



Welcome to the CAS On-Line Registration System – Coaches

As part of the CAS objective to recognize and communicate with artistic swimming coaches as professional educators/trainers, we are requiring each coach to register themselves directly in the CAS On-Line Registration system.

It is very important that we have current, updated contact and other information in our registration system. For coaches (and also officials who wish to register directly with the organization and not via a club), regularly reviewing and updating personal profile information will ensure that you do not miss any communication vital to your work as a professional coach.

The instructions for completing the registration process are outlined below. Please keep this notice handy when accessing the registration system.

You must be a current registrant of Canada Artistic Swimming in order to log in to the CAS On-Line Registration System and use your CAS number as your login user ID. If you do not know your number, please contact your provincial administrator or club for this information.

Special Reminders for 2020-2021

An athlete who is also a coach must register for both roles. The system will only charge you for the most expensive role. If you register first with the less expensive role, you will only be charged the difference for the next role (except in Quebec).

Please see the CAS Coach Registration and Certification Policy for an update on certification requirements for the 2020-2021 season as a result of the COVID pandemic: <https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

Access the system through this link: <https://casreg.ca/scms/logon.cfm>

Log in: (with CAS number)

Enter your User ID Your user ID is your CAS number (formerly called your CASSA Number). It is intended that you will have the same CAS number for life

Password By default, this is the first 5 letters of your last name or less if your name is shorter than 5 letters, until you change your password, which you will be required to do after you log into the system the first time. All passwords are case sensitive.

Registration Process

Once you have logged on, please take a few minutes to ensure that your personal profile information is correct and click the check box to acknowledge the information is correct. Click "Next" to continue. Note your CAS number for future reference. This will eliminate most registration errors and will provide us with accurate demographic and statistical information, and updated contact coordinates should we need to get in touch with you. Some information is required (eg name, gender and email address). The registration process will not progress until this information is entered.

The system will also ask you to acknowledge and agree to abide by the CAS Conduct Policy which is located on the CAS website here: <https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/> . By checking the box indicated, you are completing this requirement. If your Respect in Sport Certification or your Police Record Check are missing or expired, you will be prompted to remedy this.

When your profile is updated and confirmed, click next and then click "register for the 2020/2021 season". Select the coaching role you are registering for (ie competition or recreation) from the drop down menu titled "Role". Then select your home province and click "select". The fee amount will be displayed. Click submit registration. Then choose your payment option and submit.

Please note you must complete the registration process including the payment portion. No one else is able to do this for you. If you close your browser before the payment portion of the registration process, your session will be cancelled and you will have to begin the registration process again.

If you wish to pay using a credit card, and your province accepts PayPal/Credit Cards, select this option. Otherwise please select cheque/cash or e-transfer payment option or contact your provincial office to arrange a credit card payment directly with them. The CAS registration system will allow on-line credit card payments through PayPal but this feature must be activated by your PTSO in order for you to use it.

You will receive a confirmation/receipt for payment that you can print. It is a good idea to print or note the registration ID number generated on your invoice for your records and to submit with your payment. Once you have completed the payment section, you will automatically receive an email to the email address in your profile that confirms your registration status.

Please note that it will be possible to upload a passport style photo to your personal profile page. This photo will be included when the option to print the new registration card is selected within the profile page.

Thank you for using the CAS On-line Registration System.

For any further information or questions, **please contact** your provincial registration system administrator (see list below):

BC ARTISTIC SWIMMING	604-333-3642	Disa Fladmark	info@bcartisticswimming.ca
ALBERTA ARTISTIC SWIMMING	780-415-1789	Jennifer Flowers	jflowers@albertaartisticswimming.ca
SASKATCHEWAN ARTISTIC SWIMMING	306-780-9227	Kathleen Reynolds	ED@saskartisticswimming.ca
MANITOBA ARTISTIC SWIMMING	204-925-5693	Debra Kofsky	ed@manitobaartisticswimming.ca
ONTARIO ARTISTIC SWIMMING	416-679-9522	Sue Marnica-Wall	smwall@ontarioartisticswimming.ca
NATATION ARTISTIQUE QUEBEC	514-252-3087	Linda Lebeau	llebeau@natationartistiquequebec.ca
NEW BRUNSWICK ARTISTIC SWIMMING	506-738-9121	Nathalie Cyr	nbosse_85@hotmail.com
NOVA SCOTIA ARTISTIC SWIMMING		Nadine Jewer	nsas@sportnovascotia.ca
SYNCHRO PEI	902-675-3408	Gina Macleod	ginamacleod2016@gmail.com
NEWFOUNDLAND LABRADOR ARTISTIC SWIMMING		Melissa Gale	mgale@nl.rogers.com
SYNCHRO YUKON		Rachelle Wallace	synchro_yukon@hotmail.com
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