

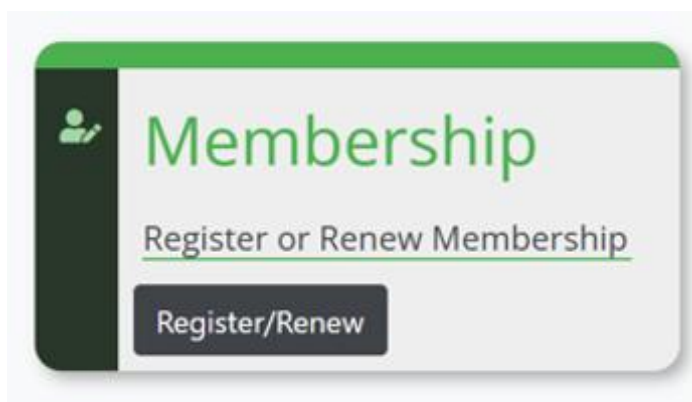
RETURNING OFFICIALS

1. Sign into your REMS account by clicking on this link:

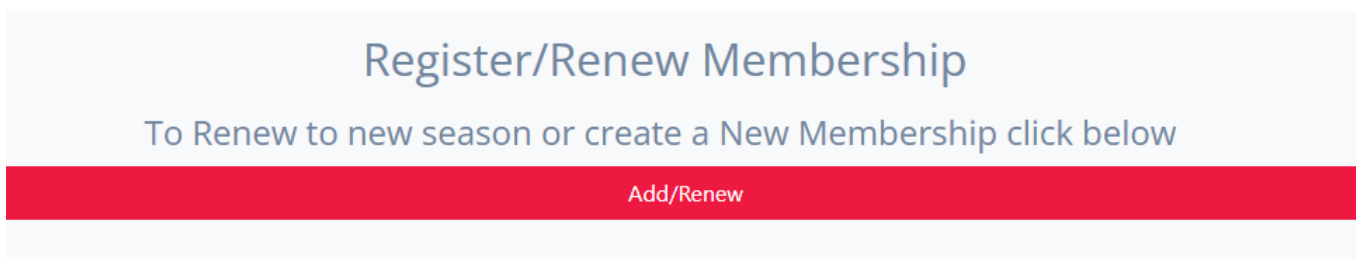
<https://swimming.canada.sportsmanager.ie/sportlomo/users/login>

(it is a good idea to bookmark the link so it is easy to find again in the future)

2. At the bottom of the page, in the membership box, click on the Register/Renew button.



3. On the next page, Click the Add/Renew Bar



4. From the options that appear, go to the line that says, "Officials Self-Registration" and change the Quantity to 1

DO NOT PICK ANY OTHER REGISTRATION OPTION OTHER THAN "OFFICIALS SELF-REGISTRATION"

Name: Officials Self-Registration	Price: 0.00	Qty: <input type="text" value="1"/>	Total: 0.00
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(if you have used the same email for you and your swimmer, don't worry if you only see your swimmer, you'll pick your account on the next step).

5. On the next page, select your name and click continue.

Pay Membership

Renew or create Members [Back](#)

Select the Member you want to Re-Register for the season

Select Add New Member to create new member

If the Member is already active in the club this season, please return Home and click Upgrade/Add Category on your member card to register the Member into an additional category. [Home](#)

Package	Member
Officials Self-Registration	Laura DeVRoom (SC24166207)

[Continue](#)

6. Scroll down through the personal information. (you can edit as appropriate).

The Declarations and consents are required by Swimming Canada and Swim Ontario.

Read and Tick each one. Some of the consents you'll have to scroll through to read.

Waiver

Privacy Declaration

I hereby acknowledge that I have read, understand that information provided to Swimming Canada will be subject to, and agree to comply with the Swimming Canada Privacy Policy as amended from time to time.

☒ I Accept

Acknowledgement and Consent

I hereby acknowledge that I have read and understood and agree to comply with the [Swimming Canada Code of Conduct](#) and all other [Swimming Canada policies](#), and those of my provincial section, as amended from time to time (collectively, the "Policies"). I further understand and agree that a violation of the Policies may result in disciplinary action and a suspension or revocation of my registration and privileges with Swimming Canada.

☒ I Accept

Email Consent

I would like to receive emails related to commercial activities from Swimming Canada (discounts and promotions from partners), including those related to the Swimming Canada Member Rewards program. I understand that I may unsubscribe from receiving these emails at any time.

☐ I Accept

Receipt

7. After ticking all the consents, Click "REGISTER"

8. You can now exit/close the browser window.

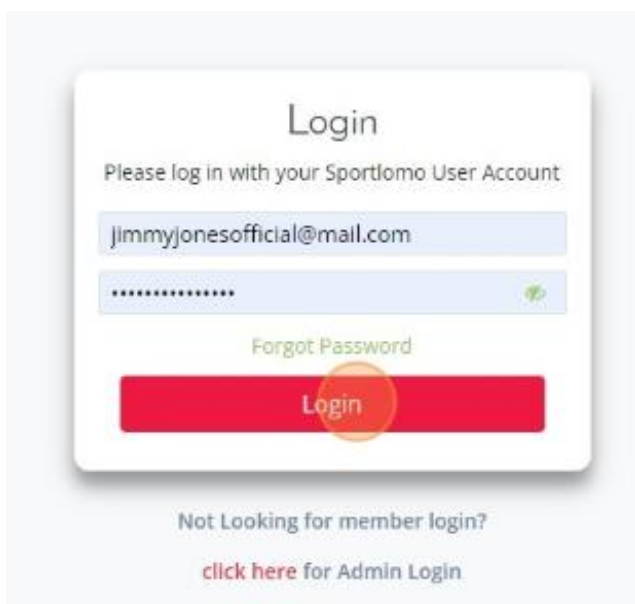
Please note that your Membership Status will be **“Awaiting Approval”** until the Aquajets Club Officials Administrator (COA) has approved the registration.

At that point it will change to **“Active”**.

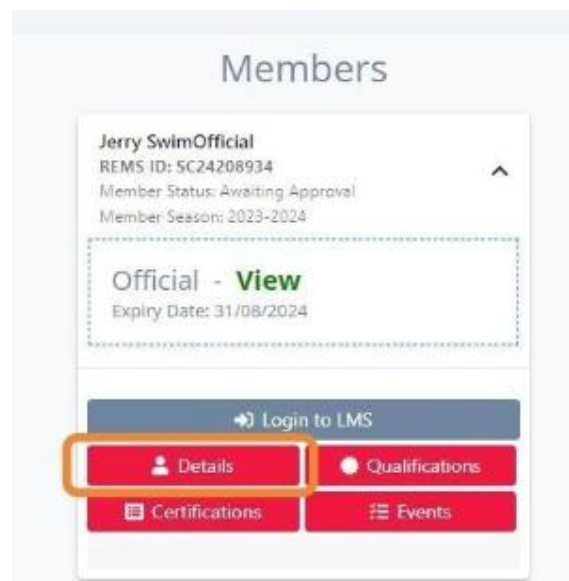
If your Membership status says **“Needs More Info”** please return to the registrant contact information section and ensure that the required info has been updated.

To log back in to your officials account, navigate to:

<https://swimming.canada.sportsmanager.ie/sportlomo/users/login>



The screenshot shows a 'Login' form with the title 'Login' and the instruction 'Please log in with your Sportlomo User Account'. It features two input fields: one for the email address 'jimmyjonesofficial@mail.com' and another for a password represented by dots. A green eye icon is next to the password field. Below the fields is a green link 'Forgot Password' and a large red 'Login' button. At the bottom, there is a link 'Not Looking for member login? click here for Admin Login'.



The screenshot shows a 'Members' profile page for 'Jerry SwlmOfficial'. The profile information includes 'REMS ID: SC24208934', 'Member Status: Awaiting Approval', and 'Member Season: 2023-2024'. Below this is a section titled 'Official - View' with an 'Expiry Date: 31/08/2024'. At the bottom, there is a 'Login to LMS' button and four red buttons: 'Details', 'Qualifications', 'Certifications', and 'Events'. The 'Details' button is highlighted with an orange box.

Click the details button to review your membership information.