



Swimming Canada
Learning Management System
Club Officials Administrator User Guide
2023-2024



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Welcome

Welcome to Swimming Canada's Learning Management System (LMS). This user guide is designed for you and explains the various system features.

Throughout this user guide, you will be provided with a series of screen shots to help you navigate the website.

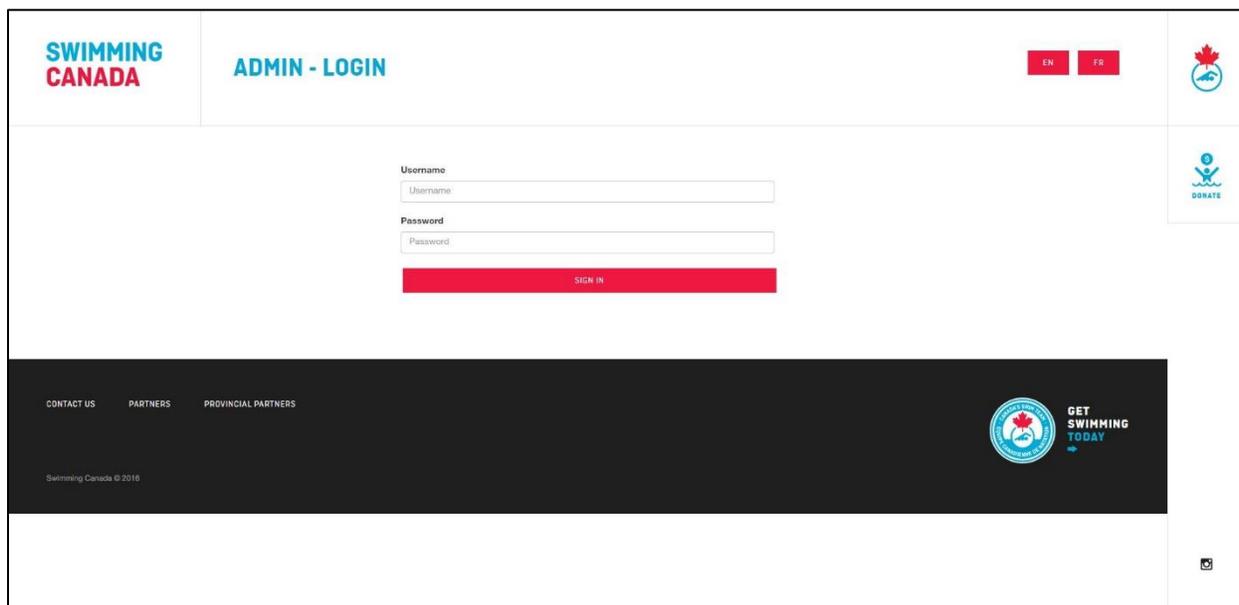
In order to gain access to the LMS, you must have a Club Officials Administrator (COA) login with Swimming Canada's Registration, Tracking, and Results (RTR) system and login through the LMS Admin login page (<https://edu.swimming.ca/admin/index.php>).

Getting Started

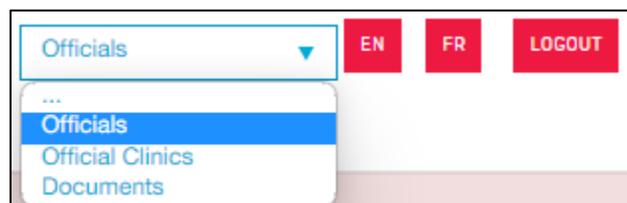
You can access your COA Account in Swimming Canada's LMS by using your COA username and password at the following link: <https://edu.swimming.ca/admin/index.php>

If you have forgotten your username/password, please contact your provincial section or support@swimming.ca.

Note: If you change your username and password for one website, it will automatically update for the other website.



Successfully logging into the site presents you with the following dropdown menu.





From this menu, you can select from the following options:

- Officials
- Official Clinics
- Documents

Officials

Selecting **Officials** from the main dropdown menu will provide you with a list of Officials in your club.

Note: The list of officials in the LMS will not match the list of officials in the RTR as you will only see the officials who have logged into the LMS within 12-months and not all officials.

The basic information you can view for an Official is:

- Status
- Last Name
- First Name
- Province
- Club
- Registration ID

The screenshot shows the 'ADMIN - MEMBERS' page in the Swimming Canada system. At the top left is the 'SWIMMING CANADA' logo. The page title is 'ADMIN - MEMBERS'. On the right, there is a dropdown menu set to 'Officials' and buttons for 'EN', 'FR', and 'LOGOUT'. Below the header, there are filters for 'All Levels' and 'All Modules', a search bar with 'Member Name' and 'Search...' fields, and a 'SEARCH' button. At the bottom of the filter area are buttons for 'DOWNLOAD TO EXCEL', 'EMAIL MEMBERS', and 'SHOW / HIDE COLUMNS'. A blue bar indicates '1906 MEMBERS'. Below this is a table with columns: STATUS, LAST, FIRST, PROV, CLUB, and REG ID. A red box highlights the table header, and a red arrow points to the 'SHOW / HIDE COLUMNS' button.

You can edit the columns displayed in the table by selecting/unselecting the options under the **Show/Hide Columns** button.

This screenshot is identical to the previous one, but with a red box around the 'SHOW / HIDE COLUMNS' button and a red arrow pointing to it from the right.



To edit the columns displayed on the main page, select/deselect the column by clicking on the checkbox.

SELECT COLUMNS TO DISPLAY:

- Province
- Language
- Last Login
- Last Sync
- Email
- Club
- Official?
- Reg ID

DONE

*The basic information that will always appear in the table is:

- Status
- Last Name
- First Name

You can also use the additional dropdown menus to filter the list by selecting the Level, Module, Member Name, Official Registration ID, Club or email.

Official's Last Name

Clicking on an official's last name will take you to the official's profile. If changes need to be made to the official's information, it will need to be made in Swimming Canada's RTR. Once the changes are saved, they will appear in the LMS.

Officials' Status

Clicking on an official's status will provide you with a list of which eLearning modules the official has completed as well as the clinics they can enroll in.

STATUS	LAST	FIRST	PROV	LAST LOGIN	EMAIL	CLUB	SYNC
STATUS	Newman	Erica	SNC	07/05/2021		Swimming Canada	re-sync



Officials' Clinic Registration

Officials' clinics can now be created and registered for in the LMS. This section will break down the basic information you need to know about Officials' Clinic Registration.

Note: For more information about how your provincial section has set up this feature, please contact them directly.

Setting up a new Official's Clinic

To add a new clinic date in the LMS, select **Official Clinics** from the main dropdown menu at the top right of the page. Once on the **Official Clinics** page, click the **New Clinic** button at the top of the table. This will direct you to fill out the required information pertaining to the clinic.

You are viewing recent and upcoming clinics. [Click here to view all](#)

All Modules ▼ Year ▼ Date Range... City...

Official Name... Course Conductor Narr SEARCH

DOWNLOAD CLINICS Include Registrants?

0 CLINICS NEW CLINIC

# REGISTERED	CITY	CLUB	MODULE(S)	DATE	COST	MIN	MAX	FACILITATOR	CONTACT	PDF	EMAIL	NSO APPROVED?
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For more specific instructions pertaining to how your provincial section has set up clinic creation for your province, please contact your provincial section directly.

How Officials register for a Clinic

If an official contacts you for assistance on how to register for a clinic, you can provide them with the **User Guide – Registering for a Clinic** user guide which can be found [here](#). Officials can also access this user guide by visiting the **Clinics** tab in the LMS.

Post Official's Clinic

The post official's clinic steps will be based on how your provincial section has set up clinic registration for the officials in your province. For more specific instructions pertaining to how your provincial section has set up the post official's clinic steps, please contact your provincial section for their specific user guide.

Documents

The **Documents** page stores links to various user guides that is related to officials.

The user guides available are:

- COA
- Official
- ROA

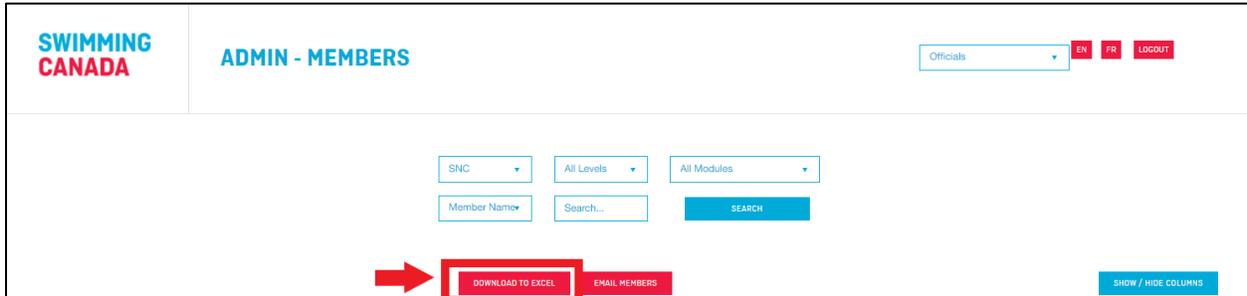
Note: User guides are periodically updated throughout the season. Please check back to this page to see whether updated user guides have been added.



Site Features

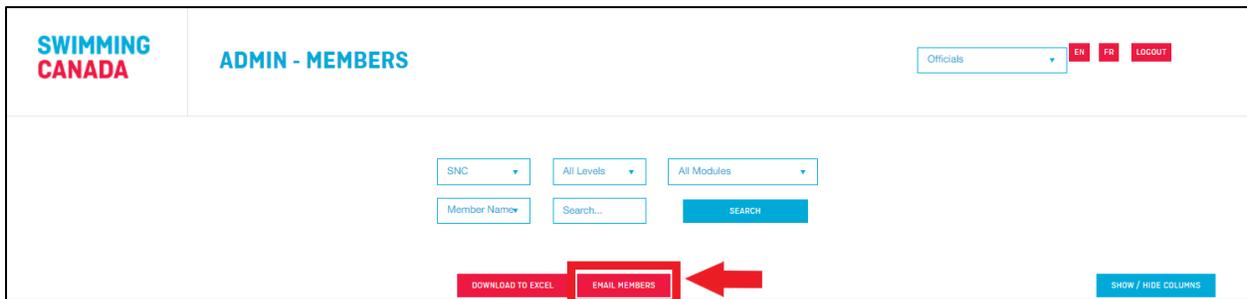
Download to Excel

The **Download to Excel** feature allows you to narrow down a group of officials and then export and download the selected group into an excel spreadsheet.

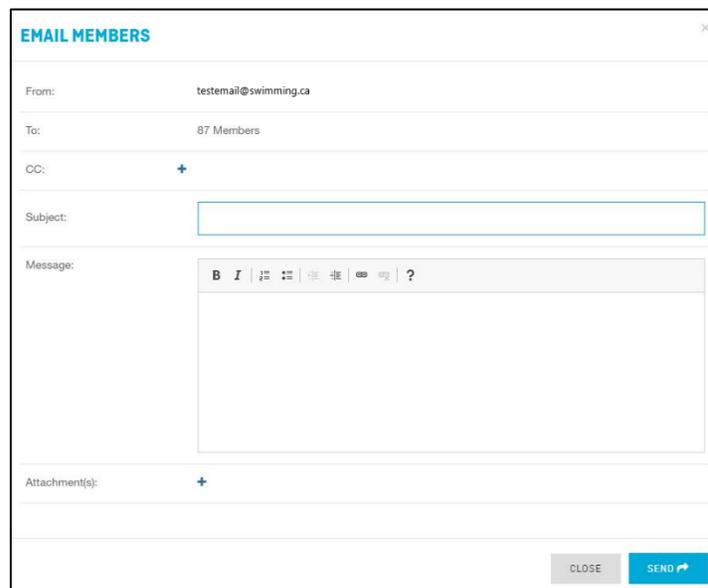


Email Members

The **Email Members** button highlighted in the image below allows you to email all members under the selected criteria.



Below is an example of the screen that will appear when clicking on the **Email Members**.





Other filters

You can add more specific filters to narrow down the list of officials you are looking for. Some filter options are by level or module types. You can also search for a specific official by simply typing in the **Search...** box and insert the first and/or last name.

The screenshot displays the 'ADMIN - MEMBERS' section of the Swimming Canada system. At the top left is the 'SWIMMING CANADA' logo. The page title is 'ADMIN - MEMBERS'. On the top right, there is a language dropdown menu set to 'Officials', with 'EN' and 'FR' buttons, and a 'LOGOUT' button. The main content area contains several filter and search elements: a 'SNC' dropdown menu, a 'Member Name' input field, a search box with a 'SEARCH' button, and two dropdown menus for 'All Levels' and 'All Modules'. A red box highlights the 'All Levels', 'All Modules', and 'Search...' fields. Red arrows point to these elements: one pointing down to the 'All Levels' dropdown, one pointing left to the 'All Modules' dropdown, and one pointing up to the 'Search...' input field. At the bottom of the interface, there are buttons for 'DOWNLOAD TO EXCEL', 'EMAIL MEMBERS', and 'SHOW / HIDE COLUMNS'.

Contact

If you have any questions about this user guide or about the Learning Management System, please email education@swimming.ca.