

Interim Competition Sanctioning Process

Updated May 2, 2025

Sanctioning

1. Email Madeeha the Meet Information Package and Meet Event File
MPRAHMAN@SWIMALBERTA.CA
 - a. Files must be named beginning with AB_, it is recommended to add your club code for common competition names. (e.g. Octoberfest)
 - i. Meet Package Example: AB_2024 EKSC Octoberfest
 - ii. Event File Example: AB_2024 EKSC Octoberfest Events
 - b. Madeeha will approve or advise changes required to the meet package
2. Once approved, email the meet package and meet event file to potential participating clubs
 - a. All sanctioned competitions appear on the [Swimming Canada Meet List](#)
3. If a revision is required, add the version number (V2, V3, etc.)
 - a. Event File Example: AB_2024 EKSC Octoberfest Events V2

Entries – UPDATED May 1, 2025

1. Accept email entries
 - a. Before approving entries, all entry files **MUST** be run through the [CSU Validation Tool](#).
 - i. Meet Manager or Club Registrars with REMS Admin Access can login to use the tool
 - ii. Using REMS > Entry/Results Validation, check the entry file
 - iii. All Entries MUST show as VALID (green) prior to the start of the competition. Errors in results will prevent results upload following the competition.
 - iv. Should club entries have validation errors, the Meet Manager must send the list of errors to the club to correct immediately. Once corrected, the club can re-submit their entries for approval.
 - v. See the CSU Validation Tool Instructions in Appendix A
 - b. All clubs are reminded that all swimmers and coaches MUST be fully registered prior to attending competitions.

Results – UPDATED May 1, 2025

1. There is no change in the way a Meet Manager creates results. Hy-Tek Meet Manager – FILE > EXPORT > Results for Swim Manager.
 - a. Label results beginning with AB_
 - i. Results Example: AB_2024 EKSC Octoberfest Results
2. Swimming Canada will upload results to REMS when all swimmers pass validation.

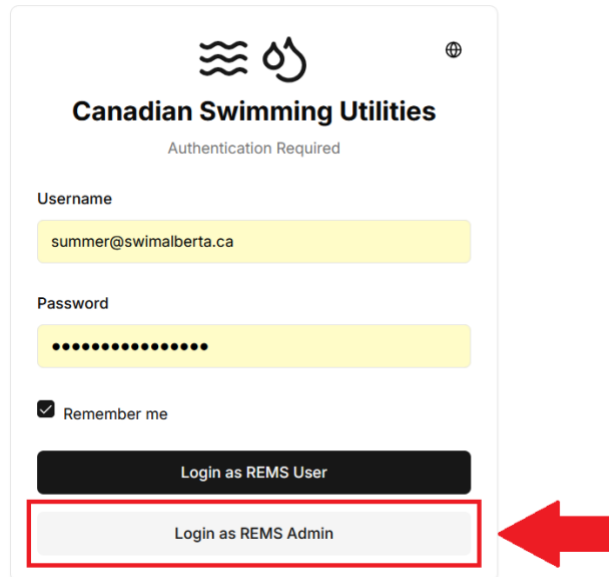
- a. **Swimmers not passing validation will delay official results being published.**
 - b. Clubs must use the same [CSU Validation Tool](#) with the result file prior to uploading results, using the same steps as outlined under Entry instructions
3. Submit results using the link below
 - a. **[MEET RESULTS UPLOAD](#)**
4. Once Submitted, results will take 1-2 business days to appear in Swim Rankings
5. Following the competition, email the result file to the attending clubs.

Post Meet Invoices

1. Email the Hy-Tek Back-up File to Madeeha at mrahman@swimalberta.ca
2. Swim Alberta will email the Post Meet Invoice for payment to the contact who submitted the competition sanction.
 - a. If a different contact or email should receive the post meet invoice, let Madeeha know.

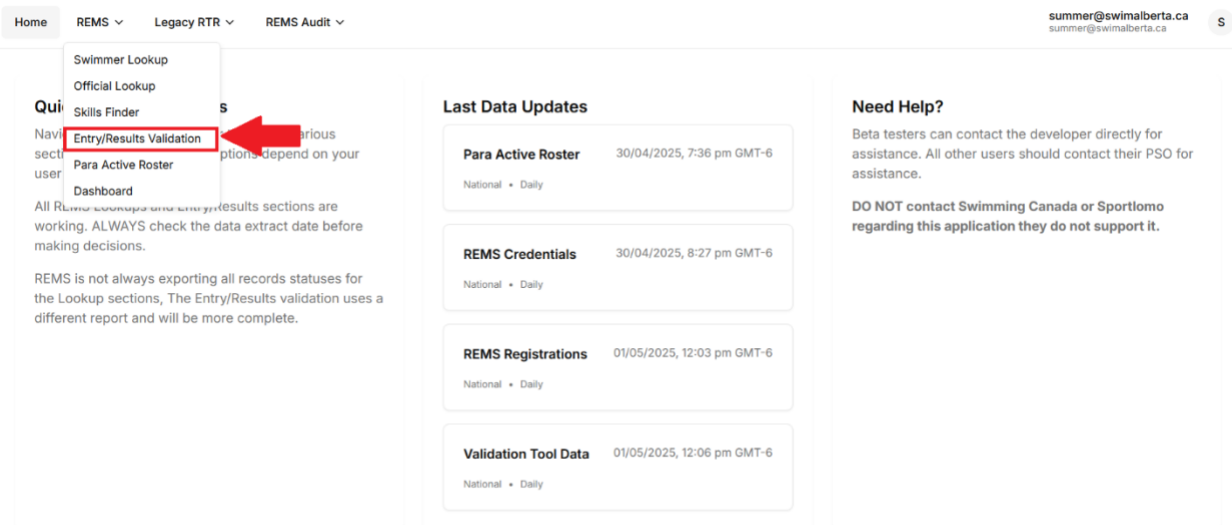
Appendix A: Canadian Swimming Utilities (CSU) Validation Tool Instructions

1. Log into the CSU portal using the REMS Admin Login



The login form for the Canadian Swimming Utilities portal. It features the logo at the top, followed by the title 'Canadian Swimming Utilities' and the text 'Authentication Required'. Below this are fields for 'Username' (containing 'summer@swimalberta.ca') and 'Password' (masked with dots). There is a 'Remember me' checkbox and two login buttons: 'Login as REMS User' and 'Login as REMS Admin'. A red box highlights the 'Login as REMS Admin' button, with a red arrow pointing to it from the right.

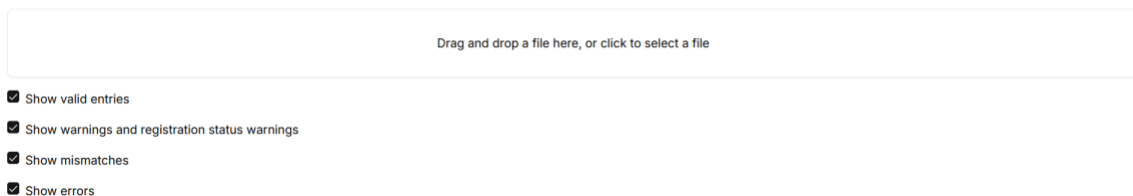
2. Use the drop-down menu under “REMS” and select “Entry/Results Validation”



The dashboard of the REMS portal. At the top is a navigation bar with 'Home', 'REMS' (with a dropdown arrow), 'Legacy RTR' (with a dropdown arrow), and 'REMS Audit' (with a dropdown arrow). On the right, the user 'summer@swimalberta.ca' is logged in. The main content area has a left sidebar with a dropdown menu under 'REMS' that is open, showing options: 'Swimmer Lookup', 'Official Lookup', 'Entry/Results Validation' (highlighted with a red box and a red arrow), 'Para Active Roster', and 'Dashboard'. The main area contains a 'Last Data Updates' section with four cards: 'Para Active Roster' (30/04/2025, 7:36 pm GMT-6), 'REMS Credentials' (30/04/2025, 8:27 pm GMT-6), 'REMS Registrations' (01/05/2025, 12:03 pm GMT-6), and 'Validation Tool Data' (01/05/2025, 12:06 pm GMT-6). On the right, there is a 'Need Help?' section with contact information for beta testers and a warning not to contact Swimming Canada or Sportlomo.

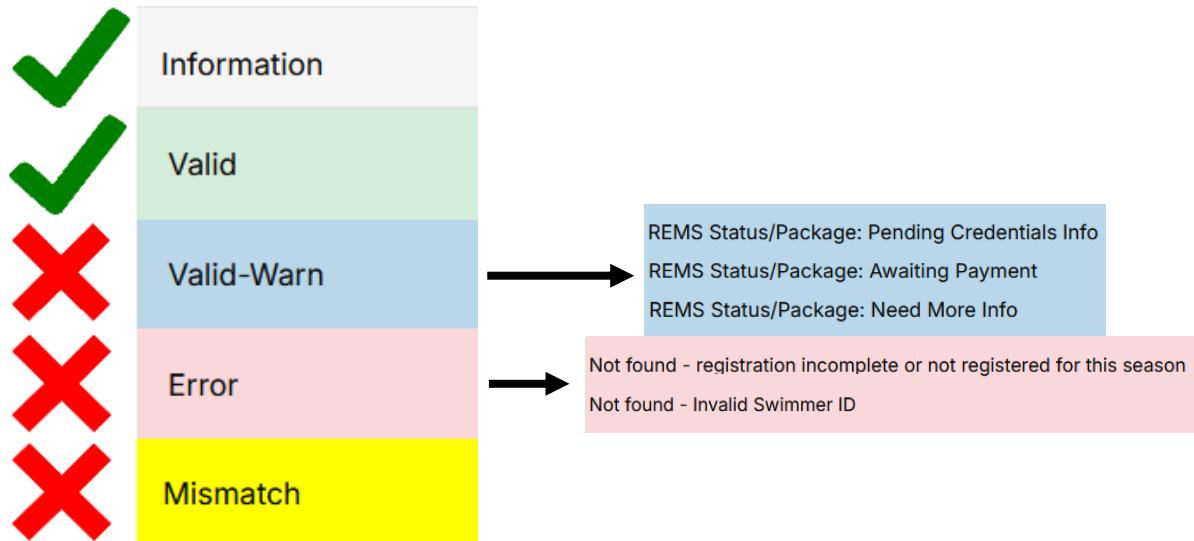
3. Drag and drop (or select) the entries/results file into the indicated box

Entry File/Roster File/Results File Validator



A file upload area with a large box containing the text 'Drag and drop a file here, or click to select a file'. Below this are four checkboxes, all of which are checked: 'Show valid entries', 'Show warnings and registration status warnings', 'Show mismatches', and 'Show errors'.

4. Ensure all swimmers are marked as “Valid”. Swimmers with a “Valid-Warn”, “Error”, or “Mismatch” status will not have their results uploaded to Swim Rankings



Information: Name of the club that the following swimmers are a part of.

Valid: Swimmer is registered and valid.

Valid-Warn: Swimmer registration is not yet complete.

Pending Credentials Info: Swimmer credentials are yet to be received or approved.

Awaiting Payment: Payment for swimmer registration has not yet been received.

Need More Info: Automatic status given once registered. Swimmer needs to activate their account in REMS and update any information.

Error: Swimmer cannot be identified within the system.

Registration incomplete or not register for this season: Swimmer cannot be found in the system.

Invalid Swimmer ID: Swimmer ID in the entries/results file does not match swimmer ID in the system.

Mismatch: Swimmer information received in the entries/results file does not match information in the system.

Common mismatches include:

1. The use of preferred names instead of legal names
2. Name misspellings
3. Wrong date of birth (usually the month/day are switched)