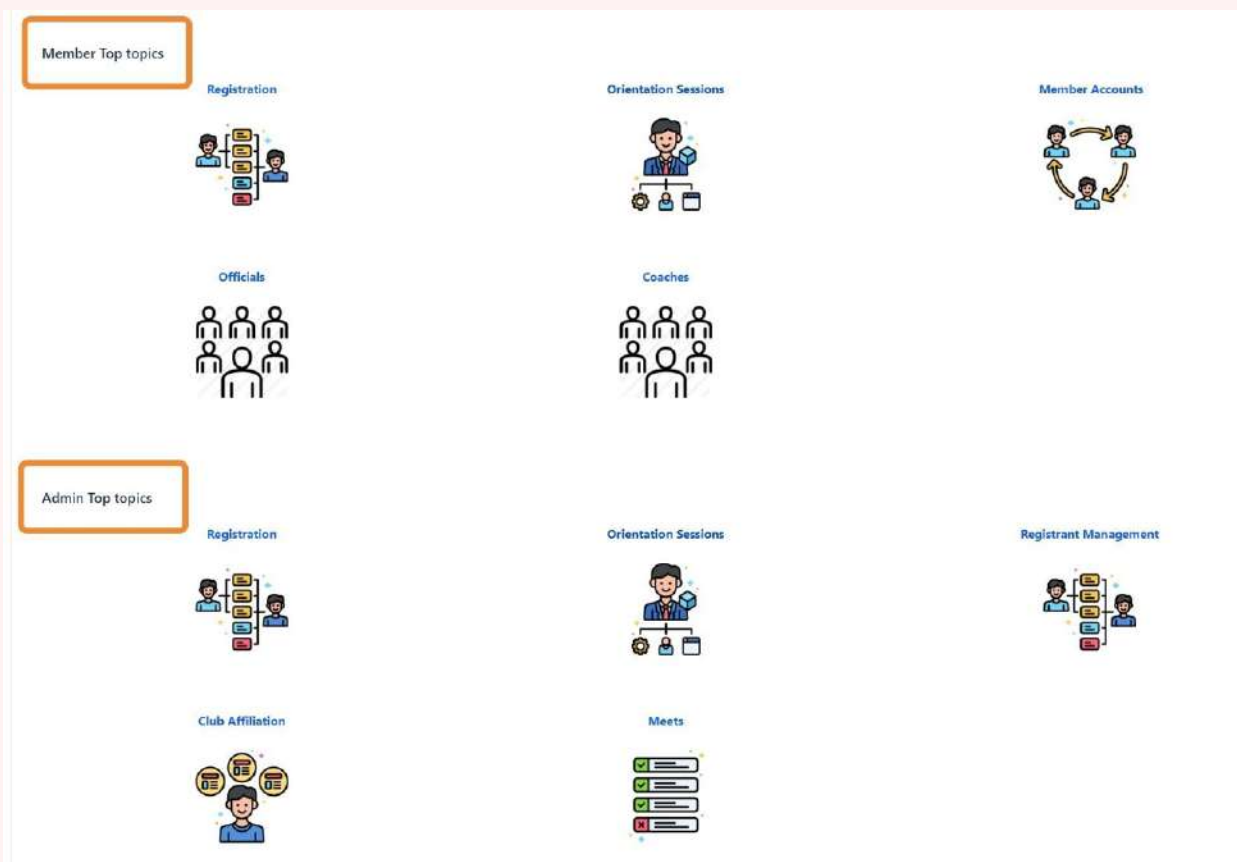
This guide provides step-by-step instructions on how the COA can approve officials registrations for the current season. 08/31/2024



For support, please go to the REMS Knowledge Base to access FAQs and help guides for Members and Club Admins.

<https://sportlomo.atlassian.net/wiki/spaces/SCS2/overview>

You can also log a ticket with the support desk.

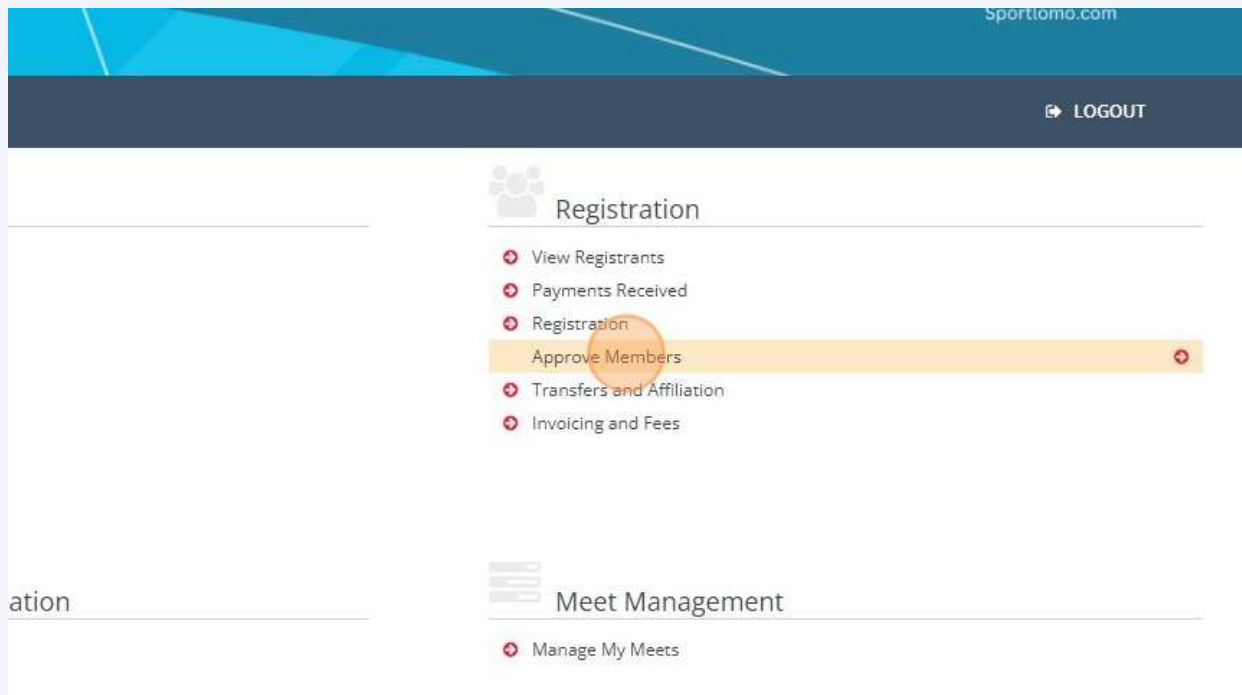


1 Navigate to [https://swimming.canada.sportsmanager.ie/club\\_home.php](https://swimming.canada.sportsmanager.ie/club_home.php)

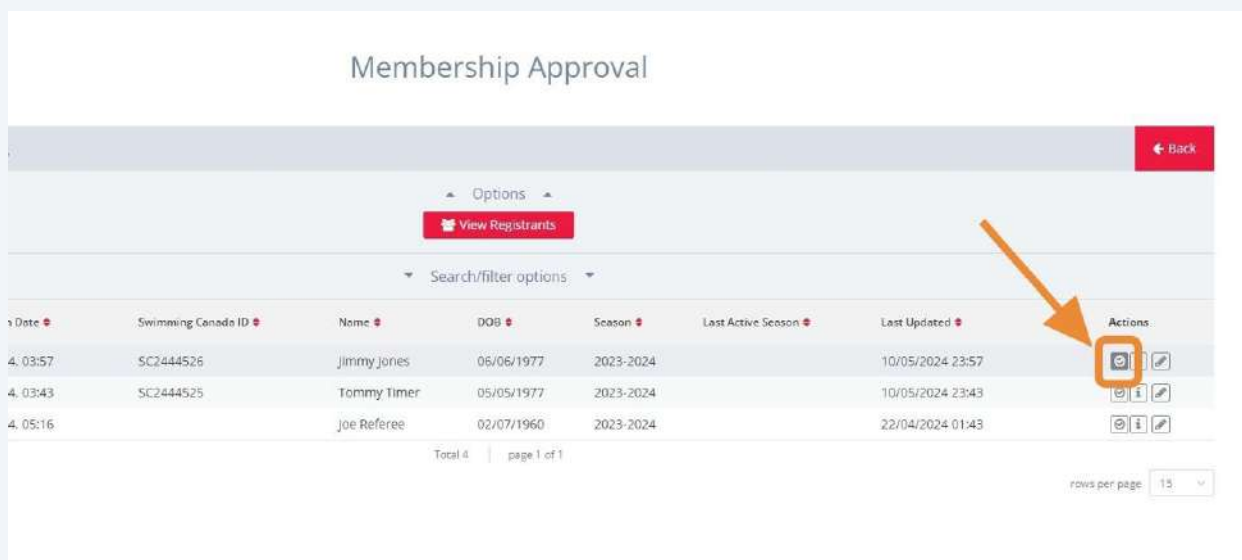
2 Log in to your admin account.

## Find the Official to Approve

### 3 Under Registration, Click "Approve Members"



### 4 Find the official that you want to approve and click on the "Accept or Reject Member" button.



## Review the Officials Details

5

Review the information. You can view the consent details by selecting "Click here to view acceptance"

Canada	Ontario
Postal Code K2P 0P7	Primary Phone Number +1 (613) 260-0804
Alternate Phone Number +1 (000) 000-0000	Canadian Indigenous Descent Non-Status
Gender Identification Cis-gender/Cisgenre	BIPOC Declaration Black/Noir

Waiver

**Privacy Declaration**

I hereby acknowledge that I have read, understand that information provided to Swimming Canada will be subject to, and agree to comply with the Swimming Canada Privacy Policy as amended from time to time.

[Click here to view acceptance](#)

**Acknowledgement and Consent**

I hereby acknowledge that I have read and understood and agree to comply with the Swimming Canada Code of Conduct and all other Swimming Canada policies, and those of my provincial section, as amended from time to time (collectively, the "Policies"). I further understand and agree that a violation of the Policies may result in disciplinary action and a suspension or revocation of my registration and privileges with Swimming Canada.

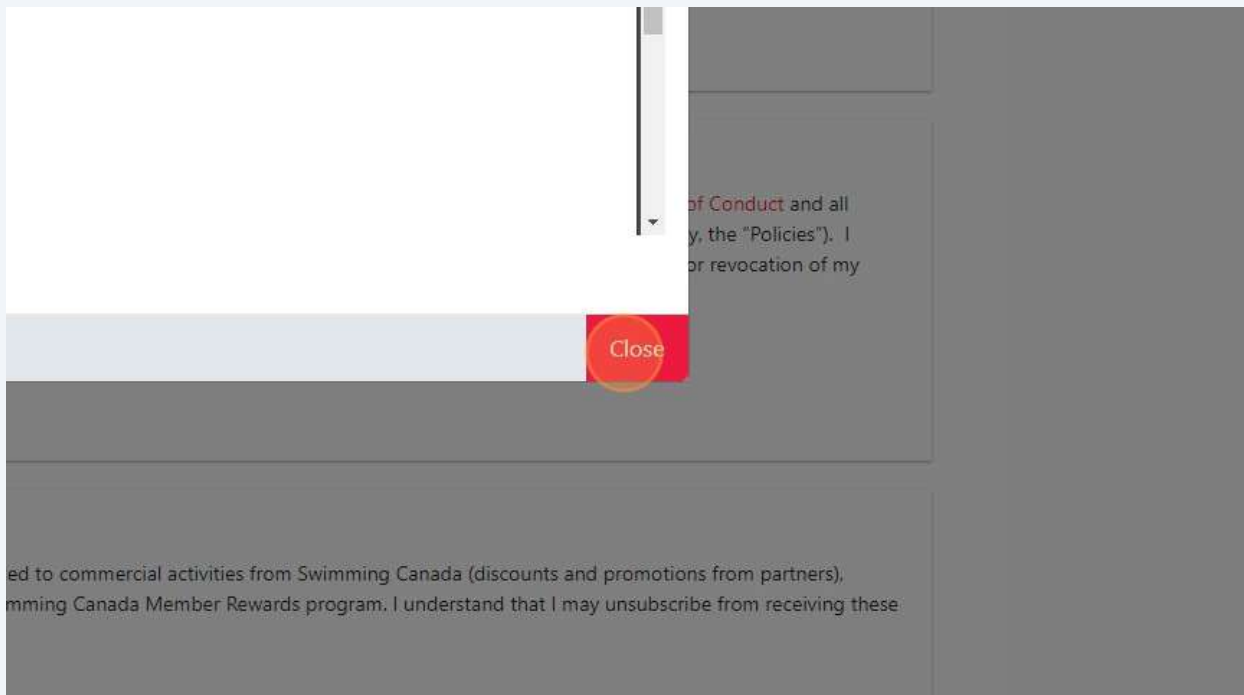
[Click here to view acceptance](#)

**Email Consent**

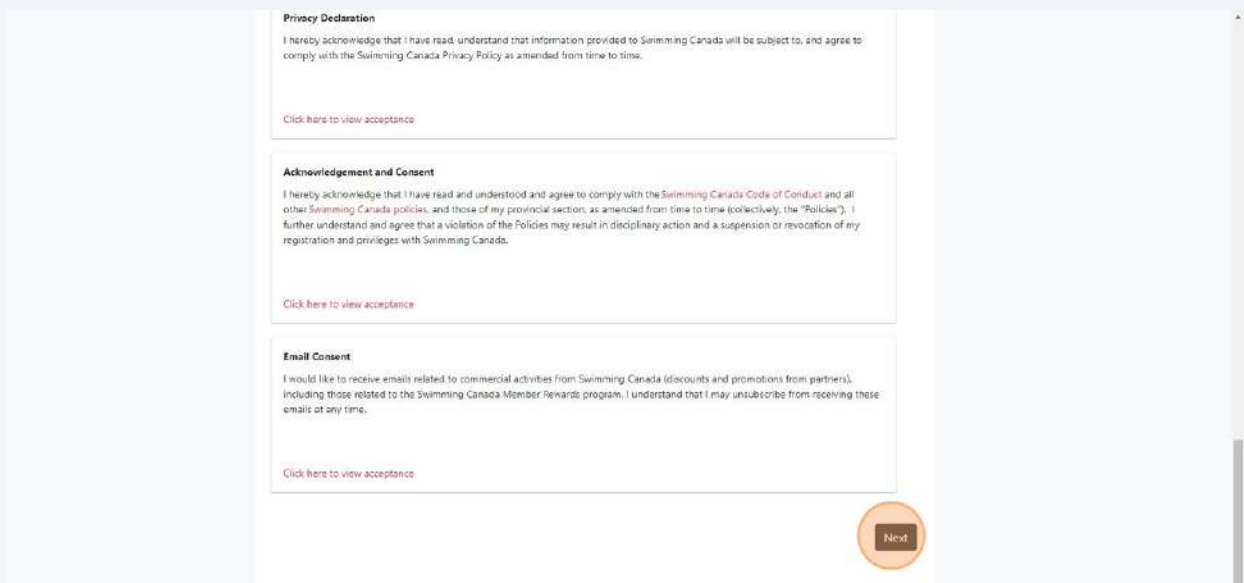
I would like to receive emails related to commercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time.

[Click here to view acceptance](#)

## 6 Click "Close" when you are done



## 7 Click "Next" to go to the next step



8 View the Member History. Click "Next" to continue

Swimming Canada ID: SC2444526      DOB: 06/06/1977

Registration Details   **Member History**   Attachments   Certifications   Member Approval

### Member History

Membership Types

Registration Category	Type	Start Date	Expiry Date	Source	Actions
Official	Official	10/05/2024	31/06/2024	Registration	

Member Season History

Club	Season	Status	Start Date	Expiry Date
Swimming Club	2023-2024	Awaiting Approval	01/09/2023 13:49	31/08/2024 23:59

Attachment Approvals

Association	Status Description	Attachment Type	Comments	Updated By	Last Modified
-------------	--------------------	-----------------	----------	------------	---------------

Approval History

Association	Season	Status	Member Approval Rule	Comments	Last Updated	Updated By
Swimming Club	2023-2024	Awaiting Approval	Official Approval		10/05/2024 23:57	

[Prev](#) [Next](#)

9 If there are any Attachments or Certifications, you can view them. Click "Next" to continue.

### Member Details

Member First Name: Jimmy      Member Last Name: Jones  
Swimming Canada ID: SC2444526      DOB: 06/06/1977

Registration Details   **Member History**   **Attachments**   Certifications   Member Approval

### Attachment Approval

[Prev](#) [Next](#)

10

On the final screen, you can make the Official status "Active", or request more information if something is not completed.

The screenshot displays a web interface for managing member status. At the top, a grey header bar contains the text "Approve/Reject Member" on the left and a red "Back" button on the right. Below the header is a "Member Details" section with a red edit icon. It lists member information: Member First Name (Jimmy), Member Last Name (Jones), Swimming Canada ID (SC2444526), and DOB (06/06/1977). A progress bar below shows five steps: Registration Details, Member History, Attachments, Certifications, and Member Approval, with the last step being active. The "Member Approval" section is highlighted with an orange border and contains four buttons: "Active" (red), "Need More Info" (yellow), "Rejected" (red), and "Comment" (grey). Below this is a "Comment History" table with columns for "Updated By" and "Last Updated". The "Member Notification" section includes a "Notify Member" checkbox, a "Subject" input field, and a "User Email" dropdown menu showing "jimmy.jonesofficial@mail.com". At the bottom, there is a rich text editor toolbar with various icons for text formatting.

## Update Official Status to "Active"

## 11 Check "Active" to update the Official's status

The screenshot shows a navigation bar with five items: Registration Details, Member History, Attachments, Certifications, and Member Approval. The Member Approval section is active and contains the following elements:

- Member Status:** Four buttons: "Active" (red, highlighted with a red circle), "Need More Info" (yellow), "Rejected" (red), and "Comment" (dark blue).
- Reason:** A text input field.
- Comment History:** A table with columns: Updated By, Comments, and Last Updated.
- Member Notification:** A checkbox labeled "Notify Member".
- Subject:** A text input field.
- User Email:** A text input field containing "jimmyjonesofficial@mail.com".
- Rich Text Editor:** A toolbar with various icons for text formatting and editing.

## 12 Click "Save"

The screenshot shows a rich text editor with a large text area containing the placeholder text "Type something". At the bottom of the editor, there is a "Powered by Froala" watermark on the left and a "Characters : 0" indicator on the right. Below the editor, there are two buttons: a red "Prev" button on the left and a blue "Save" button on the right, which is highlighted with a red circle.

## Request More Info



Request that the Official complete their registration or waivers before you make the Official status Active.

### 13 Check "Need More Info"

Registration Details   Member History   Attachments   Certifications

#### Member Approval

##### Member Status

Active

Need More Info

Rejected

##### Reason

##### Comment History

Updated By

Comments

##### Member Notification

### 14 Complete the "Reason" field

#### Member Approval

##### Member Status

Active

Need More info

Rejected

Comment

##### Reason

Need to complete waiver

##### Comment History

Updated By

Comments

Last Updated

##### Member Notification

Notify Member

Subject

User Email



15

If you would like to send an email to the Official, Check "Notify Member"

Reason

Need to complete waiver

Comment History

Updated By

Comments

Member Notification

Notify Member

Subject

User Email

jimmyjonesofficial@mail.com

Rich text editor toolbar with icons for: Bold (B), Italic (i), Underline (U), Link (G), Subscript (x<sub>2</sub>), Superscript (x<sup>2</sup>), Font Color (A), Background Color (AA), Text Color (A), Smiley (😊), Font Size (A★), Paragraph (¶★), Paragraph (¶), Bulleted List (≡), Numbered List (≡), Indent (≡), Outdent (≡), Quote (“”), Unquote (—), Link (G), Image (🖼️), Video (📺), Document (📄), Folder (📁), Table (📊), Undo (↶), Redo (↷), Text Color (A), Grid (🔲), Code (<>), Settings (⚙️).

16

Complete the "Subject" field and type your message to the Official. Click "Save" to send the message and save the status.

Notify Member

Subject: Need more info

User Email: jimmyjonesofficial@mail.com

You need to complete your waivers before your account can be made active.

Powered by Froala

Characters : 73

Prev Save

17

You can see that the status of the approval is "Needs more information".

### Membership Approval

Options

View Registrants

Search/filter options

ming Canada ID	Name	DOB	Season	Last Active Season	Last Updated	Actions
44526	Jimmy Jones	06/06/1977	2023-2024			Needs more information
44525	Tommy Timer	05/05/1977	2023-2024		10/05/2024 23:43	



Once the official has completed the required information, their status will be updated on the Approve Members screen. The steps for the Official to complete when you change the status to "Needs more information" can be found in the Official - Complete Registration Guide.

18

You can see when the account was most recently updated. To complete the approval for the Official, Click the "Accept or Reject Member" button

The screenshot shows the 'Membership Approval' interface. At the top, there is a navigation bar with 'SWITCH TO FRENCH (CANADA)/CANADIAN FRENCH' on the left and 'BACK TO YOUR ACCOUNT' on the right. Below this is a 'Membership Approval' header with a 'Back' button. The main content area includes a 'View Registrants' button, a search/filter options dropdown, and a table of registrants. The table has columns for Swimming Canada ID, Name, DOB, Season, Last Active Season, Last Updated, and Actions. The 'Last Updated' column for the first row is highlighted with an orange box. An orange arrow points to the 'Actions' column for the same row.

Swimming Canada ID	Name	DOB	Season	Last Active Season	Last Updated	Actions
SC2444526	Jimmy Jones	06/06/1977	2023-2024		10/05/2024 23:57	
SC2444525	Tommy Tiner	05/05/1977	2023-2024		10/05/2024 23:43	
	Joe Referee	02/07/1960	2023-2024		22/04/2024 01:43	

Total 4 | page 1 of 1

rows per page: 15

## 19 Review the Registration Details. Click "Next"

I hereby acknowledge that I have read, understand that information provided to Swimming Canada will be subject to, and agree to comply with the Swimming Canada Privacy Policy as amended from time to time.

[Click here to view acceptance](#)

### Acknowledgement and Consent

I hereby acknowledge that I have read and understood and agree to comply with the Swimming Canada Code of Conduct and all other Swimming Canada policies, and those of my provincial section, as amended from time to time (collectively, the "Policies"). I further understand and agree that a violation of the Policies may result in disciplinary action and a suspension or revocation of my registration and privileges with Swimming Canada.

[Click here to view acceptance](#)

### Email Consent

I would like to receive emails related to commercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time.

[Click here to view acceptance](#)

Next

## 20 Click Member History, Attachments and Certifications. Click "Next" to go to the next screen

DOB  
06/06/1977

Member History Attachments Certifications Member Approval

Approval

Next

21 Click "Active" to change the Official status to Active.

The screenshot shows a navigation bar with five items: Registration Details, Member History, Attachments, Certifications, and Membe. Below this is a 'Member Approval' section. Under 'Member Status', there are four buttons: 'Active' (red, highlighted with an orange circle), 'Need More Info' (yellow), 'Rejected' (red), and an unlabeled blue button. Below the status buttons is a 'Reason' text input field. Underneath is a 'Comment History' table with two columns: 'Updated By' and 'Comments'.

Updated By	Comments
Swimming Club Admin - Swimming Province Swimming Club	Need to complete waiver
Anita Scheffel-Woo - Swimming Province Swimming Club	Complete waivers

22 Click "Save"

The screenshot shows a form with a text input field at the bottom right that says 'Characters : 0'. Below the input field is a 'Save' button, which is highlighted with an orange circle.

## Add Comment to Official Details



The Comment status allows you to hold the approval and add comments to the approval history without changing the Registrant status.

23

Click "Comment"

The screenshot shows a web interface with a navigation bar at the top containing 'Details', 'Member History', 'Attachments', 'Certifications', and 'Member Approval'. Below the navigation bar is a section titled 'Approval' with three buttons: 'Need More Info' (yellow), 'Rejected' (red), and 'Comment' (dark blue). The 'Comment' button is highlighted with an orange circle. Below the buttons is a text input field. At the bottom, there is a table with two columns: 'Comments' and 'Last Updated'. The table contains one row with the letter 'n' in the 'Comments' column.

24

Click the "Reason" field and enter the Comment that you want to add to the Comment History.

The screenshot shows a navigation bar with five items: Registration Details, Member History, Attachments, Certifications, and Member Approval. Below the navigation bar is a form titled "Member Approval". Under the title, there are four buttons: "Active" (green), "Need More Info" (yellow), "Rejected" (red), and "Comment" (blue). Below these buttons is a text input field labeled "Reason \*" containing the text "Officials needs to update something before Approval". This field is highlighted with an orange border. Below the "Reason" field is a "Comment History" section with a table header: "Updated By", "Comments", and "Last Updated". At the bottom of the form is a "Member Notification" section with a checkbox labeled "Notify Member" and two input fields: "Subject" and "User Email".

25

If you want to send an email to the member, Click "Notify Member"

This screenshot is a closer view of the "Member Notification" section of the form. The "Reason \*" field above it contains the text "Officials needs to update something before approval". The "Member Notification" section is highlighted with an orange border and contains a checked checkbox labeled "Notify Member". Below the checkbox are two input fields: "Subject" and "User Email". The "User Email" field contains the text "jerryswimofficial@mail.com". At the bottom of the form is a rich text editor toolbar with various icons for text formatting, alignment, and insertion.

26 Enter the Subject and complete the email message.

Reason \*

Officials needs to update something before approval

Comment History

Updated By	Comments	Last Updated
------------	----------	--------------

Member Notification

Notify Member

Subject

Need to complete

User Email

jerry.swimofficial@mail.com

Dear Jerry,

You need to complete this before you can be approved.

Regards, Club

27 Click "Save" to send the email and update the comment.

Characters : 77

Save





To view the Comments on the Official Approval go back to Approve Members.

28

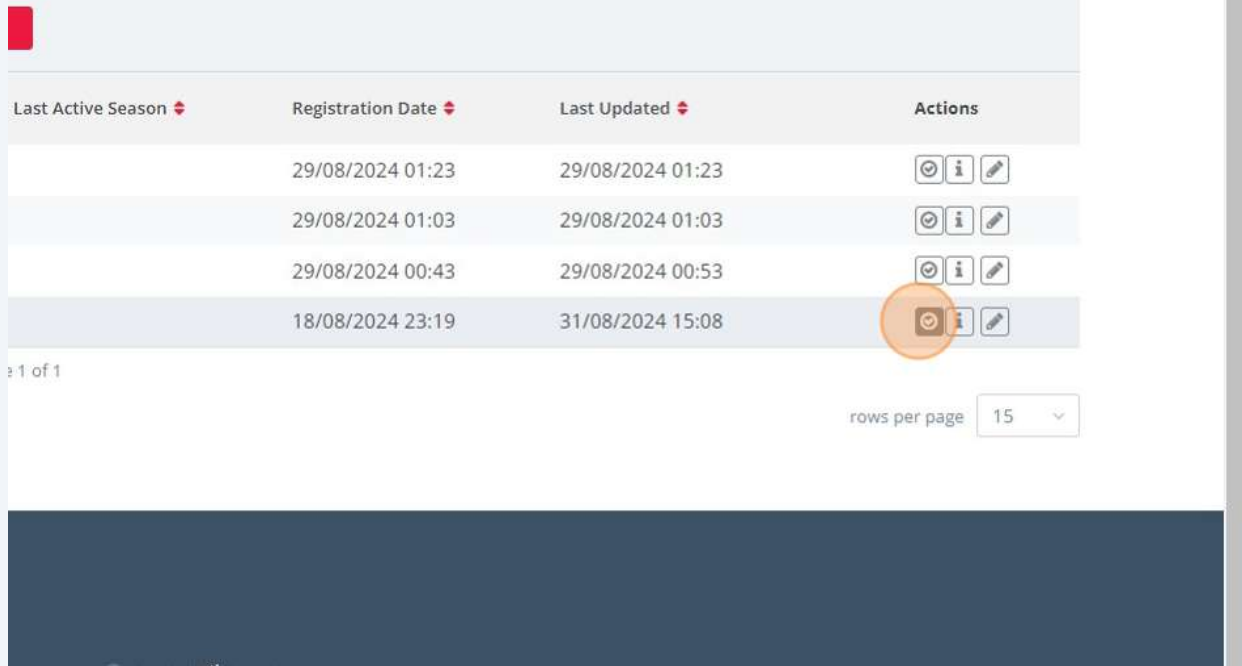
Click "Approve Members"















## Registration

- View Registrants
- Payments Received
- Register Members
- Registration
- Approve Members 
- Transfers and Affiliation
- Member Accounts
- Public User Accounts
- Invoicing and Fees

## 29 Click "Approve or Reject Member"



Last Active Season	Registration Date	Last Updated	Actions
	29/08/2024 01:23	29/08/2024 01:23	  
	29/08/2024 01:03	29/08/2024 01:03	  
	29/08/2024 00:43	29/08/2024 00:53	  
	18/08/2024 23:19	31/08/2024 15:08	  

1 of 1

rows per page 15

## 30 Click "Next" to the final page of the Approval process.

Swimming Canada (discounts and promotions from partners),  
program. I understand that I may unsubscribe from receiving these

Swimming Canada (rabais et promotions de partenaires), y compris  
Canada. Je comprends que je peux me désinscrire de la réception

Next

31 You can see the history of comments that have been sent.

Member Approval

Member Status\*

Active  Need More Info  Rejected  Comment

Reason\*

Comment History

Updated By	Comments	Last Updated
- Swimming Province	Officials needs to update something before approval	31/08/2024 15:08

Member Notification

Notify Member

Subject

User Email: jerryswimofficial@mail.com

Rich text editor with various formatting options.

32 To change the status to "Active" click the checkbox

Registration Details Member History Attachments Certifications Member Approval

Member Approval

Member Status\*

Active  Need More Info  Rejected  Comment

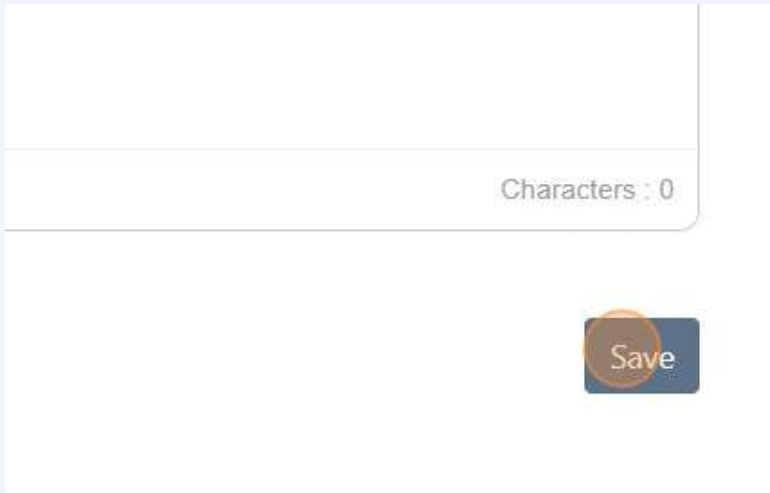
Reason\*

Comment History

Updated By	Comments	Last Updated
Anita Scheffel-Woo - Swimming Province	Officials needs to update something before approval	31/08/2024 15:08

Member Notification

**33** Click "Save"



A screenshot of a web form. The form has a white background and a thin grey border. At the bottom right of the form, there is a text label "Characters : 0". Below this, centered, is a dark blue button with rounded corners and the word "Save" in white text. The button has a slight shadow and a small orange circle on its top-left corner.

**Update Official Status to "Rejected"**

**34** Click "Rejected" on the final screen when you select an Official to Approve

Member First Name	Member Last Name
ny	Timer
Member Canada ID	DOB
44525	05/05/1977



### Member Approval

**Member Status**

Active    Need More Info    Rejected    Comment

Comment

### Member History

Created By	Comments	Last Updated
------------	----------	--------------

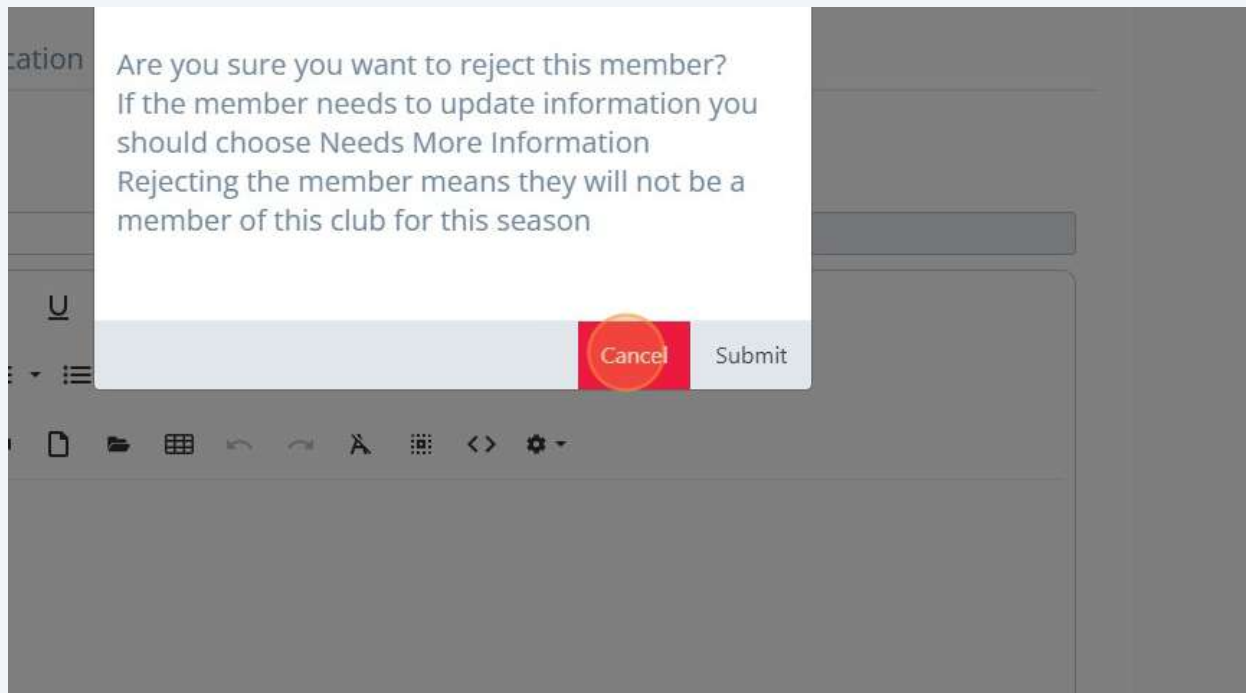
### Member Notification

**35** Click "Save"

Character count: Characters : 0

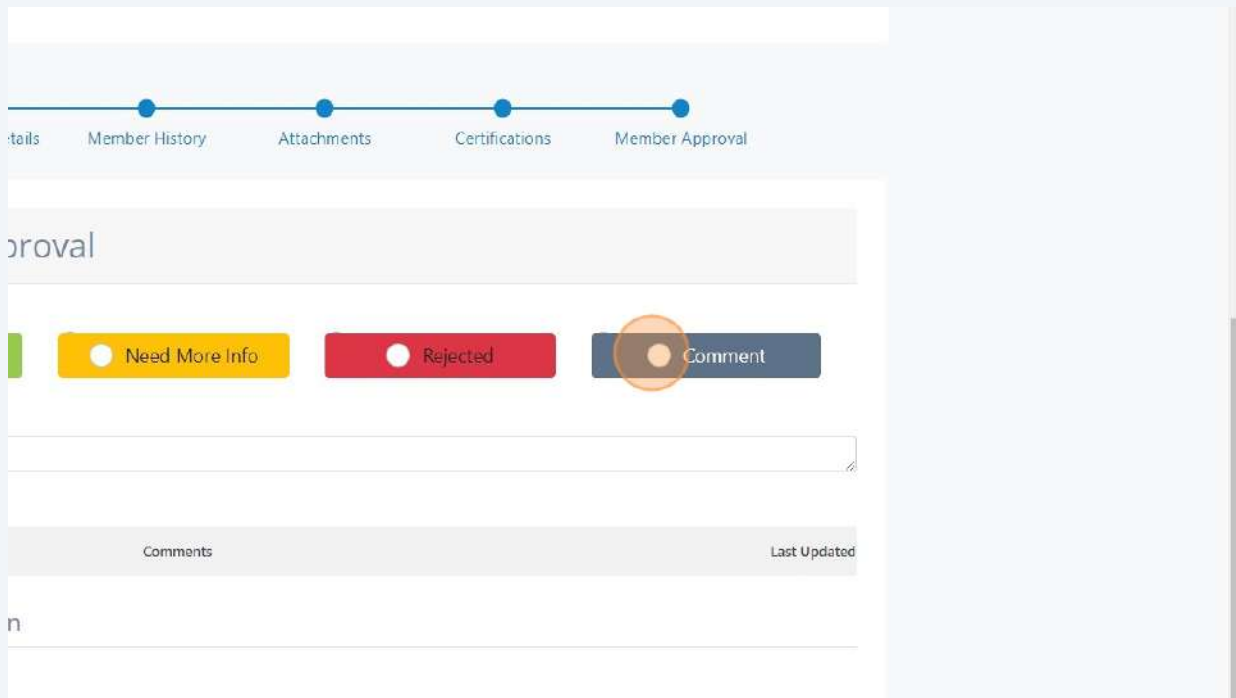
36

You will receive a warning when you choose to change the status to "Rejected". If you proceed, the member will not be registered with the club for the season.

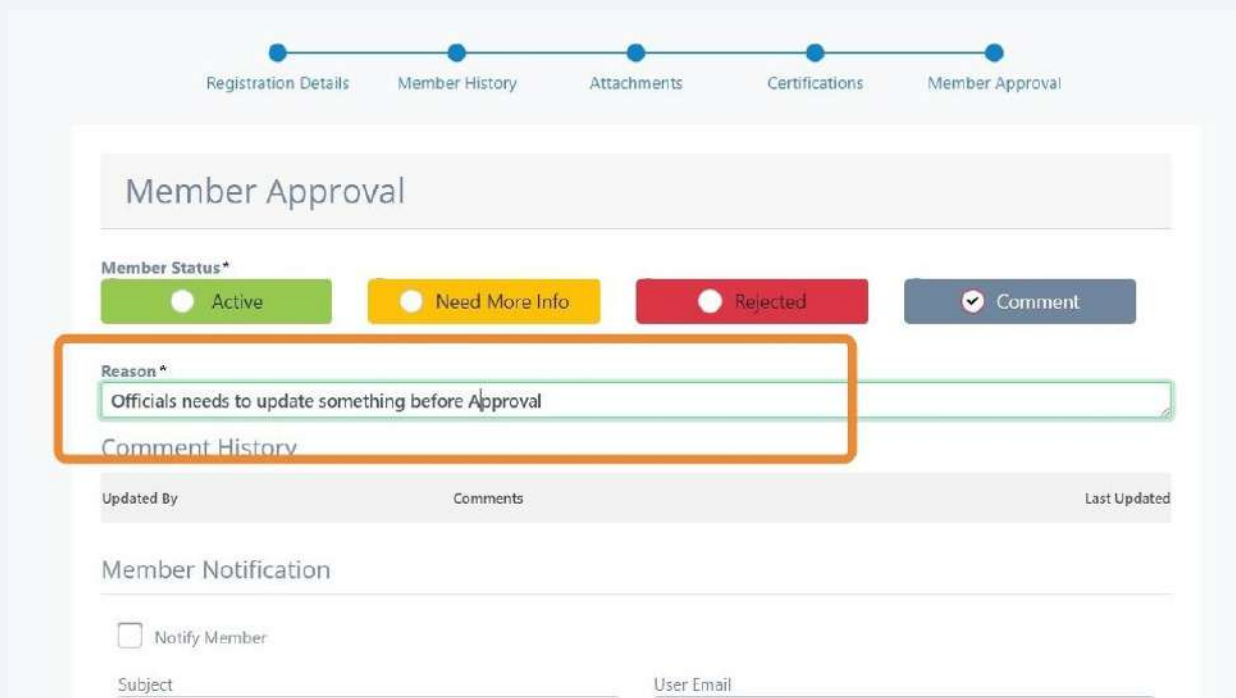


The Comment status allows you to hold the approval and add comments to the approval history without changing the Registrant status.

37 Click "Comment"



38 Click the "Reason" field and enter the Comment that you want to add to the Comment History.



**39** If you want to send an email to the member, Click "Notify Member"

Reason \*

Officials needs to update something before approval

Comment History

Updated By	Comments
------------	----------

Member Notification

Notify Member

Subject

User Email

jerryswimofficial@mail.com

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Subscript, Superscript, Text Color, Background Color, Text Color, Font Size, Font Weight, Bulleted List, Numbered List, Indent, Outdent, Quote, Unquote, Undo, Redo, Source Code, Help, Settings.

**40** Enter the Subject and complete the email message.



**41** Click "Save" to send the email and update the comment.



**i** To view the Comments on the Official Approval go back to Approve Members.

42 Click "Approve Members"



## Registration

- View Registrants
- Payments Received
- Register Members
- Registration
- Approve Members**
- Transfers and Affiliation
- Member Accounts
- Public User Accounts
- Invoicing and Fees

43 Click "Approve or Reject Member"

Last Active Season	Registration Date	Last Updated	Actions
	29/08/2024 01:23	29/08/2024 01:23	
	29/08/2024 01:03	29/08/2024 01:03	
	29/08/2024 00:43	29/08/2024 00:53	
	18/08/2024 23:19	31/08/2024 15:08	

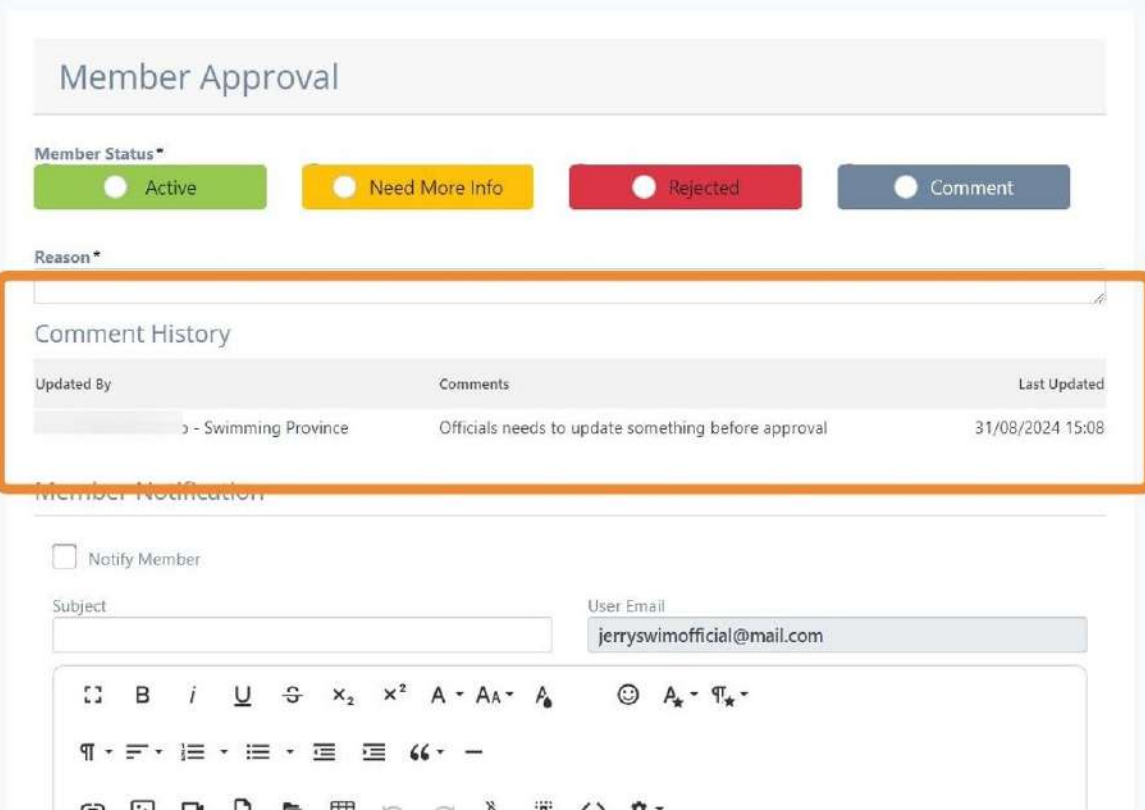
1 of 1

rows per page 15

**44** Click "Next" to the final page of the Approval process.



**45** You can see the history of comments that have been sent.



**46** To change the status to "Active" click the checkbox

The screenshot shows a navigation bar with five items: Registration Details, Member History, Attachments, Certifications, and Member Approval. Below the navigation bar is a section titled "Member Approval". Under this title, there is a "Member Status\*" section with four radio button options: "Active" (highlighted with a red circle), "Need More Info", "Rejected", and "Comment". Below the status options is a "Reason\*" text input field. Underneath is a "Comment History" section with a table:

Updated By	Comments	Last Updated
Anita Scheffel-Woo - Swimming Province	Officials needs to update something before approval	31/08/2024 15:08

At the bottom of the section is a "Member Notification" text area.

**47** Click "Save"

The screenshot shows a text input field with a character count of "Characters : 0" on the right side. Below the input field is a blue "Save" button with a white outline and a red circle highlighting it.

## View the Updated Status

48 Click "View Registrants"



## 49 Set the search fields to find the registrant

ew/Manage Members ← Back

Options

Registration Approve Members View Payments Export

Search/filter options

REMS ID  Gender  Season

Member ID  From Dob  Club

**First Name**

**Last Name**

Primary Email Address  To Dob  Membership Status

Public User Email  From Registration Date  Primary/Dual

To Registration Date  Category

Identifier Type  Type

Member Identifier  **Category Group**

Search

MS ID	First Name	Last Name	DOB	Active	Official	Teamsheets	Registration Date	Start Date	Expiry	Season	Primary/Dual	Act
14208941	Annie	Apple	22/02/2002	✔	⊗	⊗	30/08/2024 00:22		02/09/2024	2023-2024	Primary	
14208934	Jerry	SwimOfficial	01/08/1975	✔	⊗	⊗	18/08/2024 23:19	01/09/2023	31/08/2024	2023-2024	Primary	

## 50 Click "i" to view the registrant details.

Type

Identifier  Category Group

Search

Teamsheets	Registration Date	Start Date	Expiry	Season	Primary/Dual	Actions
⊗	18/08/2024 23:19	01/09/2023	31/08/2024	2023-2024	Primary	<b>i</b>

Total 1 | page 1 of 1

rows per page

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You can see the Approval in the Approval History of the Registrant details.

The screenshot displays a web interface with a sidebar on the left and a main content area. At the top of the main area is a table with the following headers: Association, Status Description, Attachment Type, Comments, File Name, Updated By, Created Date, and Last Modified. Below this is a section titled 'Approval History' which contains a table with the following headers: Association, Season, Status, Member Approval Rule, Comments, Last Updated, and Updated By. The table contains one row of data: Association: Swimming Province, Season: 2023-2024, Status: Active, Member Approval Rule: --, Comments: (empty), Last Updated: 31/08/2024 15:10, Updated By: - Swimming Province.

Association	Status Description	Attachment Type	Comments	File Name	Updated By	Created Date	Last Modified
<b>Approval History</b>							
Association	Season	Status	Member Approval Rule	Comments	Last Updated	Updated By	
Swimming Province	2023-2024	Active	--		31/08/2024 15:10	- Swimming Province	