

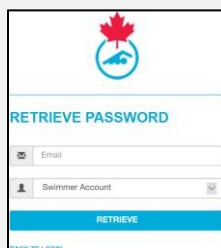
SIGNING THE ACKNOWLEDGEMENT AND ASSUMPTION OF RISK FORM IN THE RTR

The following documents outlines how to confirm account information and sign the Acknowledgement and Assumption of Risk Form in Swimming Canada's Registration Tracking and Results System (RTR).

1. Log into your RTR account in one of two ways:
 - a. Via the link sent to the email associated with the swimmer account upon registration at the beginning of the season.
 - b. At registration.swimming.ca using the username and password set upon registration.

Note: If you cannot locate this information, click **Forgot Username/Password**, and then enter the email address associated with your account and select Swimmer Account from the dropdown menu.

If you still cannot login please contact support@swimming.ca.



2. When logged into your Swimmer account, click **Complete Now** beside the account you would like to sign the forms. Prior to signing the forms, you must review the **Primary Contact Information** associated to the account. Once the information has been reviewed, click **Confirm and Submit** to move onto the next step of the registration process.

Erica Newman			Invoice Pending	40%	Complete Now
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User Name*	<input type="text" value="erica2223_test"/>	
Password*	<input type="password" value="....."/>	Confirm Password <input type="password" value="....."/>
		<input type="button" value="CONFIRM AND SUBMIT"/>



3. Review the **Swimmer Information** and **Declarations**. Once the information has been reviewed, click **Continue to Consent** to move onto the next step of the registration process.
 - a. If more than one swimmer is associated with the account (same email address), they will appear throughout the registration process.

Note: One form must be signed for each registered Swimmer associated with the account. If a Swimmer is under the age of 18, a parent/guardian must sign the form.

4. Fill out all required fields and click Sign to submit the form. You will not be able to submit the form unless all fields are completed.
5. Once submitted:
 - a. The status of the form will change in the **Acknowledgement and Assumption of Risk Form** table.
 - b. The Club Registrar will receive an email indicating that the Swimmer has signed the Acknowledgement and Assumption of Risk Form.
 - c. The Swimmer/Parent/Guardian can view/save a signed copy of the form.
6. Once the form(s) have been signed, review all other requirements on the page. Once the information has been reviewed, click **Complete Swimmer Registration** to finalise the swimmer registration.

Note: One form must be signed for each registered Swimmer associated with the account. If a Swimmer is under the age of 18, a parent/guardian must sign the form.

ACKNOWLEDGEMENT AND ASSUMPTION OF RISK FORM

Name	Last Name	First Name	Given Name	Gender	DOB	Actions
	Newman	Erica		Female		Acknowledgement and Assumption of Risk Form – Signed – Click to view
	boucher	jf test		Male		Acknowledgement and Assumption of Risk Form – Signed – Click to view
	newman2223	erica2223		Female		Acknowledgement and Assumption of Risk Form – Signed – Click to view
	hotmail2223	hotmail2223		Female		Acknowledgement and Assumption of Risk Form – Click to Sign

[COMPLETE SWIMMER REGISTRATION](#)

7. When account information is updated, Acknowledgement and Assumption of Risk Form signed and consent messages answered, you will receive an email that the swimmer(s) account has been updated and registration.