



## 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](http://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 **Swimmer Account** from the dropdown menu.

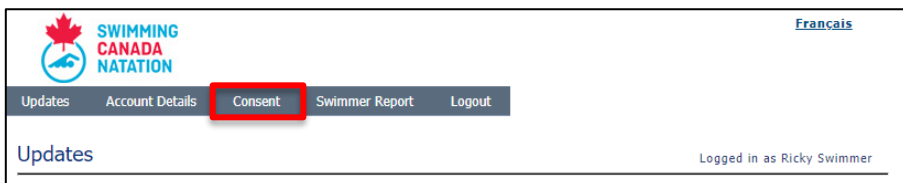
If you still cannot login please contact [support@swimming.ca](mailto:support@swimming.ca)

2. When logged into your Swimmer account, click the **Account Details** tab to confirm swimmer and contact information. If there are corrections to be made to the swimmer name, date of birth or if swimmers are missing from the account, please contact your Club Registrar.

Once completed, scroll to the bottom to the page and click **Confirm and Submit Information**



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



- If more than one swimmer is associated with the account (same email address), they will appear individually in the Swimmer Consent table. Click the form name to sign the form; it will open in a new window.

Swimmer Consent						Logged in as
ID	Last Name	First Name	Gender	DOB	Forms to sign	
129204652	Test-Formulai...	Nageur	Male	Mar 07 2010	PSSNCAR2020EN – Click to Sign	
129204651	Forms	Test Swimmer	Male	Jan 01 2001	PSSNCAR2020EN – Click to Sign	

*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.*

- 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 **Swimmer Consent** table (page refresh required);

Swimmer Consent						Logged in as
ID	Last Name	First Name	Gender	DOB	Forms to sign	
129204652	Test-Formulai...	Nageur	Male	Mar 07 2010	PSSNCAR2020EN – Signed – Click to view	
129204651	Forms	Test Swimmer	Male	Jan 01 2001	PSSNCAR2020EN – Click to Sign	

- The Club Registrar will receive an email indicating that the Swimmer has signed the Acknowledgement and Assumption of Risk Form;
  - The Swimmer/Parent/Guardian 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**

8. 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 is complete.