



## ON/QC REGISTRATION INSTRUCTIONS

Please use the following instructions to complete the **Masters-Registration-ON.xls** excel form to register your athletes, routines and coaches for the 2023 Canadian Masters Championships. Note that the rest of the registration procedure, including filling out the [Online Registration Form](#), still need to be followed as per usual.

### 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:

<b>Memb #:</b>	This refers to CAS #, but is not necessary to input
<b>First Name</b>	
<b>Last Name</b>	
<b>Gender</b>	Choose from dropdown list. Those who do not identify with a gender can leave blank.
<b>Club</b>	
<b>Country</b>	CAN
<b>Birthdate</b>	YYYY-MM-DD
<b>Age Group</b>	Choose from dropdown list
<b>Events Entered</b>	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 19-29, and a team in 19-34.

For example:

<b>Memb #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Club</b>	<b>Birthdate</b>	<b>Age Group</b>	<b>Solo</b>	<b>Duet</b>	<b>Team</b>
	Sarah	Jones	CLU - Club Artistic Swimming	2000-12-15	Masters 19-29	1		
	Sarah	Jones	CLU - Club Artistic Swimming	2000-12-15	Masters 19-34			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:

<b>Memb #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Club</b>	<b>Birthdate</b>	<b>Age Group</b>	<b>Solo</b>	<b>Duet</b>	<b>Team</b>
	Sarah	Jones	CLU - Club Artistic Swimming	2000-12-15	Masters 19-34			1

The entry WILL NOT look like this:

<b>Memb #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Club</b>	<b>Birthdate</b>	<b>Age Group</b>	<b>Solo</b>	<b>Duet</b>	<b>Team</b>
	Sarah	Jones	CLU - Club Artistic Swimming	2000-12-15	Masters 19-34			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 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.

Note that this total will need to be added to the one from the [Online Registration Form](#).

## STEP 4 – SUBMIT YOUR REGISTRATION

The excel file with final entry information must be completed and submitted to CAS by **Thursday, April 20<sup>th</sup>**.

The file should be sent to **Stéphane Côté** ([stephane@artisticswimming.ca](mailto:stephane@artisticswimming.ca)) and **Claire Calsina** ([claire@artisticswimming.ca](mailto:claire@artisticswimming.ca)).

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