ONTARIO/QUEBEC REGISTRATION INSTRUCTIONS

Please use the following instructions to complete the **CASC2024-Registration-EN.**xls excel form to register your athletes, routines and coaches. 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:

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

If an athlete is competing in a different age category for Team and an Extra Routine (solo or duet), that athlete will be given two entries in the ISS registration tab, one for events entered in each category.

For example:

Memb #	First Name	Last Name	Club	Birthdate	Age Group	Figures	Solo	Duet	Team
	Sarah	Jones	CLU – Club Artistic Swimming	2011-12-15	13-15	1		1	
	Sarah	Jones	CLU – Club Artistic Swimming	2011-12-15	Junior				1

2. Athletes competing in Acrobatic routine

Note that Acrobatic Routine is in the "Open" category. So if you have an athlete participating in that event and other junior events, it would look like this:

Memb #	First Name	Last Name	Club	Birthdate	Age Group	Figures	Solo	Duet	Team	Acrobatic routine
	Sarah	Jones	CLU – Club Artistic Swimming	2005-12-15	Junior	1		1	1	
	Sarah	Jones	CLU – Club Artistic Swimming	2005-12-15	Open					1

3. 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	Figures	Solo	Duet	Team
	Sarah	Jones	CLU – Club Artistic Swimming	2011-12-15	Junior				1

The entry <u>WILL NOT</u> look like this:

Memb #	First Name	Last Name	Club	Birthdate	Age Group	Figures	Solo	Duet	Team
	Sarah	Jones	CLU – Club Artistic Swimming	2011-12-15	Junior				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 is a tab for each age group, as well as one for Adapted and Mixed Abilities entries.

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

Use the SAMPLE tab to learn how entries must be done, but in general, except for figures, each entry must be registered using an A/B/C/D (so up to 4 routines) so that the scorer can easily identiy how athletes are paired up with themselves, and with their coaches. The coaches must be filled in for the corresponding routines at the bottom.

<u>SPECIAL CASE</u>

Athletes taking part in the acrobatic routine should be entered in their own age group tab. Our scorers will go through the tab to confirm team composition.

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 **Tuesday, April 16th.**

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

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