



2020-2021 Registration Q & A

When will the new registration season open?

September 1, 2020

Are there any changes to the registration system?

- All batches must be submitted using the **payment summary form** (see separate document titled "Payment Summary Reports Document 2020)
- The form has been adjusted for individuals to show their name as well as their payment record number for PTSO processing of payments by individuals
- PTSO's submitting registration batches directly (for individuals the PTSO pays for, for example) will be immediately flagged as "PAY WAIT (NSO)" removing the need for the second validation by the PTSO
- Some of the reminder/ cross-checking features explained last year will be activated this year - for example,
 - o A batch can stay open and pending only for 30 days - at 21 days after its creation, an email will be automatically generated to the email address of the registrar on file to say "batch # xxx is pending and must be submitted within 9 days to ensure eligibility to participate in association activities". The PTSO registrar will be copied on this email. This process will be repeated at 29 days - and will say "please submit batch # xxx by tomorrow to ensure eligibility to participate in association activities"
 - o The system will cross-reference with active registration status when a club submits entries to a competition through the event registration module. If a participant is not an active registrant for this season, they will not be able to register for a meet.

Does the December 15 deadline still apply this year?

- The Registration Policy stipulates that all competitive swimmers, all coaches and all officials must be registered with CAS through their PTSO by December 15. PTSOs set their own deadlines for registrants and members to be registered with them due to insurance programs, competitions or other reasons. New registrations are processed quarterly after that time until the end of the registration year.
- In general, given the impact of the pandemic, there will be flexibility around the December 15 registration deadline for clubs whose season start up is very late or not until the new

year. Clubs will be able to register their competitive swimmers at any time without penalty, provided they have respected their PTSO's insurance requirements.

- This season, PTSOs hosting virtual competitions in the fall will require participants to be registered by the competition date for insurance purposes, even if the club is not back in the pool yet.

How are CUASL Registration Fees Calculated and Processed?

Every Canadian University Artistic Swimming League (CUASL) member pays a registration fee to the league. The league sends a cheque to CAS for the CAS registration fee and a cheque to each PTSO for the provincial registration fee. This system is being upgraded this season to allow for PayPal payments and when the final process is clear, more information will be provided.

Will we have Registration Cards this year?

Yes, individual profiles have been modified to include the functionality of uploading a passport style photograph. Additionally, we have designed a templated registration card that pulls information from the individual profile (sample below) and allows for the individual to print their card. This card has multiple uses.



How does an individual Access their own Registration Profile?

Individuals like athletes, affiliated registrants and volunteers need to obtain their CAS number from their club registrar if they do not know it. Then they follow the same registration access process as coaches and officials who register themselves.

Log in Process: (if you know your CAS number)

Enter your User ID

Your user ID is your CAS 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 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. If your name is fewer than 5 letters, just enter your last name.

Individuals have access to change the following information in their own profile:

- First Name
- Last Name
- Gender
- Birthdate
- Preferred language
- Address
- City
- Province
- Country
- Postal code
- Primary phone number
- Secondary phone number
- Mobile phone number
- Email address
- Opt Out of Receiving email communications
- Coach - NCCP No
- Physical Disability
- Cognitive Disability
- Disability Notes
- Emergency Contact Information
 - Name
 - Relationship
 - Email
 - Phone

If I am a Coach and an Athlete, how do I Register?

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).

As at August 31, 2020