



Swimming Canada
Learning Management System
Club Officials Administrator User Guide
2022-2023



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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 (www.edu.swimming.ca/admin).

Getting Started

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

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.

The screenshot shows the 'ADMIN - LOGIN' page for Swimming Canada. At the top left is the 'SWIMMING CANADA' logo. To its right is the text 'ADMIN - LOGIN'. In the top right corner, there are language selection buttons for 'EN' and 'FR', and a small circular logo with a swimmer. Below the header, there are two input fields: 'Username' and 'Password'. A red button labeled 'SIGN IN' is positioned below the password field. On the right side of the page, there is a 'DONATE' button with a small icon. The footer contains navigation links: 'CONTACT US', 'PARTNERS', and 'PROVINCIAL PARTNERS'. On the right side of the footer, there is a circular logo and the text 'GET SWIMMING TODAY'. At the bottom left, it says 'Swimming Canada © 2018'.

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

The screenshot shows a dropdown menu with 'Officials' selected. The menu is open, and the 'Officials' option is highlighted in blue. Below it, the 'Official Clinics' option is visible. To the right of the dropdown menu, there are language selection buttons for 'EN' and 'FR', and a red button labeled 'LOGOUT'.



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

- Officials
- Officials Clinics

Officials

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

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 with a dropdown menu set to 'Officials'. Below the search filters, there are buttons for 'DOWNLOAD TO EXCEL', 'EMAIL MEMBERS', and 'SHOW / HIDE COLUMNS'. A blue bar indicates '1906 MEMBERS'. The table header is highlighted with a red box and contains the following columns: STATUS, LAST, FIRST, PROV, CLUB, and REG ID. A red arrow points to the right from the REG ID column.

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 left.



You can click the check box beside the information in order to edit the columns displayed on the main page table.

SELECT COLUMNS TO DISPLAY: ✕

Province	<input checked="" type="checkbox"/>
Language	<input type="checkbox"/>
Last Login	<input type="checkbox"/>
Last Sync	<input type="checkbox"/>
Email	<input type="checkbox"/>
Club	<input checked="" type="checkbox"/>
Official?	<input type="checkbox"/>
Reg ID	<input checked="" type="checkbox"/>

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 through 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 what eModules the official has completed as well as modules 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 is going to break down the basic information you need to know about the Officials' Clinic Registration.

Note: To review the Official's Clinic Registration User Guide specific to your province, please contact your provincial section for the specific user guide.

Setting up a new Official's Clinic

To create a new course, select **Official Clinic** from the main dropdown menu at the top right of the page. Once on the **Official Clinic** 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 course.

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	MODULES	DATE	COST	MIN	MAX	FACILITATOR	CONTACT	PDF	EMAIL	ISO 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 for their specific user guide.

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

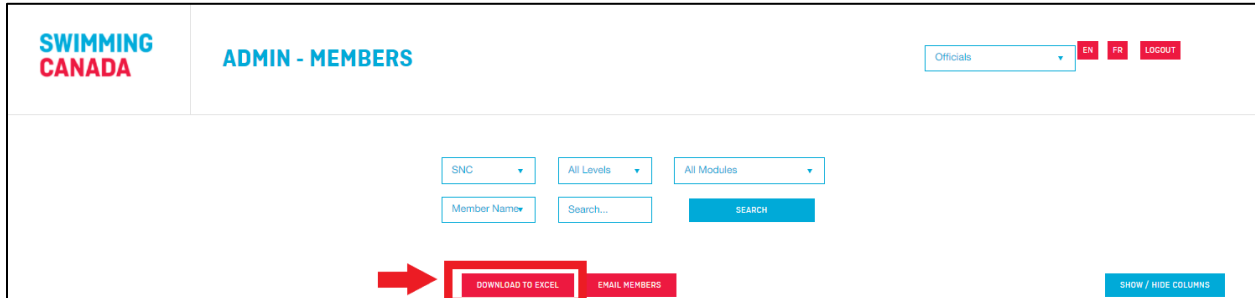
Based on how your provincial section has set up clinic registration for the official's in your province, will determine how the post official's clinic will work. For more specific instructions, pertaining to how your provincial section has set up the post official's clinic steps, please contact your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



Site Features

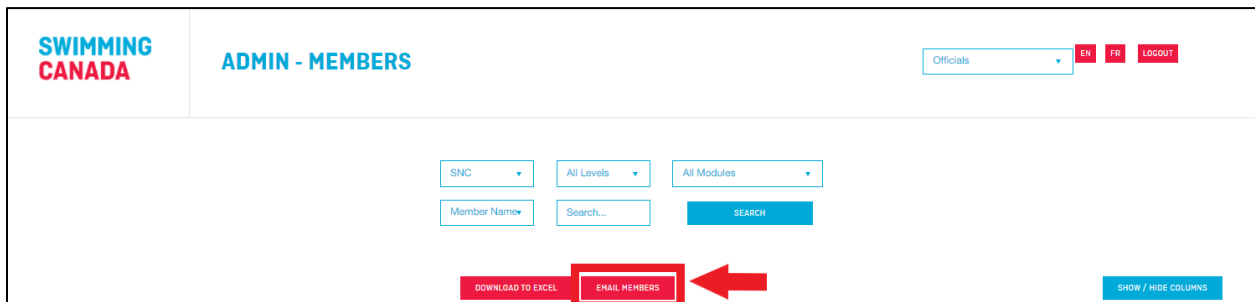
Download to Excel

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.

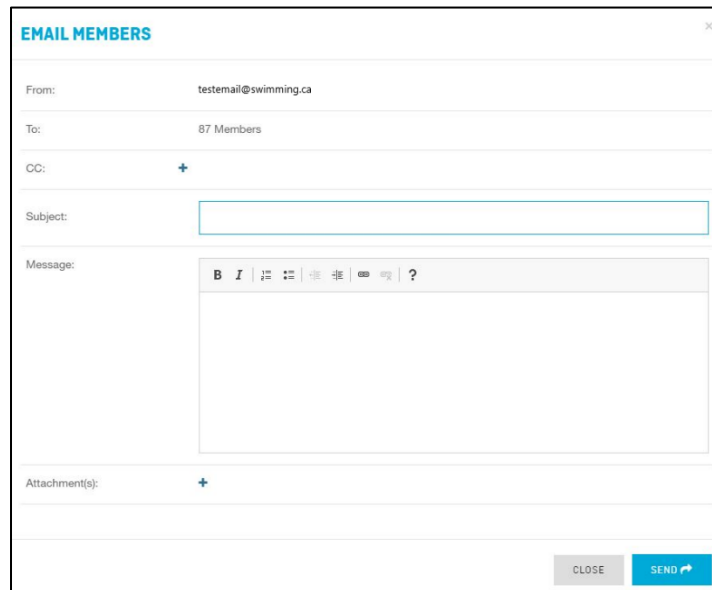


Email Members

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 different, and more specific filters in order 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 shows the 'ADMIN - MEMBERS' interface. At the top left is the 'SWIMMING CANADA' logo. To its right is the page title 'ADMIN - MEMBERS'. In the top right corner, there is a language dropdown menu set to 'Officials', and buttons for 'EN', 'FR', and 'LOGOUT'. The main content area contains several filter options: 'SNC', 'Member Name', 'All Levels', 'All Modules', and a 'Search...' input field. A red box highlights the 'All Levels' and 'All Modules' dropdown menus, with a red arrow pointing down to the 'All Levels' menu and another red arrow pointing left to the 'All Modules' menu. Below these is a red box around the 'Search...' input field and the 'SEARCH' button, with a red arrow pointing up to the 'Search...' field. At the bottom of the page, 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.