

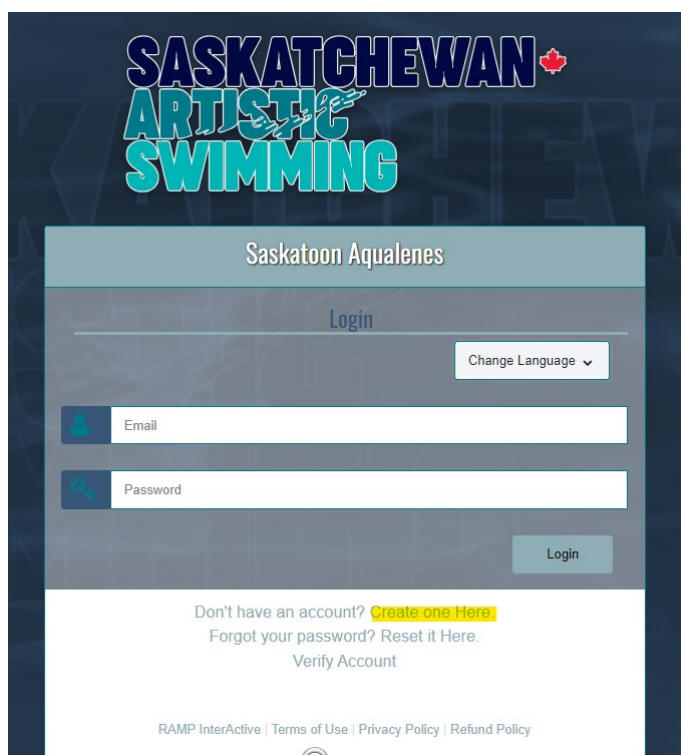
SAQ RAMP Registration Guide

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Participant

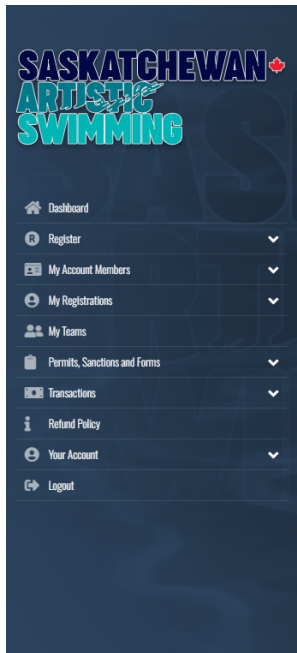
- Log in or create an account (<http://saskatoonaqualenes.rampregistrations.com/>)



- **Make note of your log-in information for future access.**
- Once you've created an account, you can log-in and register your athlete(s).
- You'll first need to verify your account. A 6 digit code will be sent to your email address; enter it in the "Code" line – click submit:

- You'll be taken to the welcome page:
 - Note:** You'll be asked to **familiarize yourself with the SAQ Registration Manual**. It's important to read as many of your questions will be addressed in it as well as **important information to be aware of as a member of SAQ (i.e. parent volunteer requirements/fees, costs/fees charged associated with competitions for provincial and national stream athletes, etc...)**. The manual is also on the SAQ website and can be referred to anytime.
 - From here, click on "Participant" to enter your athlete's information:

- Ensure the correct season is activated (e.g. 2024-2025)
- In the "Choose Account Member to Register as a Participant" drop-down box, select "Add an account member" (do this for each athlete and parent who will be volunteering)



Saskatoon Aqualenes

Participant Registration

Choose a Season

2024-2025

2024-2025

Welcome to the **Saskatoon Aqualenes Artistic (SAQ) Swimming Club** electronic registration platform for our upcoming swim season! We are pleased to offer electronic payment processing and registration. The process is simple for both new and returning members. You'll get access to your own private account that will enable you to easily see your children's swim histories, maintain your own contact information, and more.

We look forward to having you join the **SAQ Swimming Club** and are excited for a great season!

Choose Account Member to Register as a Participant

Choose

Choose a Division

Choose

Recreational Athlete, including rec AdAS and Masters

Competitive - National (12U)

Competitive - National (Youth 15U)

Competitive - National (Junior 15-19)

Competitive - National (Senior 15+)

Masters Competitive

Competitive - Provincial (10U)

Competitive - Provincial (12U)

Competitive - Provincial (Youth)

Competitive - Provincial (Junior)

Limited Competitive - compete at SCK only

Choose

- From the “Choose a Division” drop-down menu, select the division from the (Note: **age is based on what they'll be on 31 Dec 2025**).
 - Recreational swimmer = Aquagiggles (born 2017 – 2019) or Recreational swimmer (born 2011 – 2017)
 - Limited Stream (10U born 2015 – 2018; 14U born 2011 - 2014)
 - Provincial Stream (10U born 2015 – 2016; 12U born 2013 – 2014, Youth/Junior born 2007 – 2012)
 - National Stream (12U born 2013 – 2014; Youth born 2010 – 2012; Junior born 2006 - 2009)
 - Senior/Masters = born 2006 or earlier
- From the “Choose Your Program” drop-down, select the program to register into (Note: if your athlete is in a competitive program (Ltd Comp, PS, or NS), you will also need to select the “Additional fees” box to continue with registration)

Choose Your Programs

Provincial Stream - 12U (2013-2014)

Provincial and National Stream - Additional fees (**Required for registration**)

There is an initial fee of \$1 to register your swimmer. These fees will be charged near the end of the season based on whether you participate in the raffle and whether you complete your volunteer responsibilities or have any outstanding miscellaneous club fees. The fees are broken down as follows:

- Mar 30 - \$300 Raffle tickets (if you participate and sell the tickets, you keep the \$300 received to pay for this)
- Jun 1 - \$500 Volunteer requirement (if you complete your volunteer responsibilities during the season, you will NOT be charged the \$500)
- Jun 1 - Miscellaneous (this can include any fees accumulated throughout the season, such as coach travel fees, swim equipment, etc.)

- Once a program is selected, more boxes will appear at the bottom of the screen; from the “Choose Your Package” **select one**:
 - Please note:** there will be two options for the same group based on payment method. The payment plan is outlined and will automatically be charged to your credit card on the dates indicated. If paying bi-annually or monthly, the initial payment is higher to cover the Canadian Artistic Swimming (CAS) affiliation cost that is required to register. There will be **one for full/bi-annual payments, and one for monthly payments**. Select the one that you wish to use.

SASKATCHEWAN ARTISTIC SWIMMING

Dashboard
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Your Account
Logout

☐ Limited Comp Provincial Pathway (14U, born 2011 - 2014) - monthly - Limited Comp Provincial Pathway (14U, born 2011 - 2014)

\$3,355.00 (CAD)
Registrant must be between ages 11 and 14 on Saturday, July 20, 2024
10 of 10 Available
Select this option if paying monthly.

This group is intended for swimmers who have been in the Recreational Program for more than one season (or if evaluated by head coach) and want to advance their skills, for competitive swimmers who do not want to commit quite so many hours, or a swimmer new to competitive swimming. Athletes are selected to Competitive Teams by the Head Coach only. **Ltd Competitive athletes train 2 X per week pool training and 2X per week dryland.**

Split Payment Option Below Will Be Available At Checkout

- \$520.00 (CAD) Today
- \$405.00 (CAD) on or before Tuesday, October 1, 2024
- \$405.00 (CAD) on or before Friday, November 1, 2024
- \$405.00 (CAD) on or before Sunday, December 1, 2024
- \$405.00 (CAD) on or before Wednesday, January 1, 2025
- \$405.00 (CAD) on or before Saturday, February 1, 2025
- \$405.00 (CAD) on or before Saturday, March 1, 2025
- \$405.00 (CAD) on or before Tuesday, April 1, 2025

☐ Limited Comp Provincial Pathway (14U, born 2011 - 2014) - Limited Comp Provincial Pathway (14U, born 2011 - 2014)

\$3,355.00 (CAD)
Registrant must be between ages 11 and 14 on Saturday, July 20, 2024
10 of 10 Available
Select this option if paying in full or bi-annually.

This group is intended for swimmers who have been in the Recreational Program for more than one season (or if evaluated by head coach) and want to advance their skills, for competitive swimmers who do not want to commit quite so many hours, or a swimmer new to competitive swimming. Athletes are selected to Competitive Teams by the Head Coach only. **Ltd Competitive athletes train 2 X per week pool training and 2X per week dryland.**

Split Payment Option Below Will Be Available At Checkout

- \$1,735.00 (CAD) Today
- \$1,620.00 (CAD) on or before Wednesday, January 1, 2025

There is a membership fee of \$56.00 (CAD). The fee will be paid to Canada Artistic Swimming for CAS Member Fees.

- There will be an orange banner at the bottom of the screen indicating the SAS and CAS fees due separately for the division selected. These will vary depending on the program your swimmer is in and are paid separately by credit card or etransfer:
 - If paying by credit card, continue with the registration and the fees will be charged to your card.
 - If paying by etransfer, the payments must be submitted separately to
 - SAS via payment@saskartisticswimming.ca with the security response set as “None” (Note: Include your swimmer’s name in the notes and SAQ club)
 - CAS is set up to accept credit card payments only
- Continue
- You’ll be taken to the next page where the athlete guardian(s) are entered (you can add an additional guardian).

Saskatoon Aqualenes

Parent/Guardian/Emerg. Contact Information

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact

Choose

☐ I want to add a 2nd Guardian/Parent/Emerg. Contact for this registration

Back

Continue

You'll be taken through a series of questions required by Canadian Artistic Swimming (CAS). Complete based on the athlete being registered.

- Select the check box regarding the Pre-Season Education Concussion form for CAS

Saskatoon Aqualenes

Questions

Canada Artistic Swimming

I will complete the Pre-season Education Concussion form provided to me by my club and submit it back to my club when completed.

☒ Canada Artistic Swimming Pre-Season Concussion Education

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Continue

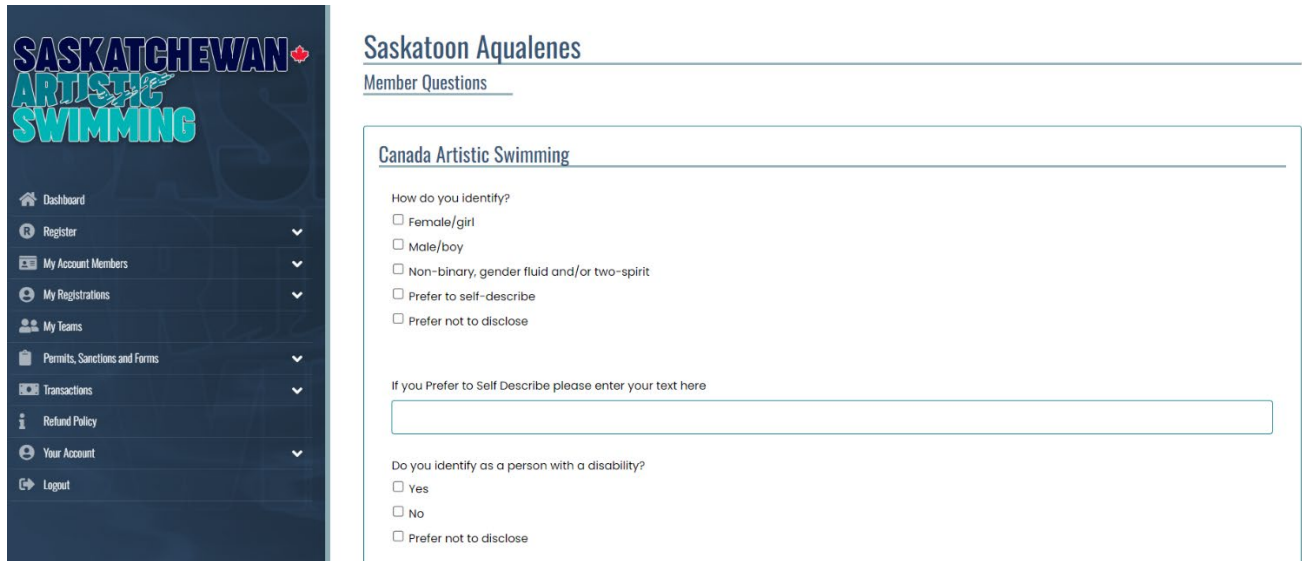
- You'll be taken to the waivers section where you sign digitally for each (the media waiver is the only optional one. If you do not consent to media usage, simply check the appropriate box.)
 - At the bottom of the waiver page, check the box if you are the parent/guardian of the minor

☒ I am the Age of Majority or am a Parent/Guardian to the Registrant and Agree to the Terms and Conditions Above

Back

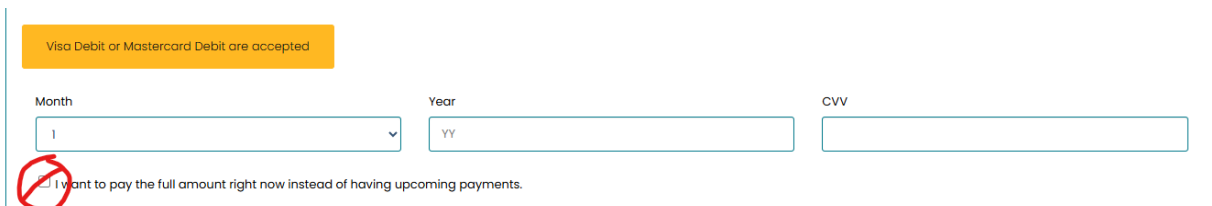
Continue

- Continue
- Select all that apply in the next window



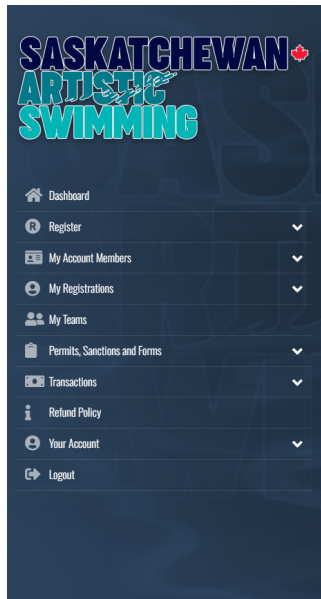
- Continue

- Next a page will display confirmation of the information provided and allow you to submit registration
 - Double check the information captured and edit as needed
 - Enter payment information. For the payment in full or bi-annual, the default will be bi-annual.
 - **Note:** to prevent being charged the “Additional fees” at registration but wanting to pay in full, you will need to complete a few more steps. **DO NOT** check the box under the credit card information, shown here:



- You'll need to “Submit Registration”
- Complete partial payment information (**Note:** make note of the balance remaining for the package only. Once registration is complete, you can log back in and manually submit the remaining package payment)

Once the payment has been processed, you'll receive a notice indicating your registration has been successful. You will also receive a confirmation email with a summary of our refund policy.



Saskatoon Aqualenes

Registration Complete

Registration has been completed and you have been sent a confirmation email to [\[redacted\]](#).

If completed registration or transaction information needs to be updated, please reach out to Saskatoon Aqualenes registrar.

Your registration and payment has been successfully processed. Thank you!

Please review our Refund of Swim Fees policy from our Policy and Procedures Manual:

Refund of Swim Fees

5.1 Refunds of swim fees may be granted provided notice has been issued to the Treasurer or Registrar two weeks prior to the withdrawal of the athlete, with the exception of affiliation fees and a \$60 Admin Fee. All other fees shall be refunded on a prorated basis. The conditions in which a refund of any fees may be granted are outlined below:

5.1.1 *Withdrawal from program:* If an athlete withdraws from the swim program after **October 31**. After this date a refund will not be issued unless an athlete provides a physician's certificate stating the swimmer is unable to finish the swim year. Any other instances where the Board is approached by a swimmer's family about a swimmer withdrawing from the program will be handled on a case by case basis.

5.1.2 *Athlete with temporary disability:* An athlete who has a disability which prevents her from participating in the water doing a full training session can apply for a partial refund of her unused swim fees after two weeks if the following conditions are met: the disability is expected to last more than 6 consecutive weeks including the two week waiting period, provides a doctor's and/or physiotherapist's note to her coach and the board, stating the nature of the disability and the expected date she can return to training in the water in the same season; is in good standing with affiliation fee, swim fees and fundraising fees/commitments met. In this situation, the board will review the request after the two week waiting period. Maximum benefit will be

Your coach(es) will reach out to you prior to the start of the season early in September. Have a wonderful season!

If at any time you have questions, please reach out to the SAQ Registrar at saqregistrar@gmail.com.

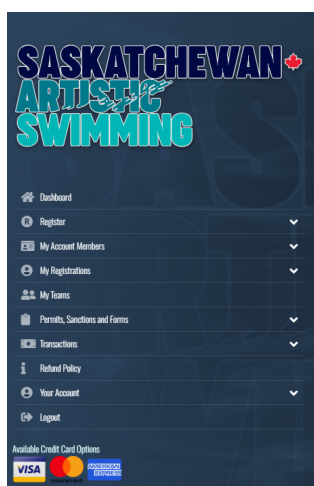
Event/Volunteer Registration

*** Note – for insurance purposes, this will need to be done for each family member who volunteers throughout the season. If you are a member of the Executive and will also be volunteering, you need to register for both and pay the higher fee (to CAS). Criminal record checks are only required if you will be chaperoning athletes during the season.**

****Volunteer payments will be paid by SAQ to SAS, so you do not have to submit the \$3 by etransfer****

Go to the “Dashboard” (select from left menu)

- Ensure the correct season is activated (e.g. 2024-2025)
- In the “Executive/Volunteer Registration” drop-down box, select “Volunteer Member” from the “Position” drop-down menu (if registering as Executive, select “Associate Registrant”)



Saskatoon Aqualenes

Welcome to the **Saskatoon Aqualenes Artistic Swimming Club (SAQ)** Electronic Registration platform for our upcoming swim season! We are pleased to offer electronic payment processing and registration. The process is simple for both new and returning members.

This is a new system for us all and you'll need to create an account for your family/yourself. Once registered, you'll get access to your own private account that will enable you to sign waivers, see purchase histories and/or fees owing, see your athlete's swim times histories, maintain your own contact information, and more.

Please take time to familiarize yourself with the [SAQ Registration Manual \(Access here\)](#). Many of your questions will be answered there. If you have further questions, please let us know.

We look forward to having you join the **Saskatoon Aqualenes Artistic Swimming Club**, and are excited for a great season!

Participant

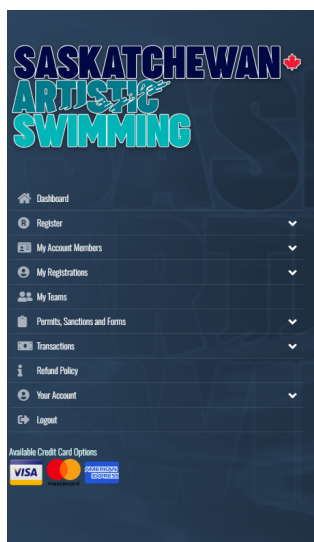
[Register as a Participant >>](#)

Executive/Volunteer Registration

[Register as an Executive/Volunteer >>](#)



English



Saskatoon Aqualenes

Executive/Volunteer Registration

Choose a Season

2024-2025 Saskatchewan Artistic Swimming Registration

2024-2025 Saskatchewan Artistic Swimming Registration

Welcome to the **Saskatoon Aqualenes Artistic (SAQ) Swimming Club** electronic registration platform for our upcoming swim season! We are pleased to offer electronic payment processing and registration. The process is simple for both new and returning members. You'll get access to your own private account that will enable you to easily see your children's swim histories, maintain your own contact information, and more.

We look forward to having you join the **SAQ Swimming Club** and are excited for a great season!

Position

Choose

Choose

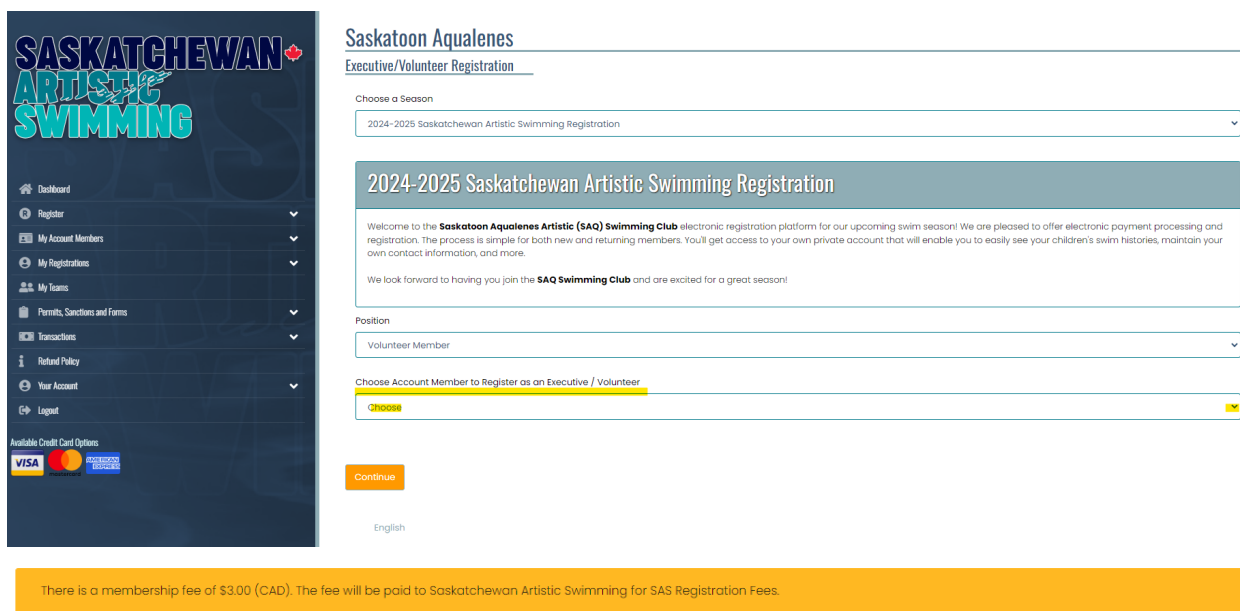
Associate Registrant

Volunteer Member

[Continue](#)

English

- Then select the Account Member (do this for each parent/family member who will be volunteering):



Saskatoon Aqualenes
Executive/Volunteer Registration

Choose a Season
2024-2025 Saskatchewan Artistic Swimming Registration

2024-2025 Saskatchewan Artistic Swimming Registration

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We look forward to having you join the **SAQ Swimming Club** and are excited for a great season!

Position
Volunteer Member

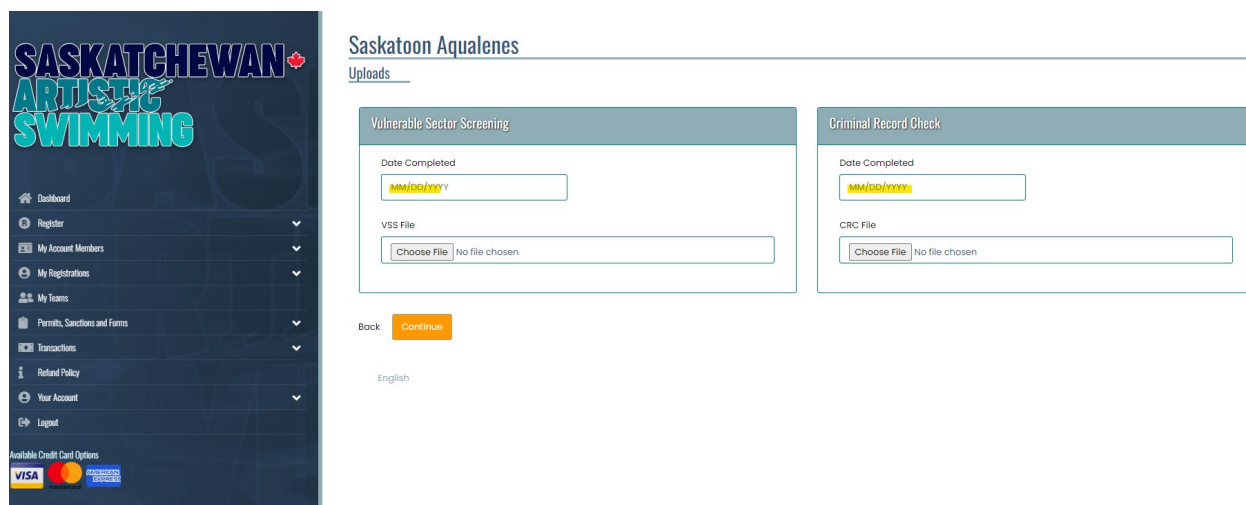
Choose Account Member to Register as an Executive / Volunteer
Choose

Continue

English

There is a membership fee of \$3.00 (CAD). The fee will be paid to Saskatchewan Artistic Swimming for SAS Registration Fees.

- Ensure the information is complete and accurate
 - Continue
 - There is a \$3 membership fee **for each volunteer** payable to SAS by etransfer however **SAQ will cover this cost** (you do not have to submit payment via etransfer)
 - There is a \$10 membership fee **for each Executive member** (this is the only fee you pay even if also volunteering) payable by credit card to CAS **(SAQ will reimburse you)**
- Vulnerable sector screening and Criminal record check screen (only required if you will be chaperoning athletes during the system, otherwise bypass and click "Continue")
 - If you have completed, are part of the Executive, Coaches and/or will be a chaperone, enter the "Dates Completed" of the two screening checks (the VSS file is optional)



Saskatoon Aqualenes
Uploads

Vulnerable Sector Screening

Date Completed
mm/dd/yyyy

VSS File
Choose File No file chosen

Back Continue

Criminal Record Check

Date Completed
mm/dd/yyyy

CRC File
Choose File No file chosen

English

- For further information, see the SAQ Website [main page](#) or these can also be completed on line at [Sterling Backcheck](#) for a fee (option for those living in rural areas):



Volunteer Record Checks

Complete Online - Saskatoon Police:

Apply In Person - You can apply in person at our Criminal Records Check office located at: 76 25th Street East, Saskatoon, SK 8:00am - 4:00pm, Monday-Friday (Closed weekends & stats) No Appointment Required

* Please note you will need to take the **Volunteer Letter** with you when applying in person

○ Continue

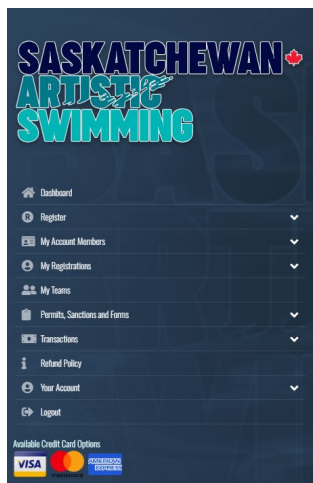
- You'll be taken to the waivers section where you sign digitally for each (the media waiver is the only optional one. If you do not consent to media usage, simply check the appropriate box.)
 - At the bottom of the waiver page, check the box if you are the parent/guardian of the minor

☒ I am the Age of Majority or am a Parent/Guardian to the Registrant and Agree to the Terms and Conditions Above

Back

Continue

- Continue (Executive members will be taken to a confirmation of payment page).
Volunteers will be taken to the following pages:



Saskatoon Aqualenes

Parent/Guardian/Emerg. Contact Information

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact

Choose

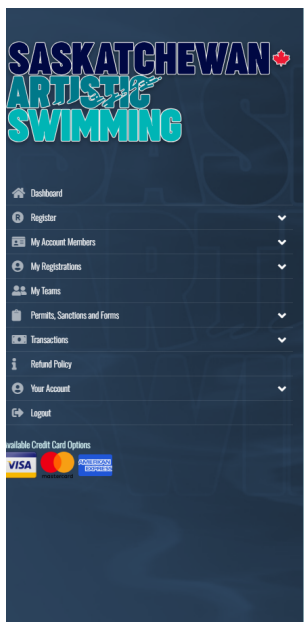
☐ I want to add a 2nd Guardian/Parent/Emerg. Contact for this registration

Back

Continue

English

- Complete contact information as needed



Saskatoon Aqualenes

Member Questions

Canada Artistic Swimming

How do you identify?

☐ Female/girl
☐ Male/boy
☐ Non-binary, gender fluid and/or two-spirit
☐ Prefer to self-describe
☐ Prefer not to disclose

If you Prefer to Self Describe please enter your text here

Do you identify as a person with a disability?

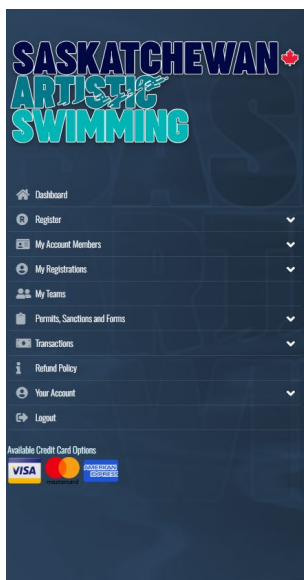
☐ Yes
☐ No
☐ Prefer not to disclose

Do you identify as a person of colour or belong to an ethnic minority group?

☐ Yes
☐ No
☐ Prefer to self-describe
☐ Prefer not to disclose

If you Prefer to Self Describe please enter your text here

- Provide responses to member questions
 - Continue
- Confirm details and enter "Payment Information" at the bottom of the screen



Saskatoon Aqualenes

Confirm Details and Submit Registration

test test Edit

1/17/2014, Female
 test
 , SK test
 saqregistrar@gmail.com
 Cell Phone: 00000000

2024-2025 Saskatchewan Artistic Swimming Registration Edit

Volunteer Member

test 2 Edit

Parent/Guardian/Emerg. Contact
 test
 test, SK Postal Code
 saqregistrar@gmail.com
 saqregistrar@gmail.com
 Cell Phone: 000000000

Saskatoon Aqualenes

Email 1: saqregistrar@gmail.com

SASKATCHEWAN ARTISTIC SWIMMING

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- My Teams
- Parents, Sanctions and Forms
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- Your Account
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Available Credit Card Options
VISA MASTERCARD

Pricing Details

Item	Price	Total Credit Card	CC Payment Plan
Total	\$0.00 (CAD)	\$0.00 (CAD)	\$0.00 (CAD)

Membership Fees

Organization	Fee Name	Amount
Saskatchewan Artistic Swimming	SAS Registration Fees	\$3.00 (CAD)

Payment Information

If you Prefer to Self Describe please enter your text here

Saskatchewan Artistic Swimming Membership Payment Type
E-Transfer

Please Email E-Transfers to: payment@saskartisticswimming.ca
Please Set E-Transfer Answer as: **None**

Membership Fees can be paid by credit card even if you do not pay your registration fees by credit card.

Name on Card

Credit Card Number

Month Year CVV
1 YY

Saskatchewan Artistic Swimming (SAS Registration Fees)- \$3.00 (CAD) E-Transfer Balance

Back Submit Registration

- **Note**, even though credit card information is asked for here, SAS can only accept etransfer payments at this time.
 - There is a \$3 membership fee **for each volunteer** however **SAQ will cover this cost** (you do not have to submit payment via etransfer)
- Submit Registration

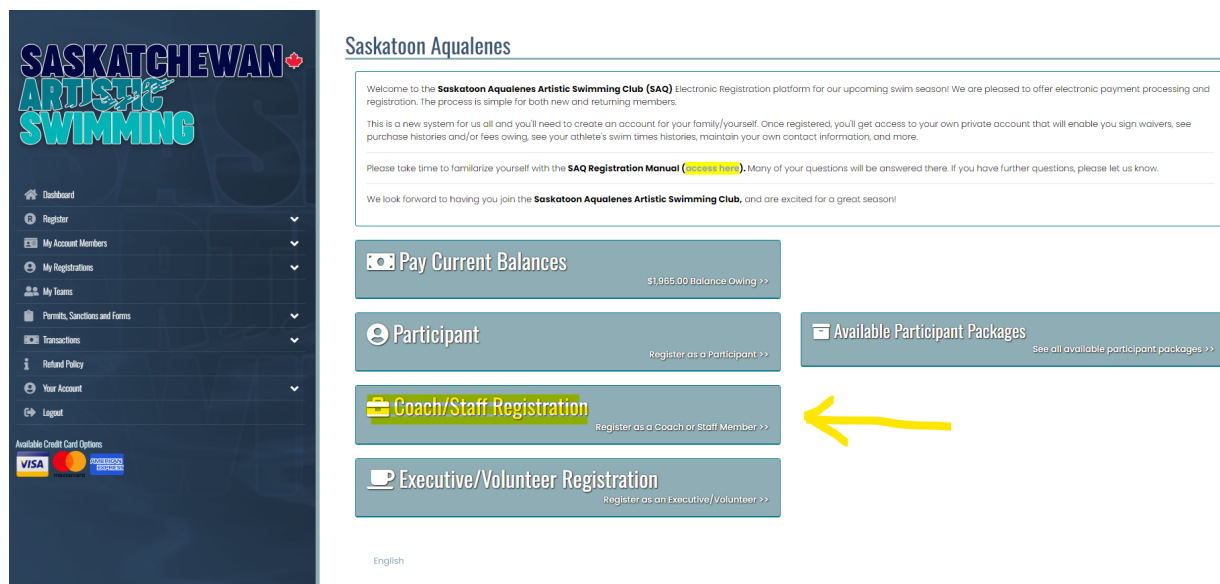
If at any time you have questions, please reach out to the SAQ Registrar at sagregistrar@gmail.com

Coach/Staff Registration

- Create an account (<http://saskatoonaqualenes.rampregistrations.com/>)

- **Make note of your log-in information for future access.**
- Once you've created an account, you can log-in and register your athlete(s).
- You'll first need to verify your account. A 6 digit code will be sent to your email address; enter it in the "Code" line – click submit:

- You'll be taken to the welcome page:
 - From here, click on "Coach/Staff Registration" to enter your information:



Saskatchewan ARTISTIC SWIMMING

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MasterCard
American Express

Saskatoon Aqualenes

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Please take time to familiarize yourself with the **SAQ Registration Manual (Access Here)**. Many of your questions will be answered there. If you have further questions, please let us know.

We look forward to having you join the **Saskatoon Aqualenes Artistic Swimming Club**, and are excited for a great season!

Pay Current Balances
\$1,865.00 Balance Owning >>

Participant
Register as a Participant >>

Coach/Staff Registration
Register as a Coach or Staff Member >>

Available Participant Packages
See all available participant packages >>

Executive/Volunteer Registration
Register as an Executive/Volunteer >>

English

- Ensure the correct season is activated (e.g. 2024-2025)
- In the "Choose Account Member to Register as a Coach/Staff" drop-down box, select "Add an account member"
- Select the "Preferred Division(s) and Position(s)"
 - Once selected, a second drop-down box will display for your to "Choose your role"



Saskatchewan ARTISTIC SWIMMING

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American Express

Saskatoon Aqualenes

Coach/Staff Registration

Choose a Season
2024-2025 Saskatchewan Artistic Swimming Registration

2024-2025 Saskatchewan Artistic Swimming Registration

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We look forward to having you join the **SAQ Swimming Club** and are excited for a great season!

Choose Account Member to Register as a Coach / Staff
Choose

Preferred Division(s) and Position(s)

☐ Recreational Athlete, including rec AdAS and Masters
This category is for athletes participating in recreational programs.

☐ Short-term Recreation Athlete, including Masters & AdAS, for 6-weeks or less
This category is for those participating in recreational programs that are lesson-based and/or programs that are no more than six weeks long.

☐ Competitive - National (10U)

☐ Competitive - National (12U)

There is a membership fee of \$14.00 (CAD). The fee will be paid to Saskatchewan Artistic Swimming for SAS Registration Fees.
 There is a membership fee of \$23.75 (CAD). The fee will be paid to Canada Artistic Swimming for CAS Member Fees.

- There will be an orange banner at the bottom of the screen indicating the SAS and CAS fees due separately for the division selected. These will require two (2) separate payments:
 - Note, SAS can only accept etransfer payments at this time to payment@saskartisticswimming.ca with the security response set as “None”
 - CAS is set up to accept credit card payments only
- Continue

You'll be taken to the Waivers/Consent/Acknowledgement page:

Please follow the steps shown to complete your registration.

If at any time you have questions, please reach out to the SAQ Registrar at sagregistrar@gmail.com