

How to take an Online Officials Clinic

NOTE – the only clinics currently available online (as of Sep 2018) are – **Intro to Swim Officiating** and **Safety Marshal 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 – under 'For Parents' choose 'Officials' link is near the top of the page – [Officials Page](#) – direct link to PIPEDA consent form - [here](#)

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:

The screenshot shows an email from Swimming Canada. The header includes the "SWIMMING CANADA NATATION" logo and a Canadian flag. The subject line is "Official". The body of the email starts with "Hello Test New Official," followed by "Your Officials registration account has been activated". An important note states: "IMPORTANT: Please login and complete the registration process of your official's account". Below this is a login form with two fields: "Username: TestNewOfficial" and "Password: [redacted]". A red box highlights the login form, and a red arrow points from it to a text box on the right that says "You can access both your official account and your E-Learning account with this username and password". Below the login form, the email mentions "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." It also provides contact information for adding or editing officiating information. At the bottom, there is a link to the official account: "To login to your account, [click here](#)." A red box highlights this link, and a red arrow points from it to a text box on the right that says "Link to Official account". The email concludes with "Thank you for contributing your time to this important role!"

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


← → ↻ https://edu.swimming.ca/login

Apps Web Slice Gallery Imported From IE

SWIMMING CANADA **EDUCATION - LOGIN** EN FR

HOME
OFFICIALS
COACHES
COACH COURSES

MEMBER LOGIN
COACH SIGNUP



SIGN IN

UserID

Password

☐ Remember me

LOGIN

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

SWIMMING CANADA **OFFICIAL INSTRUCTIONS** EN FR

RESOURCES SESSION DETAILS STATUS PROFILE LOGOUT

OFFICIAL INSTRUCTIONS

WELCOME TO THE SWIMMING CANADA E-LEARNING SYSTEM

Important: Please read the following instructions before starting an online course:

1. Click on the SESSION Button to see the full list of online courses. Each e-module will take about 30 minutes and includes activities and a quiz to test what you are learning. The e-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 e-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 e-modules, please click on the ENROLL button.
3. The e-modules will appear under SESSION. 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.
4. Once you have registered for a course, the STATUS section will show that you are ENROLLED and IN PROGRESS. Once the online course is completed, a green check mark will appear under COMPLETED and you will now be listed as QUALIFIED.
5. Once you have completed the e-module, please click the FINISH button on last slide in order to complete the course. 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 clinic online. Once both clinics have been completed, your account will show that you are now a Level I Official.

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.

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

The screenshot shows a web browser window with the URL <https://edu.swimming.ca/status.php>. The page header includes the Swimming Canada logo, a 'STATUS' title, and navigation buttons for 'RESOURCES', 'SESSION', 'DETAILS', 'STATUS', 'PROFILE', and 'LOGOUT'. There are also 'EN' and 'FR' language buttons. The main content area is titled 'CHARLOTTE CARROLL'S STATUS' with an 'EDIT PROFILE' link. Below this, there are sections for 'LEVEL 1' and 'LEVEL 2'. The 'LEVEL 1' section contains a table with the following data:

| 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 | - |

The 'LEVEL 2' section is partially visible below the table.

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 York hosted meets or at York hosted Officials Clinics.