

HOW TO SPORTLOMO VERSION 2

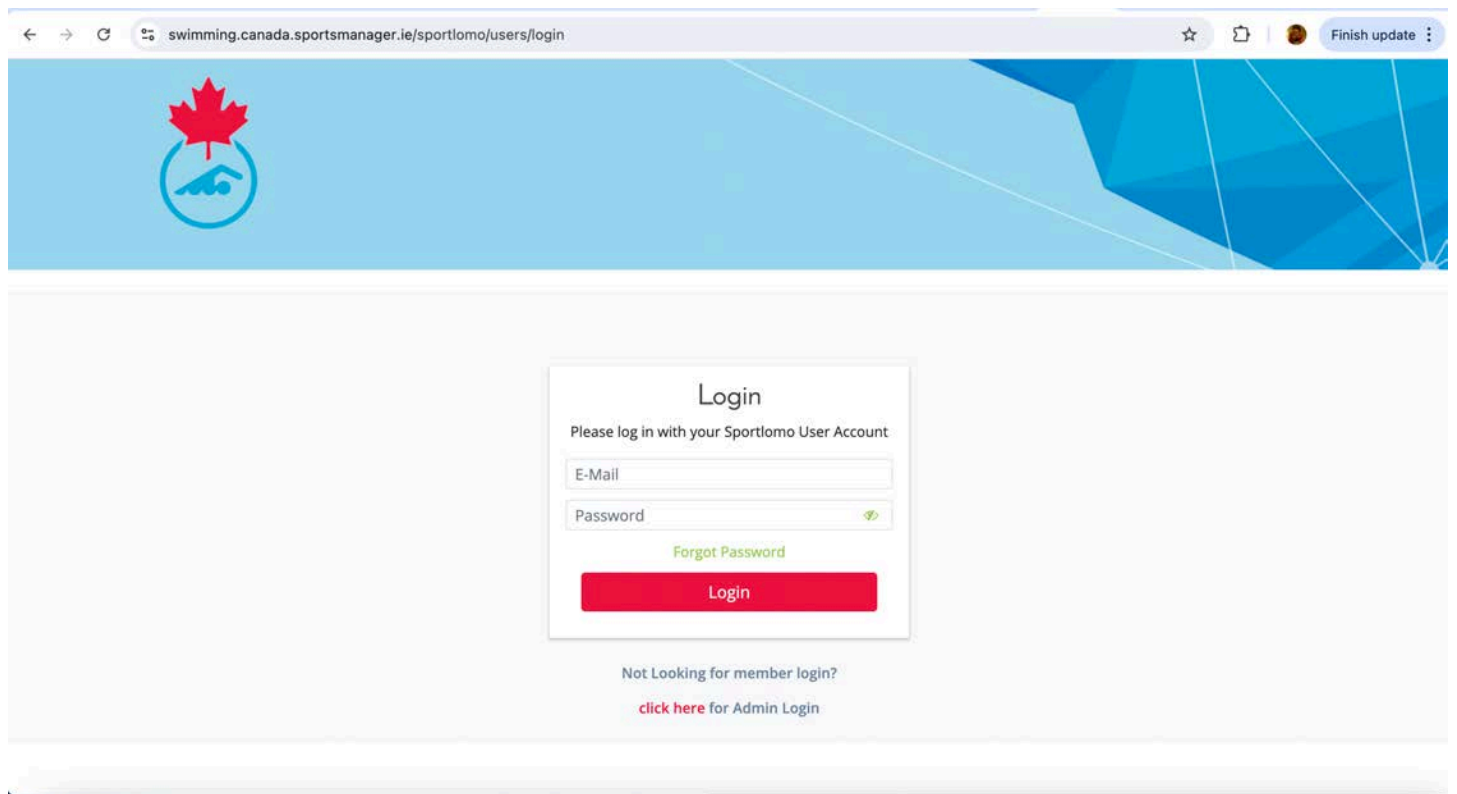


Thank you to everyone for their work at getting their swimmers and officials (themselves!) registered! Below is a quick explanation on how to make sure your swimmer is registered correctly and also a quick snapshot on how to register yourself as an official, if you haven't done so already!

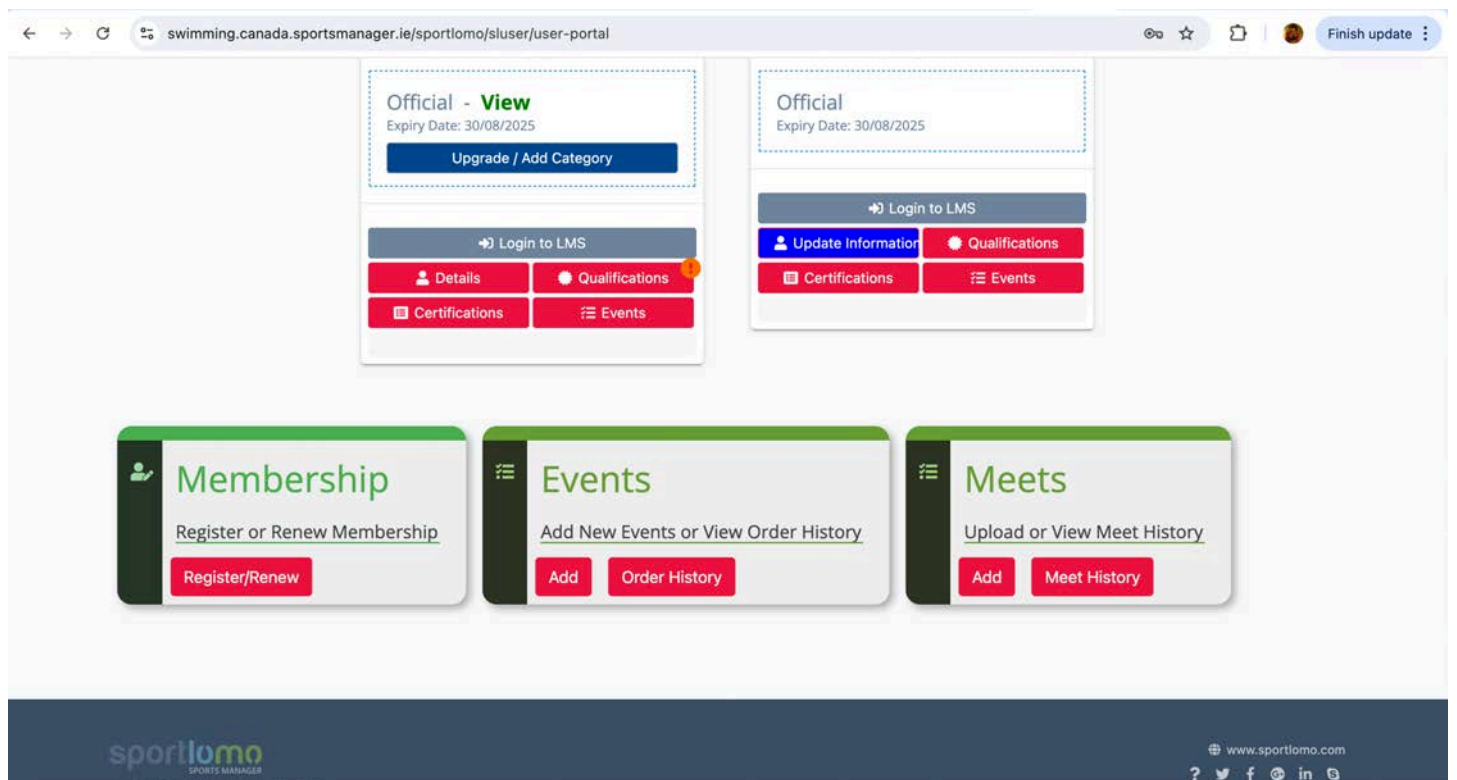
As we are sure you all know, getting used to a new system takes time and a little bit of work! UCSC is working to be up on all aspects of the new system, but may need to take some questions away to find out the best way to complete the task or answer the question. Thank you in advance for your patience and understanding! Hopefully this document will be updated as we find solutions to any questions that may come up!

First off, you will need to log into your SportLoMo (REMS) account. You can do so by going to the [website](https://swimming.canada.sportsmanager.ie/sportlomo/users/login/home) (<https://swimming.canada.sportsmanager.ie/sportlomo/users/login/home>)

When you reach this page it should look like this:



Ideally all members should have their log in email and password all set up. If you do not know your password, please click on “forgot password” to set up a new one. If you are registered in the system, it will send a reset password link to your email. If your email is not recognized, please contact our office and we can look into it.



You're logged in, what next? If everything went well, you should see a page that looks similar to the photo above. You will likely have a swimmer (or maybe more than one swimmer!) listed there as well. For your swimmer, please make sure that their information is up to date. If it is not up to date, that button will be in blue. Please be

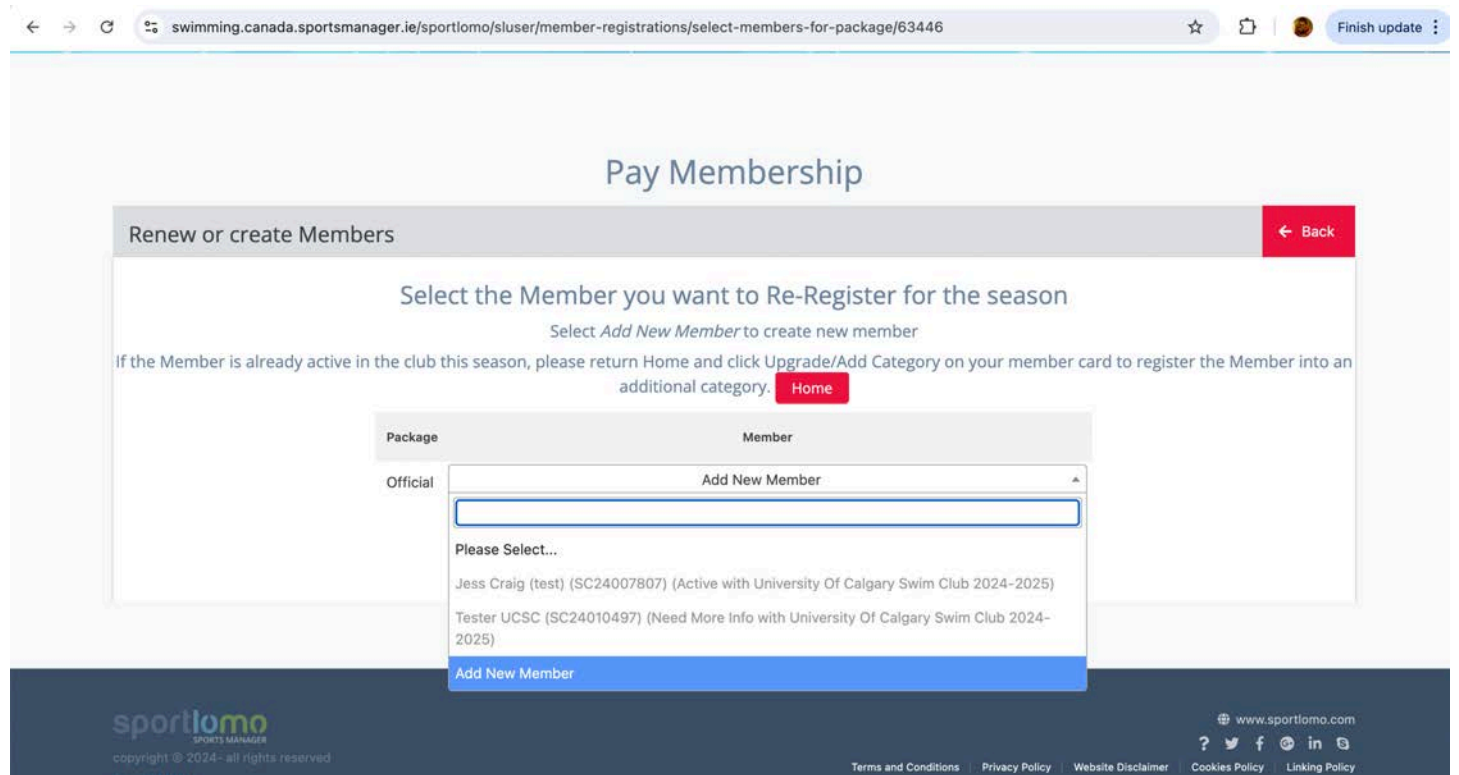
sure to go in and update the information and sign the agreements to complete registration for your swimmer if it is blue. This will need to be complete for them to be able to participate in any swim meet.

If you (or someone else) is listed as an official but it says “expired” please click on “register/renew” under “Membership” to renew yourself. Or, if you are missing, or haven’t added yourself, you can also add officials this way!

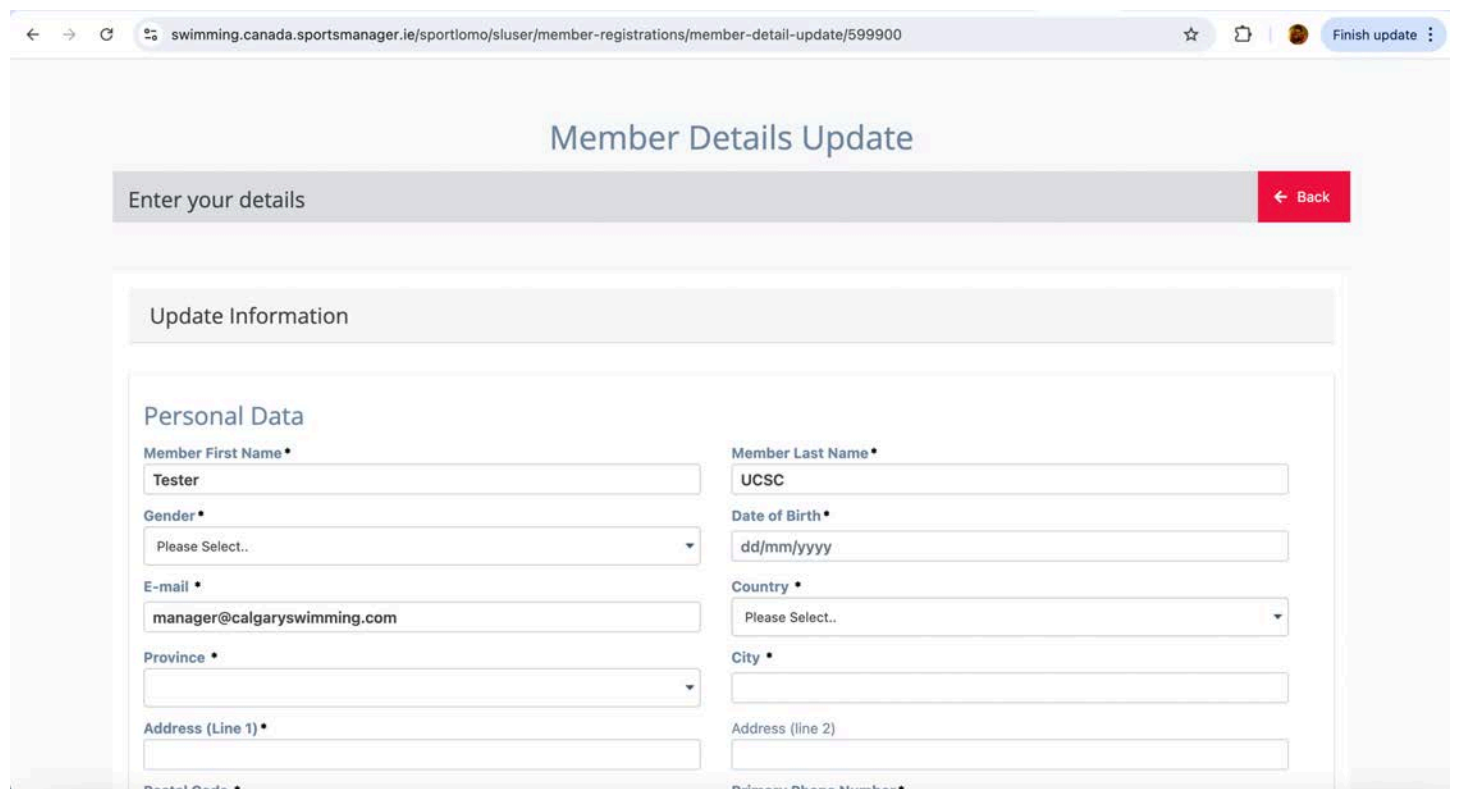
Regardless as to whether or not you show on the homepage, everyone will go through this first step to update their profiles, or to create a profile. Once you click “register/renew”, everyone will need to “add” one official (use the arrows to update the numbers) and then click “add/renew” to go to the next step. ****Please note: you will not need to register your swimmer this way. The only registration you will do here is for being an official. Please do not register or create new swimmers this way. Parents/guardians do not need to pay for any registration through SportLoMo with the way UCSC has the system set up. UCSC is not able to disable the other options, so please do not click or choose them. Fingers crossed we can soon so it isn’t accidentally done!**

2024-2025			
Name: Pre-Competitive	Price: 34.25	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Competitive	Price: 201.00	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Assistant Coach - Provincial	Price: 140.75	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Assistant Coach - National	Price: 270.75	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Pre-Competitive, Masters, Summer Club Coach	Price: 120.75	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Sessional - Fall	Price: 18.25	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Official	Price: 0.00	Qty: <input type="text" value="1"/>	Total: 0.00
Name: Registrant Transfer	Price: 0.00	Qty: <input type="text" value="0"/>	Total: 0.00
			Total Cost (Ex Fees): 0.00

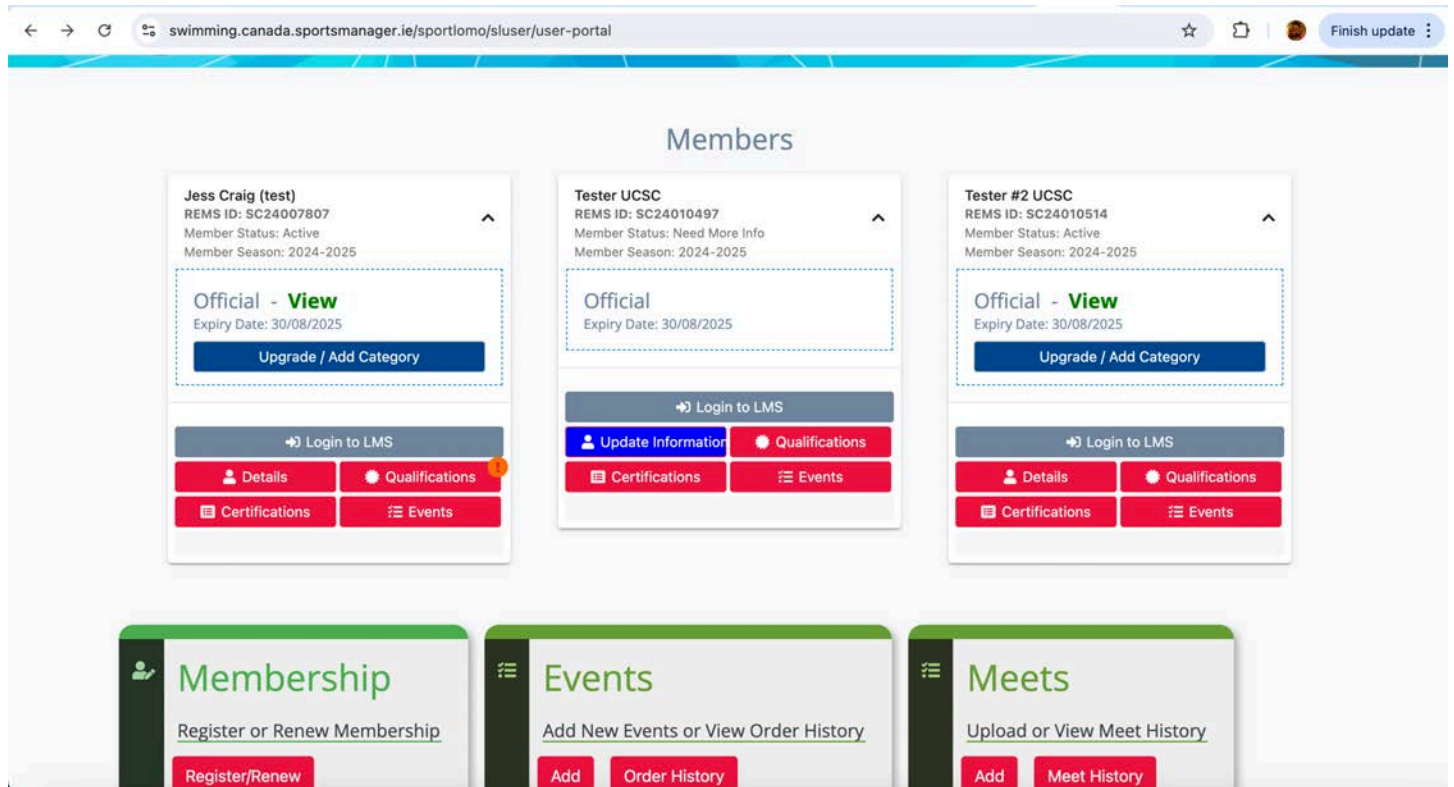
After adding an official to the amount, the next step is easy! If you are needing to complete your information, the system will tell you that (see Tester UCSC in the screenshot below who needs more info). If you are in this situation, you can go back to the homepage screen to complete that. If you are already active, you will be greyed out as well (see Jess Craig (test) as an example).



The screen to update your info will look like the shot below. Once that is complete you will be able to select that person go through the steps again to register them as an official. If you are adding a new person, please click on “add new member” and follow the steps (your screen will look like the screenshot below, but the information will be blank). After agreeing to the waivers and completing the info, you will click “register” at the very bottom.

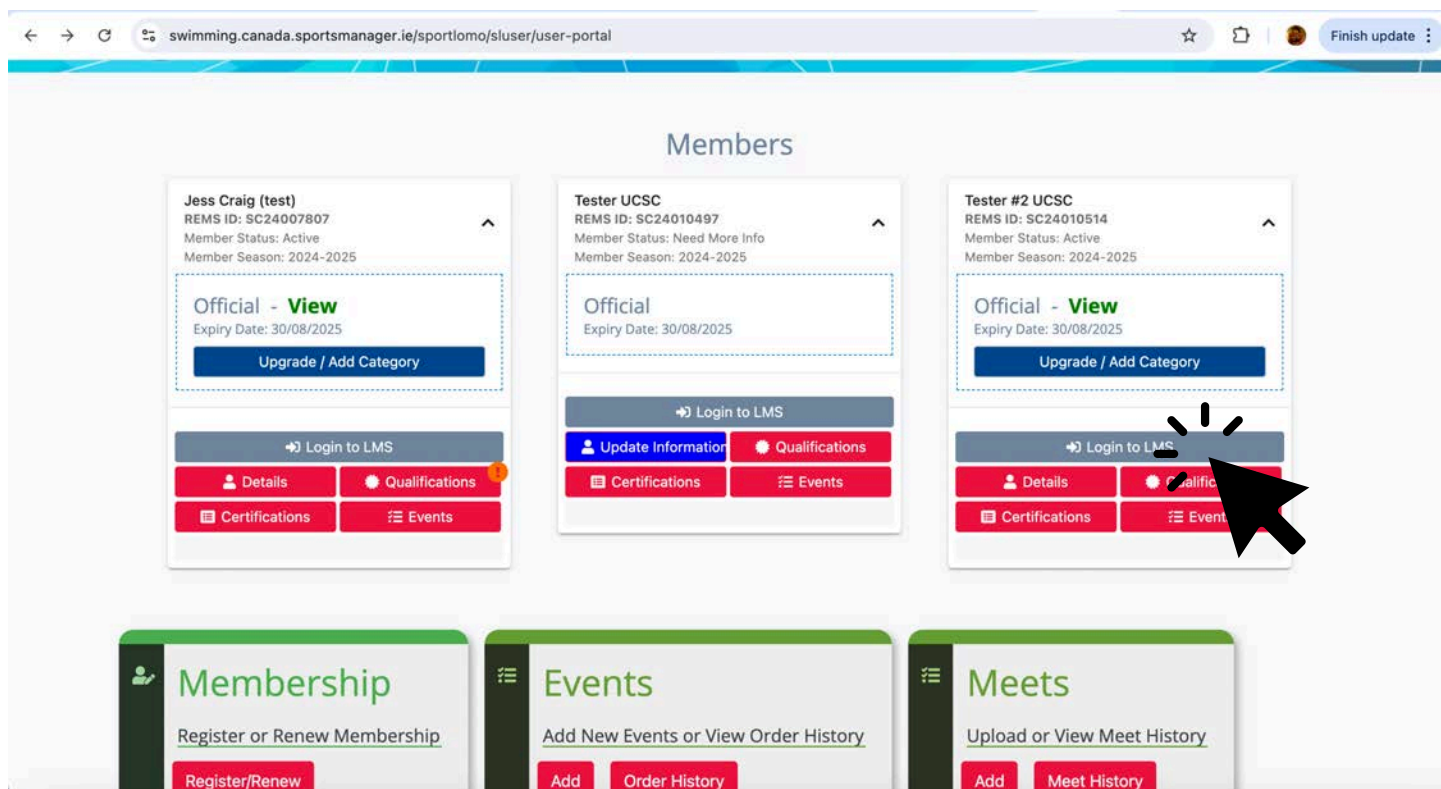


Everything will be up to date at that point and you are good to go as an official! Your swimmer will be complete once the four buttons at the bottom of their profile are red. If you are a returning member with certifications, they will show up under the certifications option under each person's name. If you believe you are missing some certifications, please let us know!

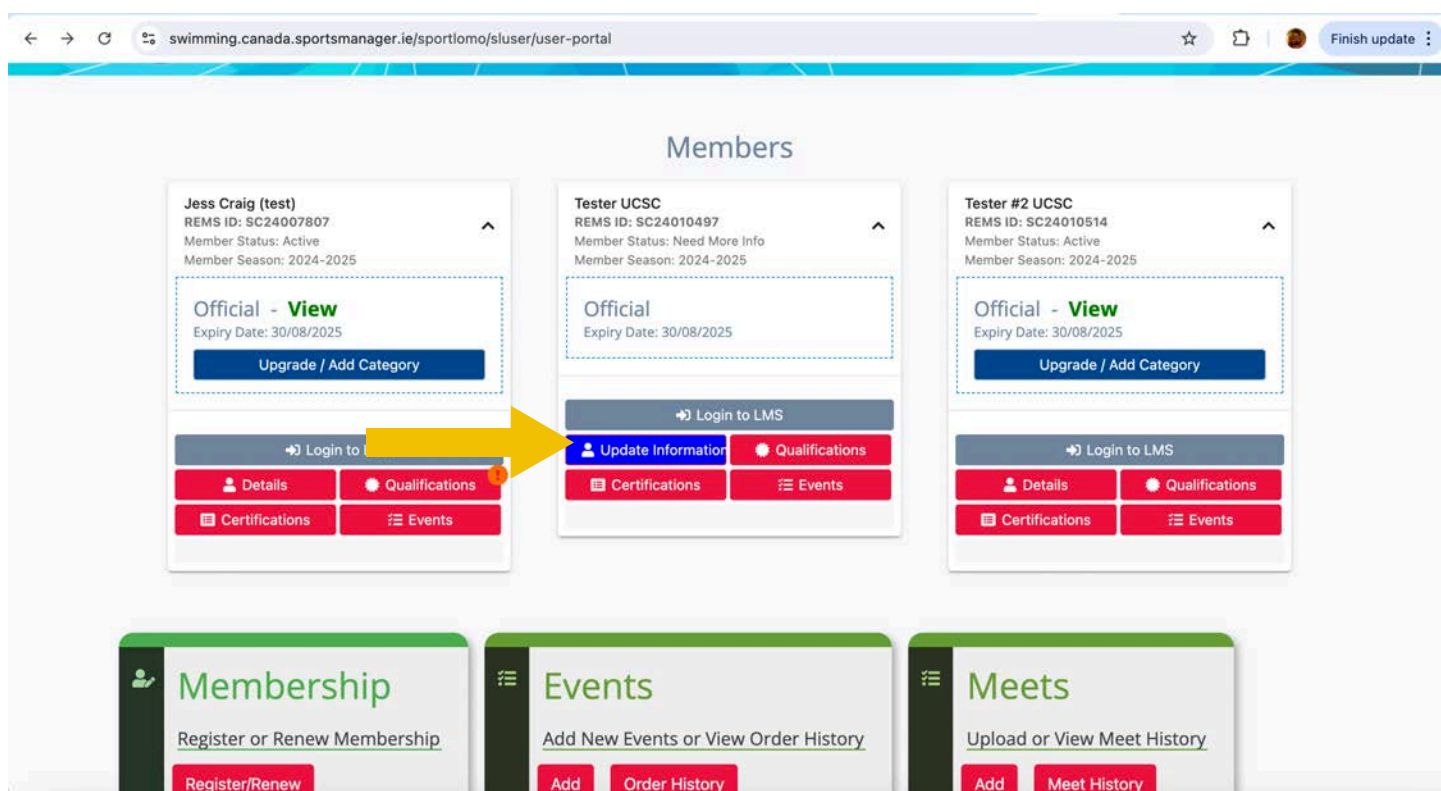


How to Log Into the Learning Management System (LMS)

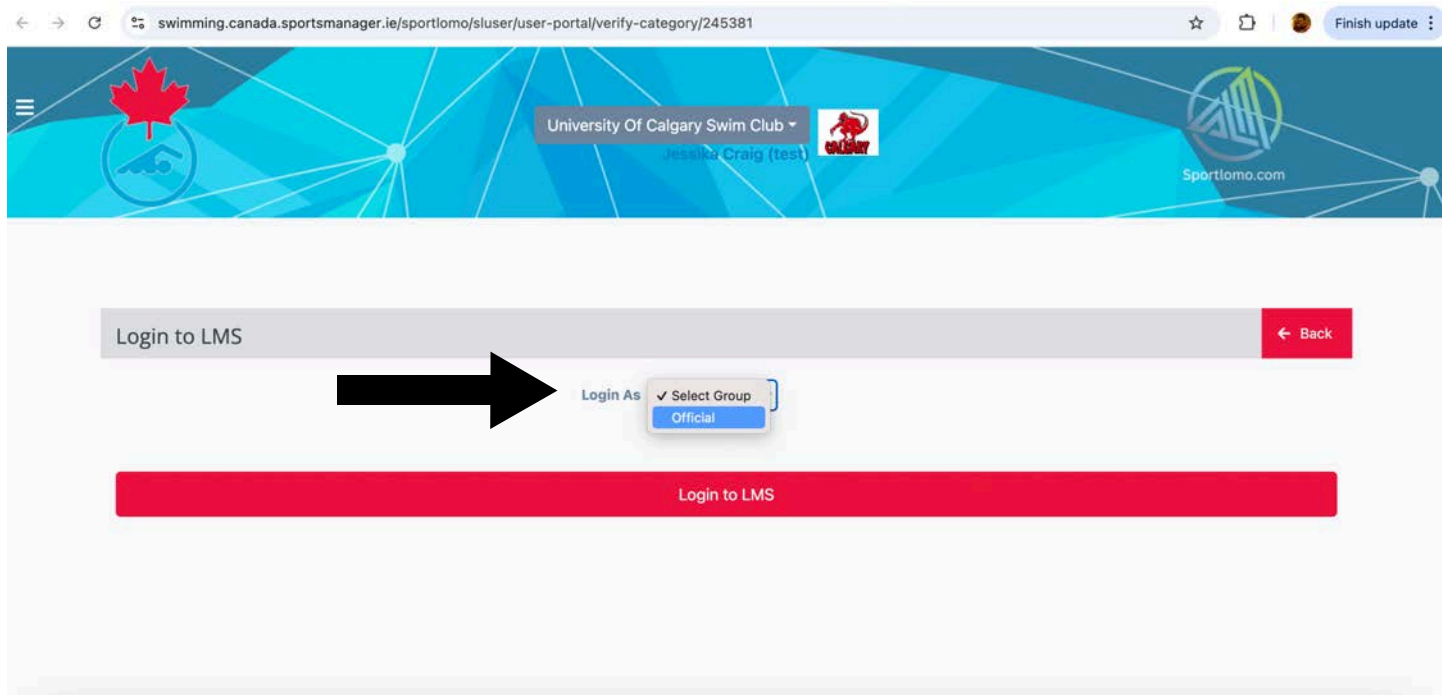
Once your account is created and approved/complete you can click on “Login to LMS”



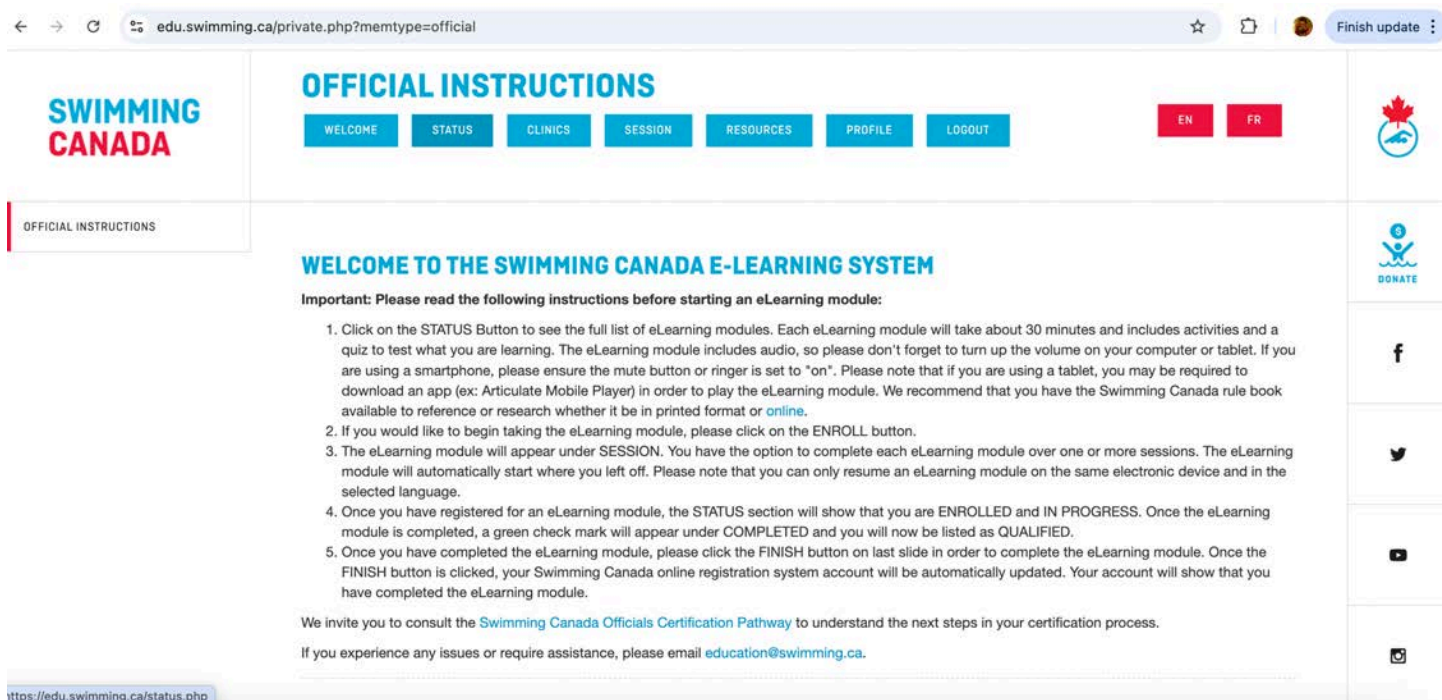
If you see the light blue colour (see photo below) you will need to update your information before you are able to login to the LMS. When that button is red and just says “details” you will be able to click the “login to LMS” button with no issues!



Once you have clicked on “login to LMS” you will be asked about the type of account you would like to login as. Please select “official” (likely the only option). redirected to the LMS on the Swimming Canada website.



Click on “login to LMS” and you will be redirected to the LMS on the Swimming Canada Website. The page should look similar to this:



The welcome page will outline how to take courses through the e-learning system. You can find the e-modules available and start an emodule by clicking “Status”.

edu.swimming.ca/private.php?memtype=official

SWIMMING CANADA

OFFICIAL INSTRUCTIONS

OFFICIAL INSTRUCTIONS

WELCOME TO THE SWIMMING CANADA E-LEARNING SYSTEM

Important: Please read the following instructions before starting an eLearning module:

1. Click on the STATUS Button to see the full list of eLearning modules. Each eLearning module will take about 30 minutes and includes activities and a quiz to test what you are learning. The eLearning module includes audio, so please don't forget to turn up the volume on your computer or tablet. If you are using a smartphone, please ensure the mute button or ringer is set to "on". Please note that if you are using a tablet, you may be required to download an app (ex: Articulate Mobile Player) in order to play the eLearning module. We recommend that you have the Swimming Canada rule book available to reference or research whether it be in printed format or [online](#).
2. If you would like to begin taking the eLearning module, please click on the ENROLL button.
3. The eLearning module will appear under SESSION. You have the option to complete each eLearning module over one or more sessions. The eLearning module will automatically start where you left off. Please note that you can only resume an eLearning module on the same electronic device and in the selected language.
4. Once you have registered for an eLearning module, the STATUS section will show that you are ENROLLED and IN PROGRESS. Once the eLearning module is completed, a green check mark will appear under COMPLETED and you will now be listed as QUALIFIED.
5. Once you have completed the eLearning module, please click the FINISH button on last slide in order to complete the eLearning module. Once the FINISH button is clicked, your Swimming Canada online registration system account will be automatically updated. Your account will show that you have completed the eLearning module.

We invite you to consult the [Swimming Canada Officials Certification Pathway](#) to understand the next steps in your certification process.

If you experience any issues or require assistance, please email education@swimming.ca.

<https://edu.swimming.ca/status.php>

You will find the available e-modules listed here and your status of the course.

edu.swimming.ca/status.php

CANADA

TESTER #2 UCSC'S STATUS [VIEW PROFILE](#)

Please note that you can only resume a course on the same electronic device and in the selected language. If you are using a tablet, you may be required to download an app in order to play the e-module.

LEVEL 1

MODULE	ENROLLED	COMPLETED
<p>1 Intro to Officiating (Timekeeper) eModule</p> <p>Intro to Officiating (Timekeeper)</p>	START E-LEARNING MODULE	-
<p>2 This is an instructor-led clinic. This is also available as an eLearning module.</p>	REGISTER FOR INSTRUCTOR-LED CLINIC	-

If you would like to enrol in an in-person course. You can check the course offerings by clicking on "clinics" and register that way.

OFFICIAL INSTRUCTIONS

WELCOME TO THE SWIMMING CANADA E-LEARNING SYSTEM

Important: Please read the following instructions before starting an eLearning module:

1. Click on the STATUS Button to see the full list of eLearning modules. Each eLearning module will take about 30 minutes and includes activities and a quiz to test what you are learning. The eLearning module includes audio, so please don't forget to turn up the volume on your computer or tablet. If you are using a smartphone, please ensure the mute button or ringer is set to "on". Please note that if you are using a tablet, you may be required to download an app (ex: Articulate Mobile Player) in order to play the eLearning module. We recommend that you have the Swimming Canada rule book available to reference or research whether it be in printed format or [online](#).
2. If you would like to begin taking the eLearning module, please click on the ENROLL button.
3. The eLearning module will appear under SESSION. You have the option to complete each eLearning module over one or more sessions. The eLearning module will automatically start where you left off. Please note that you can only resume an eLearning module on the same electronic device and in the selected language.
4. Once you have registered for an eLearning module, the STATUS section will show that you are ENROLLED and IN PROGRESS. Once the eLearning module is completed, a green check mark will appear under COMPLETED and you will now be listed as QUALIFIED.
5. Once you have completed the eLearning module, please click the FINISH button on last slide in order to complete the eLearning module. Once the FINISH button is clicked, your Swimming Canada online registration system account will be automatically updated. Your account will show that you have completed the eLearning module.

We invite you to consult the [Swimming Canada Officials Certification Pathway](#) to understand the next steps in your certification process.

If you experience any issues or require assistance, please email education@swimming.ca.

ONLINE E-LEARNING MODULES FOR OFFICIALS

Available in person clinics will be listed here. Please note, depending on the time of the season, there may be a lot of courses available and at other times there may be very few.

CLINICS

You are viewing recent and upcoming clinics. [click here to view all](#)

Alberta All Clinics

CLINICS

	CITY	CLINIC	DATE & TIME	LOCATION	COST	FACILITATOR	CONTACT	CONTACT EMAIL	NOTES
REGISTER	Grande Cache	★ Judge of Stroke EN	Jan 31/25 @ 7:00pm to 9:00pm (MST)	10450 Hoppe Ave, Grande Cache, AB T0E 0A6	-	Richard Harris	Karina Malbeuf	✉	-
REGISTER Deadline: Feb. 07	Red Deer	★ Inspector of Turns EN	Feb 07/25 @ 5:30pm to 7:30pm (MST)	Upstairs Viewing Area Michener Pool	-	Peter Lloyd	Gail Bateman	✉	DETAILS

When you have completed the course it should be updated in the REMS (SportLoMo) system under your account. Please also let our officials team know when you have completed a course (officials@calgaryswimming.com).

