



Signing the Acknowledgement and Assumption of Risk Form in the RTR

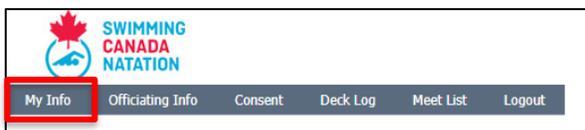
The following documents outlines how to update account information and sign the Acknowledgement and Assumption of Risk Form in Swimming Canada's Registration Tracking and Results System (RTR).

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

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

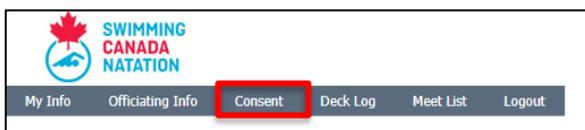
If you still cannot login please contact support@swimming.ca

2. When logged into your Official account, click the **My Info** tab to update contact information. If there are corrections to be made to the name, please contact your Club Officials Administrator (COA).



Once completed, scroll to the bottom to the page and click Save

3. When the contact information is submitted, you will be redirected to the **Consent** tab. If this does not happen, click on the **Consent** tab





- Click the form name to sign the form; it will open in a new window.

Consent Form (s)						Logged in as JOCELYN BOILEAU
ID	Last Name	First Name	Gender	DOB	Forms to sign	
80014182	BOILEAU	JOCELYN	Male	Jan 01 0001	Acknowledgement and Assumption of Risk Form – Click to Sign	

If an Official is under the age of 18, a parent/guardian must sign the form.

- 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.
- Once submitted:
 - The status of the form will change in the **Consent** table (page refresh required);

Consent Form (s)						Logged in as JOCELYN BOILEAU
ID	Last Name	First Name	Gender	DOB	Forms to sign	
80014182	BOILEAU	JOCELYN	Male	Jan 01 0001	Acknowledgement and Assumption of Risk Form – Signed – Click to view	

- The COA will receive an email indicating that the Official has signed the Acknowledgement and Assumption of Risk Form;
 - The Official can view/save a signed copy of the form.
- Once the form(s) have been signed, scroll down to answer the two consent messages and click **Save**

Consents

I have read and agree to comply with the [Swimming Canada Code of Conduct and Professional Ethics Policy](#) and to abide by all other [Swimming Canada Policies](#); and equivalent documents from the Provincial Sections.

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.

Yes No

SAVE