ON/QC/International REGISTRATION INSTRUCTIONS

Please use the following instructions to complete the **Masters2025-Registration-EN.**xls excel form to register your athletes, routines and coaches for the 2025 Canadian Masters Championships. This form is available on the event page.

STEP 1 – REGISTER YOUR ATHLETES

Athletes must be registered using the 1 – ISS Registration tab.

Note that, specifically in the ISS Registration Sheet tab, columns must not be deleted, even if not in use. Deleting columns will result in the Excel sheet not being able to import successfully into the ISS scoring system.

Each athlete will have one line in the excel sheet (unless they are entered in multiple age categories). In each line, columns must be filled out as follows:

Memb #:	This refers to CAS #, but is not necessary to input
First Name	
Last Name	
Gender	Choose from dropdown list. Those who do not identify with a gender can leave blank.
Club	
Country	CAN
Birthdate	YYYY-MM-DD
Age Group	Choose from dropdown list.
Events Entered	For each column, write 1 if entering, and nothing if not entering

SPECIAL CASES

1. Athletes entered in events in multiple age categories

This can happen, for example, if someone is entering a solo in 18-29, and a team in 18-34.

For example:

Memb #	First Name	Last Name	Club	Birthdate	Age Group	Solo	Duet	Team
	Sarah	Jones	CLU – Club Artistic Swimming	2000-12-15	Masters 18-29	1		
	Sarah	Jones	CLU – Club Artistic Swimming	2000-12-15	Masters 18-34			1

2. Athletes entered in both Tech and Free routines in the same age category

While the athlete is entered in two events under one category heading, the system identifies the number "1" as being entered in the event. Once registration is submitted, the scorer will manually identify that the athlete is entered in both a Tech and Free routine using the routine registration tabs.

In the case of an athlete registering in both tech and free teams, the entry will look like this:

Memb #	First Name	Last Name	Club	Birthdate	Age Group	Solo	Duet	Team
	Sarah	Jones	CLU – Club Artistic Swimming	2000-12-15	Masters 18-34			1

The entry WILL NOT look like this:

Memb #	First Name	Last Name	Club	Birthdate	Age Group	Solo	Duet	Team
	Sarah	Jones	CLU – Club Artistic Swimming	2000-12-15	Masters 18-34			2

STEP 2 – REGISTER YOUR ROUTINES & COACHES

The **2 – Routine Reg** tabs are intended to identify team composition and coach roles for each routine. There are 3 tabs that are matched by the possible age categories: one for solo/duet, one for trio/team, and one for combo.

While the ISS Registration Sheet can import members individually and identify which events they are entered in, it cannot identify who is on a duet or team together, and who the coaches of each routine are.

We have left some sample registration information to show how entries must be done (please make sure to remove them before submitting your registration), but in general, each entry must be registered using an A/B/C/D (and so on) so that the scorer can easily identify how athletes are paired up with each other, and with their coaches. The coaches must be filled in for the corresponding routines at the bottom.

STEP 3 – CALCULATE ENTRY & ATHLETE FEES

The 3 – Registration Cost Calculator tab will automatically calculate the cost for routine entry fees. Please indicate the number of routine and figure entries in each category, as well as the number of athletes entered in each age category to calculate the total.

STEP 4 – SUBMIT YOUR REGISTRATION

The excel file with final entry information must be completed and submitted to CAS by **Tuesday, April 15th.**

The file should be sent to **Stéphane Côté (stephane@artisticswimming.ca)**

For questions, concerns or assistance please reach out by email.

STEP 5 – SUBMIT YOUR WAIVERS

All participants should complete competition waivers before April 22, 2025. The link is available on the event page.

STEP 6 – PAY

We ask that you please wait for confirmation of the accepted routines for the event before sending in payment. This will be confirmed a few days after the registration deadline.

Payments methods are outlined on the event page.