Richmond Rapids Swim Club Officiating Guides

Maintaining Officials Account

with Simplified Chinese Translations
(英文及简体中文版)

Document History

Version	Description	Author	Date
1.0	First initial	James Li	2019.10.24
1.1	Minor edit English	Dawna McIver	2019.10.26

Background

The Officials Registration Account with Swimming Canada is the sole account to maintain your officials status and track your officiating history. Please keep your account profile information up to date.

Your officials account login credential can also be used for accessing Swimming Canada E-Learning modules for new officials through the online education portal (https://edu.swimming.ca/), to access the courses and find additional information.

There are two ways to obtain your officials account:

- The club officials director (COD) will create an officials account for you once you complete your first officials clinic.
- Should you want to volunteer for the club as an official, email your **First/Last Name, Gender and email address** to **officials@richmondrapids.com**; the club officials director will create an officials account for you. You can take available online 'Introduction to Swimming Officiating' clinic to start your officiating journey.

Once your account is activated, you will receive an auto-email from Swimming Canada, with your account login username and initial password. It is important to login and update your profile to complete the registration.

See next page for a sample email from Swimming Canada after the account has been registered for the first time.

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背景介绍

您在Swimming Canada 的裁判员账户，是唯一保持您裁判员资质和裁判经历的账户。请务必确保您的账户信息随时更新。

您的裁判员账户登录信息，还可以用来访问Swimming Canada的网上培训资源，您可以访问https://edu.swimming.ca/以便获取更多资讯。

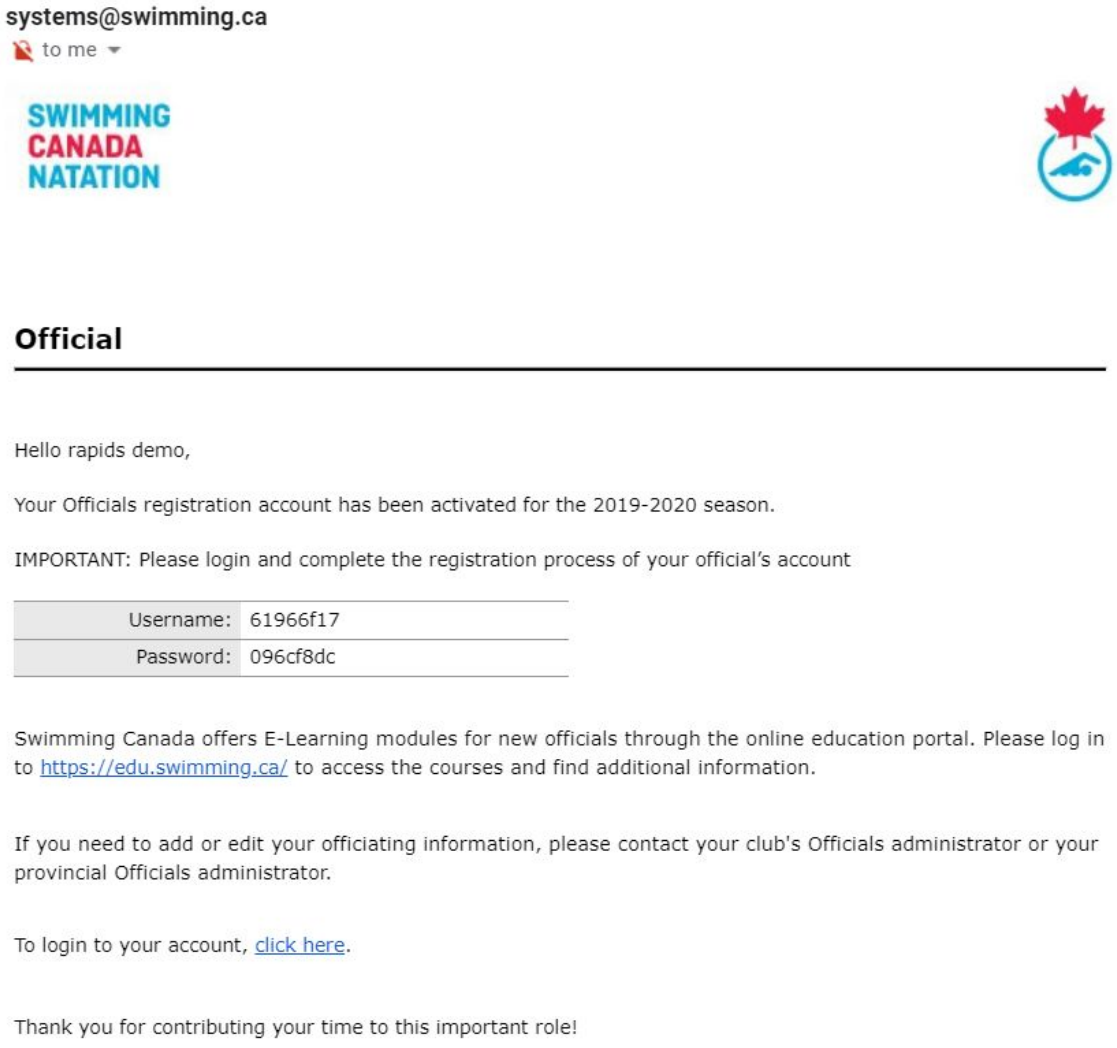
您可以通过以下两个渠道之一来获取您的裁判员账户：

- 当您首次参加俱乐部举办的计时员(Timer Clinic)培训班之后，俱乐部的相关负责人员将根据您在培训时提供的信息为您注册账户；
- 如果您没有时间参加Timer Clinic，但是您希望成为俱乐部比赛的志愿者，您可以将您的姓名、性别、Email发送到**officials@richmondrapids.com**，我们有相关的负责人员为您注册账户，以便您可以在成功注册后，自行在网上学习相关课程。

无论通过那种渠道，在账户成功注册后，您注册时提供的Email信箱会收到Swimming Canada发送的注册成功的邮件，以及初始的用户名和密码。收到此邮件后，请及时登录账户，修改并完善您的个人信息。

下页您将看到一封来自Swimming Canada 关于您首次注册成功的通知邮件样本。

Registration notice sample email from Swimming Canada



systems@swimming.ca
to me

SWIMMING CANADA NATATION

Official

Hello rapids demo,

Your Officials registration account has been activated for the 2019-2020 season.

IMPORTANT: Please login and complete the registration process of your official's account

Username:	61966f17
Password:	096cf8dc

Swimming Canada offers E-Learning modules for new officials through the online education portal. Please log in to https://edu.swimming.ca/ to access the courses and find additional information.

If you need to add or edit your officiating information, please contact your club's Officials administrator or your provincial Officials administrator.

To login to your account, click here.

Thank you for contributing your time to this important role!

Important:

You may change your username and password after your first time login, it is recommended to change your username with one easy to remember.

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重要提示

您首次登录后，请修改用户名和密码。建议将用户名改为您便于记忆的名称。

Officials Account Overview

Each time when you login to your officials account, you will be able to update your profile info.
It is very important to keep your Email address up-to-date.

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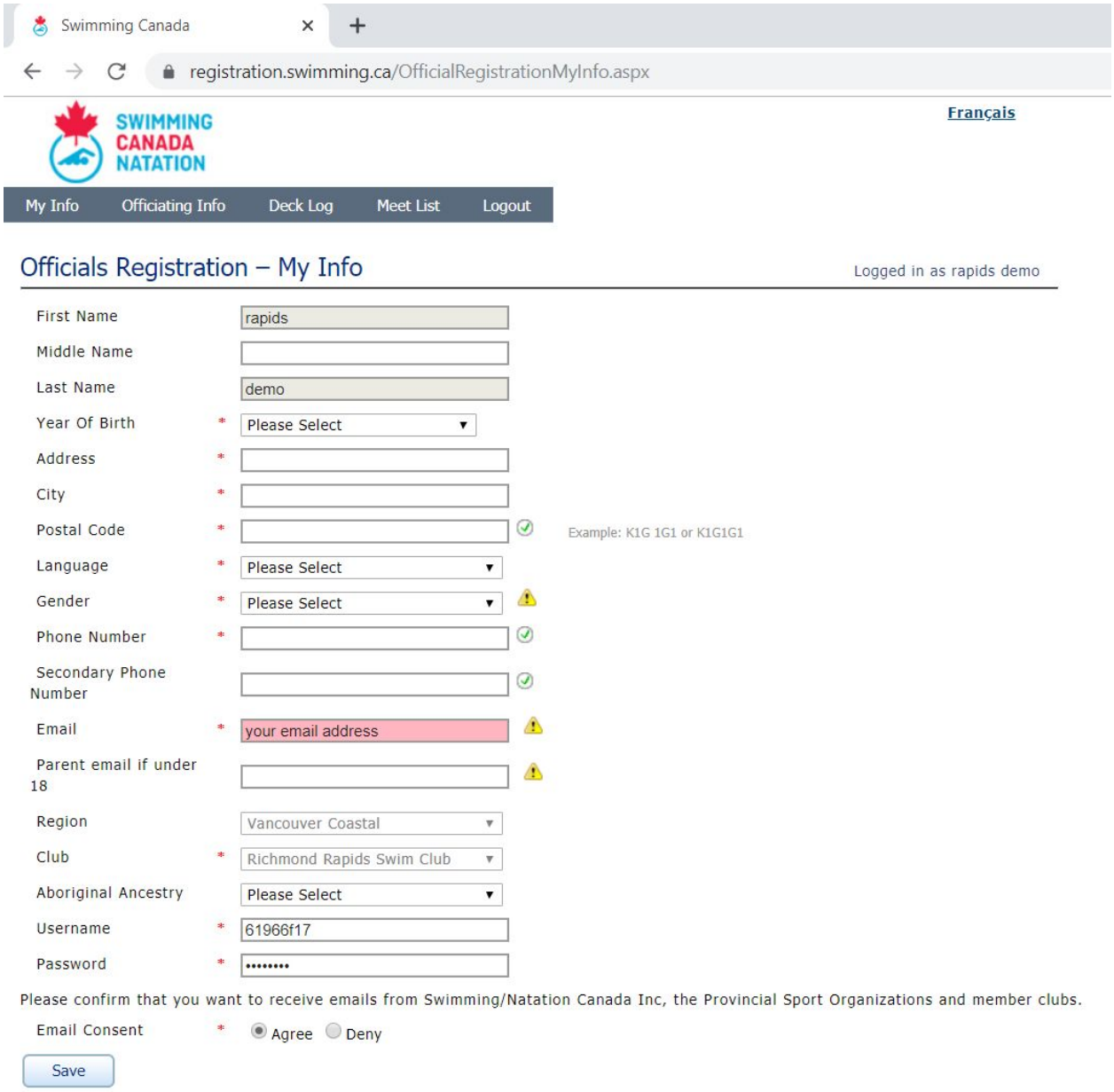
您每次登录账户后，都可以从如下界面更新您的个人信息，请确保您的Email地址是可以联系到您的。



My Info :	View/update your profile (Can be updated by yourself)	更新个人资料
Officiating Info:	Your officiating info (To be updated by COD)	查看裁判员资质
Deck Log:	Your officiating history (Can be updated by yourself)	更新裁判经历
Meet List:	Search meet info and get sanction # for entering Deck Log	查询比赛信息

About Deck Log

Deck Log is a very important tool for maintaining and tracking your deck experience as an official, especially for those officials who want to reach higher levels.

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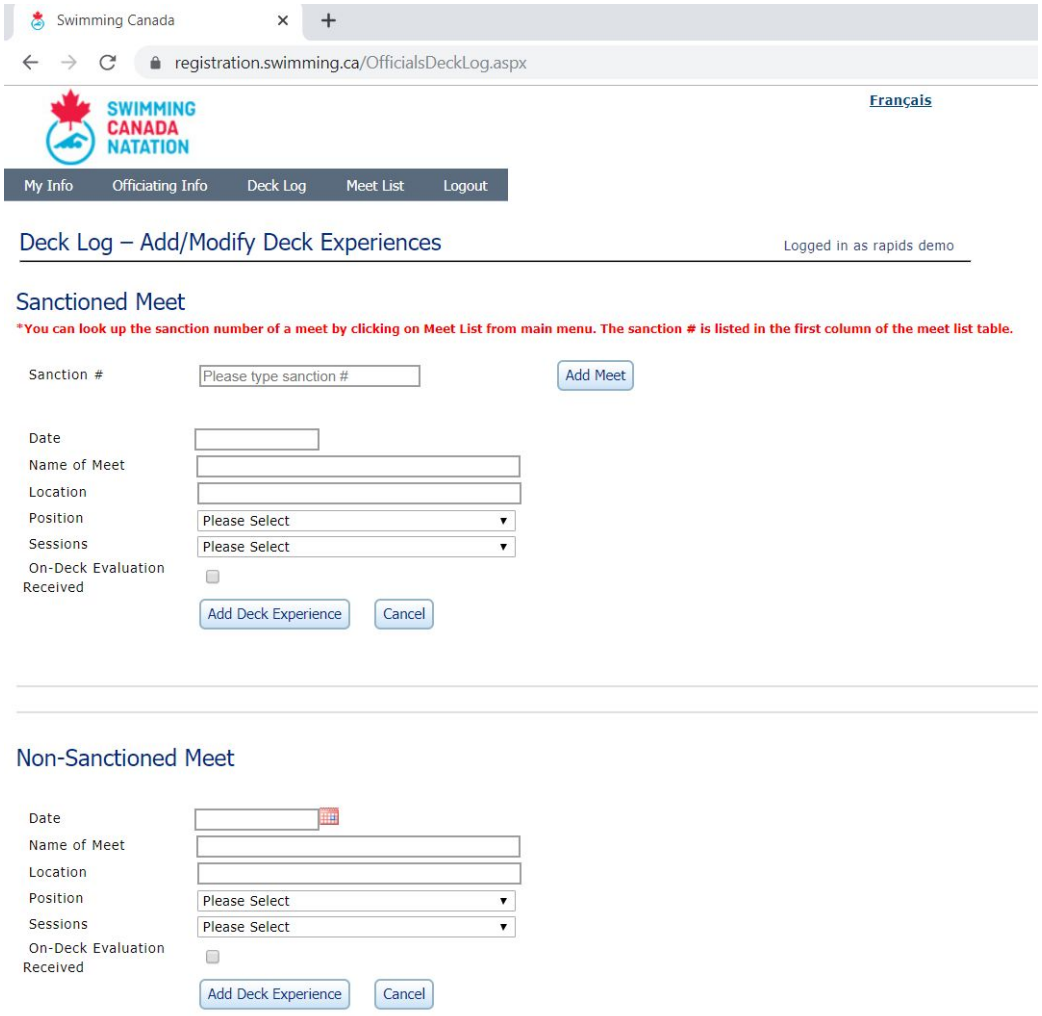
Deck Log 是确保您的裁判经验得到准确记录的一项重要功能。如果您期望向更高级别发展，请务必随时填写相关记录。



About Meet List

The Meet List section provides a powerful tool to search swim meet info, for example: Sanction #, Meet Name and more meet details.

You may select the search categories by PSO, Club, Season, Month to narrow down your search. By clicking on the Meet Name link, you can view the details of the meet selected. The info from the Meet List can be used for reference of entering your Deck Log.

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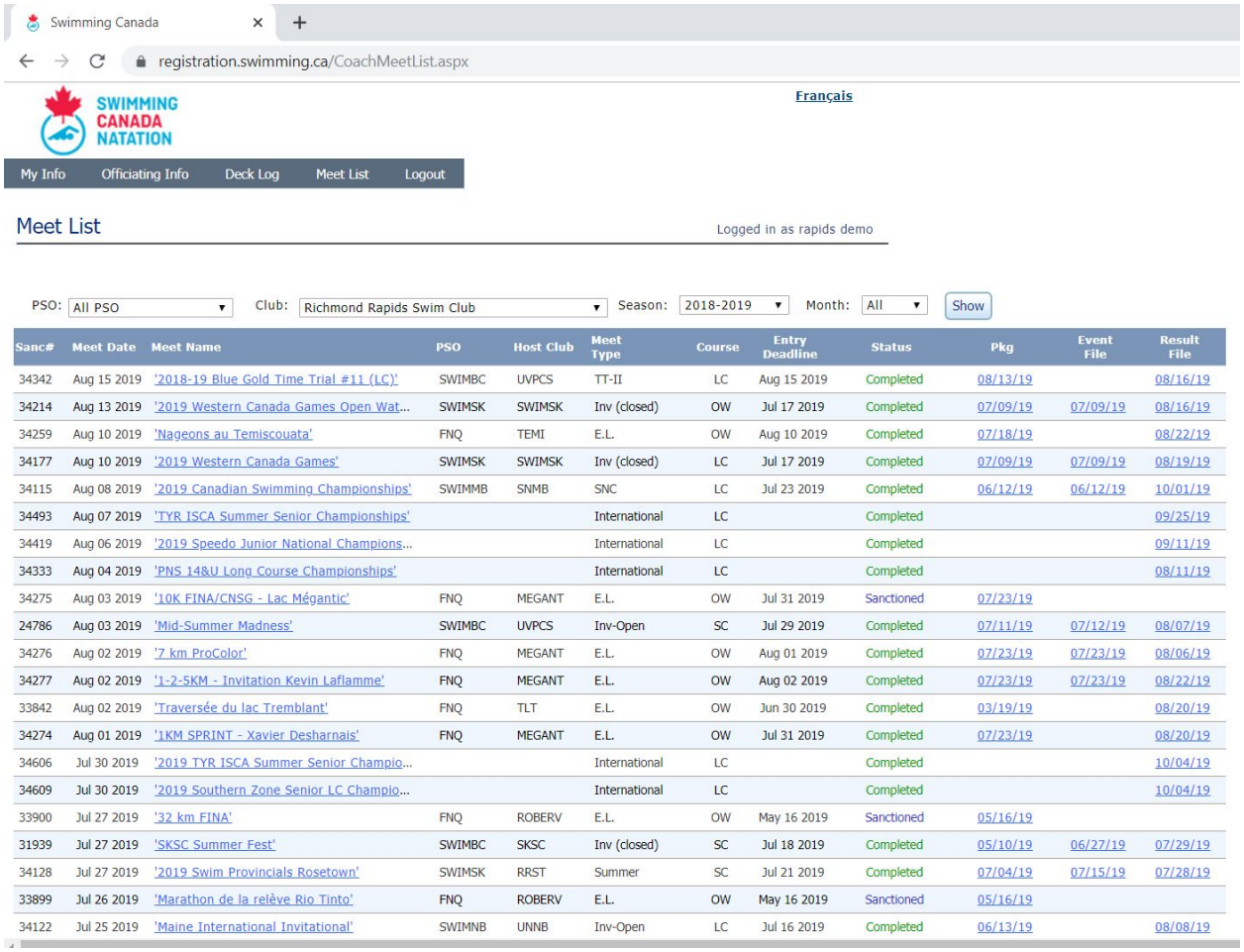
Meet List （比赛列表）为大家提供了非常实用的比赛资讯查询功能。比如 Sanction #、比赛名称、日期等。这些信息在输入Deck Log时都需要用到。如果您在输入Deck Log时不记得相关比赛的信息，可以在这里查询。



Sanc#	Meet Date	Meet Name	PSO	Host Club	Meet Type	Course	Entry Deadline	Status	Pkg	Event File	Result File
34342	Aug 15 2019	'2018-19 Blue Gold Time Trial #11 (LC)'	SWIMBC	UVPCS	TT-II	LC	Aug 15 2019	Completed	08/13/19		08/16/19
34214	Aug 13 2019	'2019 Western Canada Games Open Wat...	SWIMSK	SWIMSK	Inv (closed)	OW	Jul 17 2019	Completed	07/09/19	07/09/19	08/16/19
34259	Aug 10 2019	'Nageons au Temiscouata'	FNQ	TEMI	E.L.	OW	Aug 10 2019	Completed	07/18/19		08/22/19
34177	Aug 10 2019	'2019 Western Canada Games'	SWIMSK	SWIMSK	Inv (closed)	LC	Jul 17 2019	Completed	07/09/19	07/09/19	08/19/19
34115	Aug 08 2019	'2019 Canadian Swimming Championships'	SWIMMB	SNMB	SNC	LC	Jul 23 2019	Completed	06/12/19	06/12/19	10/01/19
34493	Aug 07 2019	'TYR ISCA Summer Senior Championships'			International	LC		Completed			09/25/19
34419	Aug 06 2019	'2019 Speedo Junior National Champions...			International	LC		Completed			09/11/19
34333	Aug 04 2019	'PNS 14&U Long Course Championships'			International	LC		Completed			08/11/19
34275	Aug 03 2019	'10K FINA/CNSG - Lac Mégantic'	FNQ	MEGANT	E.L.	OW	Jul 31 2019	Sanctioned	07/23/19		
24786	Aug 03 2019	'Mid-Summer Madness'	SWIMBC	UVPCS	Inv-Open	SC	Jul 29 2019	Completed	07/11/19	07/12/19	08/07/19
34276	Aug 02 2019	'7 km ProColor'	FNQ	MEGANT	E.L.	OW	Aug 01 2019	Completed	07/23/19	07/23/19	08/06/19
34277	Aug 02 2019	'1-2-5KM - Invitation Kevin Laflamme'	FNQ	MEGANT	E.L.	OW	Aug 02 2019	Completed	07/23/19	07/23/19	08/22/19
33842	Aug 02 2019	'Traversée du lac Tremblant'	FNQ	TLT	E.L.	OW	Jun 30 2019	Completed	03/19/19		08/20/19
34274	Aug 01 2019	'1KM SPRINT - Xavier Desharnais'	FNQ	MEGANT	E.L.	OW	Jul 31 2019	Completed	07/23/19		08/20/19
34606	Jul 30 2019	'2019 TYR ISCA Summer Senior Champio...			International	LC		Completed			10/04/19
34609	Jul 30 2019	'2019 Southern Zone Senior LC Champio...			International	LC		Completed			10/04/19
33900	Jul 27 2019	'32 km FINA'	FNQ	ROBERV	E.L.	OW	May 16 2019	Sanctioned	05/16/19		
31939	Jul 27 2019	'SKSC Summer Fest'	SWIMBC	SKSC	Inv (closed)	SC	Jul 18 2019	Completed	05/10/19	06/27/19	07/29/19
34128	Jul 27 2019	'2019 Swim Provincials Rosetown'	SWIMSK	RRST	Summer	SC	Jul 21 2019	Completed	07/04/19	07/15/19	07/28/19
33899	Jul 26 2019	'Marathon de la relève Rio Tinto'	FNQ	ROBERV	E.L.	OW	May 16 2019	Sanctioned	05/16/19		
34122	Jul 25 2019	'Maine International Invitational'	SWIMNB	UNNB	Inv-Open	LC	Jul 16 2019	Completed	06/13/19		08/08/19

Detailed Meet Information can be viewed when clicking on the meet name, here is a sample of the meet details.

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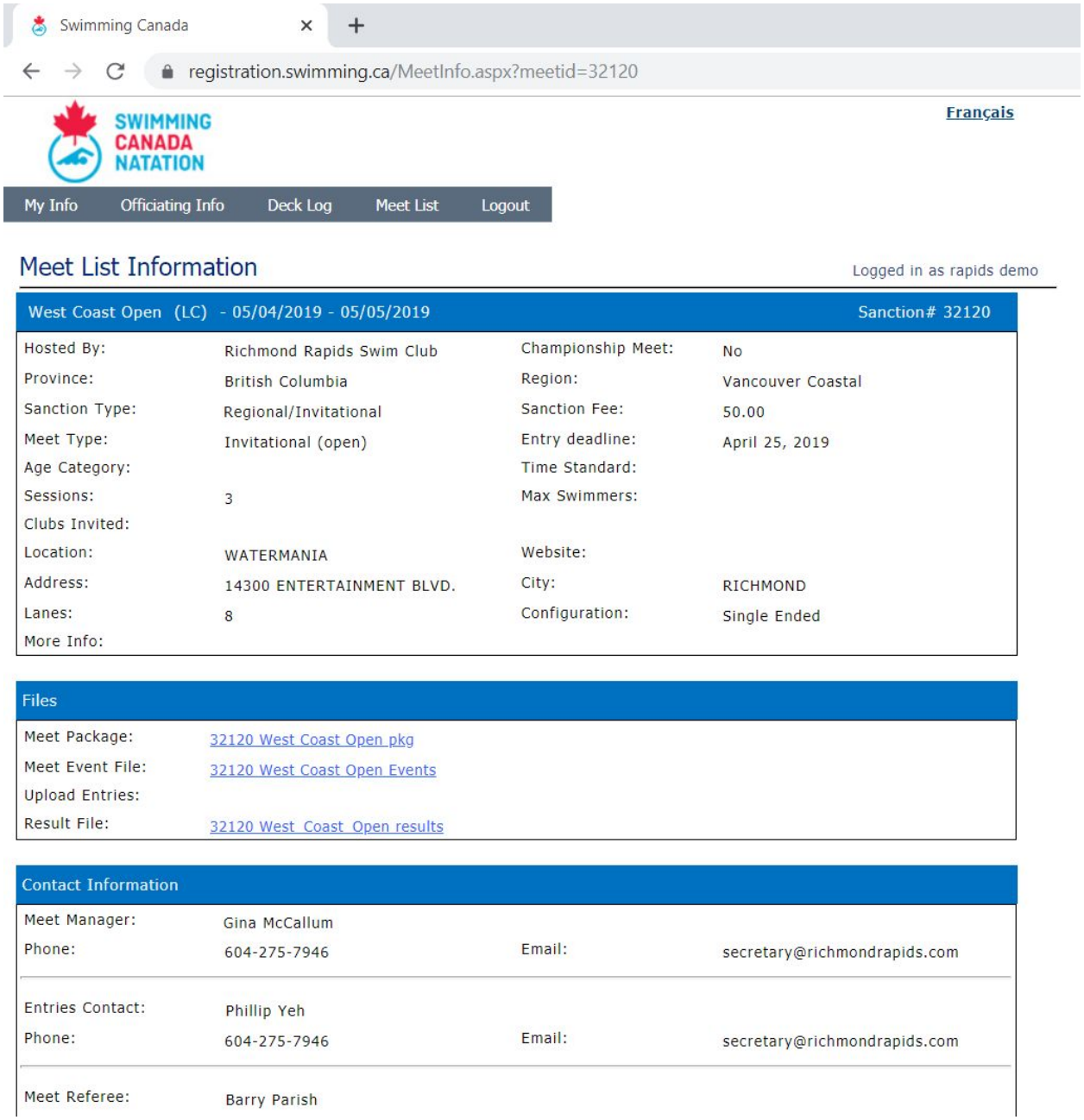
点击上页Meet List的名称链接，可具体查看Meet的详细信息，样版如下



Thank you for volunteering for our club as an Official!
Should you have any questions on officiating, please email

officials@richmondrapids.com

感谢您积极参与俱乐部的志愿者工作，如果您对裁判员相关事项有任何问题，欢迎发邮件到上面的邮箱。