

How to take an Online Officials Clinic

You must have a Swimming Canada Officials Account – if you don't already have an officials account you will need to consent to the PIPEDA before we can create an account – PIPEDA link is available on our website www.yorkswimclub.ca – under 'Parent Info' choose 'Officials' link is near the top of the page.

Once we have your PIPEDA consent we can manually create an Officials Account for you (note we try to create officials accounts at least once per week – if you need it sooner you will need to send an email to yorkswimclub@gmail.com indicating that you need an officials account ASAP – we will try to get it created as soon as possible). Once we create an officials account for you (Note this is a different account than the 'Family' account which shows the registration of your swimmers), you will receive an email from Swimming Canada – looking like this:

SWIMMING CANADA NATATION

Official

Hello Test New Official,

Your Officials registration account has been activated

IMPORTANT: Please login and complete the registration process of your official's account

Username:	TestNewOfficial
Password:	[REDACTED]

Swimming Canada offers E-Learning modules for new officials through the online education portal. Please log in to <https://edu.swimming.ca/> to access the courses and find additional information.

If you need to add or edit your officiating information, please contact your club's Officials administrator or your provincial Officials administrator.

To login to your account, [click here.](#)

Link to Official account

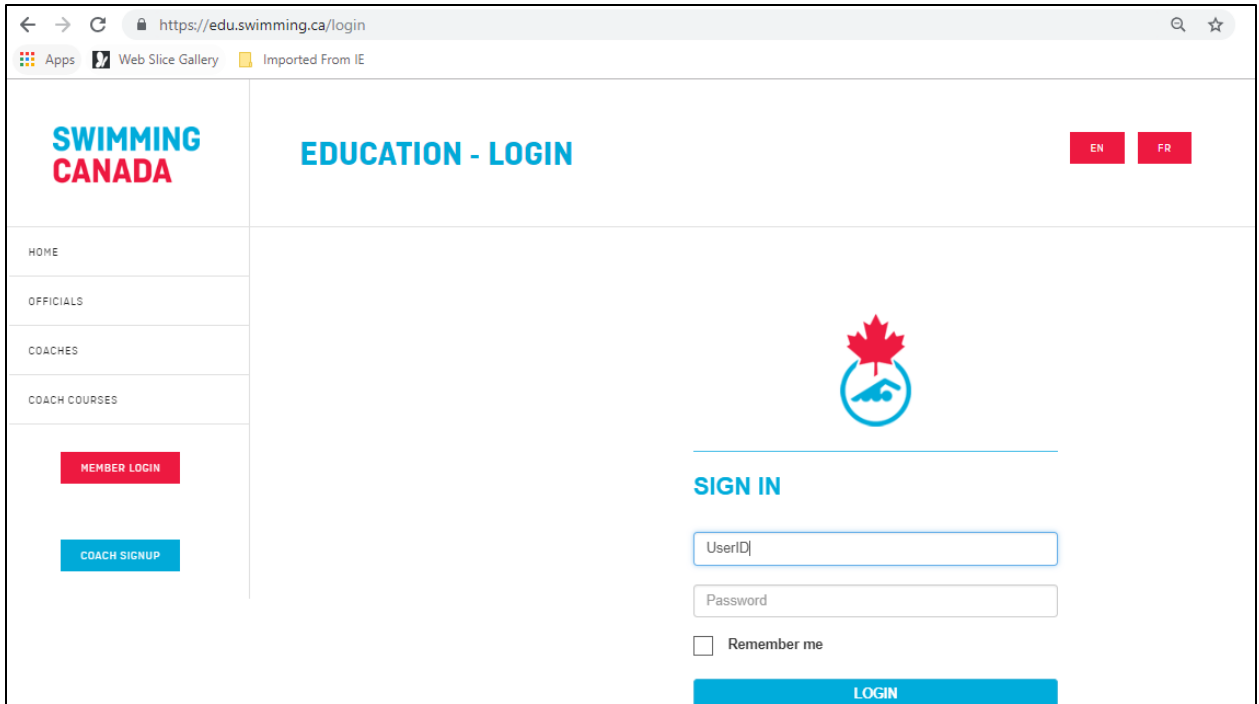
Thank you for contributing your time to this important role!

You can access both your official account and your E-Learning account with this username and password

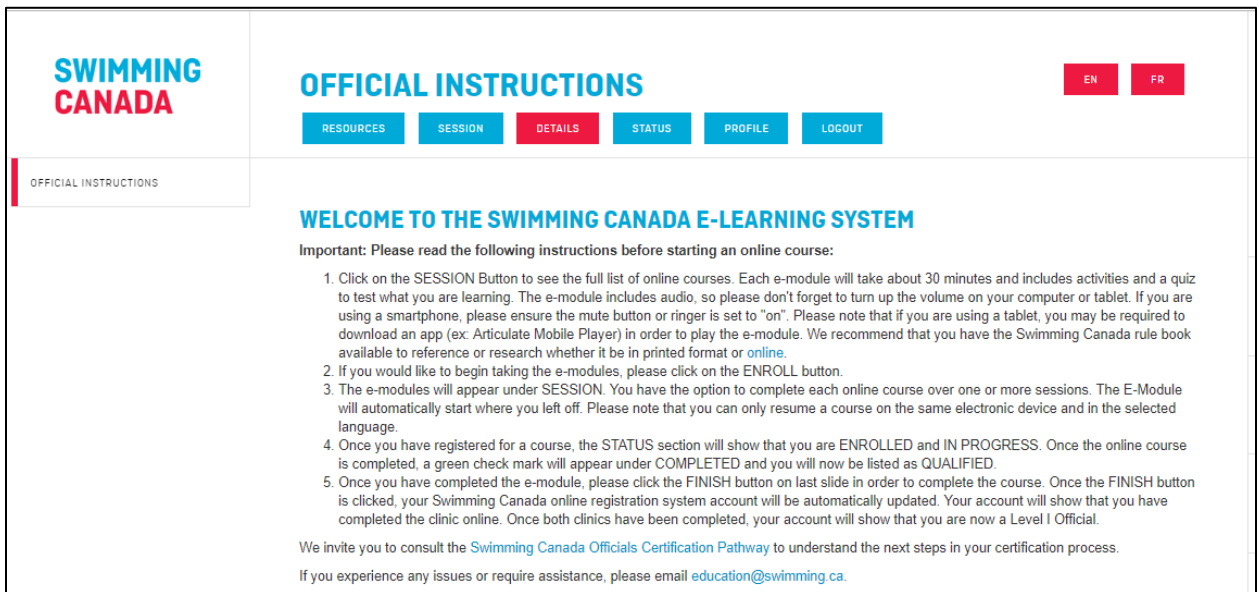
To access the Swimming Canada E-Learning Centre – use <https://edu.swimming.ca/>

Click 'Officials' on the menu on left hand side of the screen

Then Click 'Member Login' (the Red Button on left hand side) – You will now be at the log in screen



Use your User ID and Password to LogIn. The next page contains instructions for the E-Learning System



To access the Online Clinics click **'Session'** from the tabs at the top of your screen.

The screenshot shows the 'SWIMMING CANADA' website's 'STATUS' page for 'CHARLOTTE CARROLL'. The page has a navigation bar with 'RESOURCES', 'SESSION', 'DETAILS', 'STATUS', 'PROFILE', and 'LOGOUT'. Below the navigation, there's a section for 'LEVEL 1' with a table of modules. The table has columns for 'MODULE', 'ENROLLED', and 'COMPLETED'. The first module, 'Intro to Officiating (Timekeeper)', is marked as completed with a green checkmark and the date '2003-10-04'. The other two modules, 'Intro to Officiating (Timekeeper) REFRESHER' and 'Safety Marshal eModule', have red 'ENROLL' buttons in the 'ENROLLED' column.

MODULE	ENROLLED	COMPLETED
1 Intro to Officiating (Timekeeper)	2003-10-04	2003-10-04
2 Intro to Officiating (Timekeeper) REFRESHER	ENROLL	-
3 Safety Marshal eModule	ENROLL	-

To take an online Clinic click the 'ENROLL' button by the clinic you wish to take.

Each Clinic will take approximate 30 minutes to complete but you have the option to complete each online course over one or more sessions. The E-Module will automatically start where you left off. Please note that you can only resume a course on the same electronic device and in the selected language

Once you have completed an online clinic (by clicking FINISH at the end of the clinic) your Officials Account will be updated.

Once you have completed **both** the 'Intro Officiating (Timekeeper)' and 'Safety Marshal' you will be a Level I Official. Please contact yorkswimclub@gmail.com to receive your officials Card and Red (Level I) Pin – We will have them at our hosted meets or Officials Clinics.