



## Signing the Acknowledgement and Assumption of Risk Form in the RTR

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

1. Upon completion of your CSCA Screening, you will be redirected to the Consent Page in your RTR Account.

If this does not occur, log into your RTR account at [registration.swimming.ca](http://registration.swimming.ca). Your username and password are the same used for the CSCA site.

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

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

2. When logged into your Coach account, click on the **Consent** tab

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

Consent Form (s)					Logged in as John Atkinson
ID	Last Name	First Name	Gender	DOB	Forms to sign
330005211	Atkinson	John	Male	Jan 01 0000	Acknowledgement and Assumption of Risk Form – Click to Sign

*If a Coach 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 **Consent** table (page refresh required);

Consent Form (s)					Logged in as John Atkinson
ID	Last Name	First Name	Gender	DOB	Forms to sign
330005211	Atkinson	John	Male	Jan 16 1968	Acknowledgement and Assumption of Risk Form – Signed – Click to view

- b. The Club Registrar will receive an email indicating that the Coach has signed the Acknowledgement and Assumption of Risk Form;
  - c. The Coach can view/save a signed copy of the form.
6. 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**

7. Your registration will be complete When the Acknowledgement and Assumption of Risk Form is signed, consent messages answered, PSO Coach Registration Requirements met.