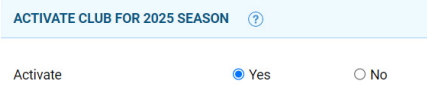


Lifesaving Sport Website Season Startup Instructions

The sections below provide more detail on how to perform specific functions within the Lifesaving Sport website. At the start of the season, the following tasks need to be completed:

1. Activate the club - this will generate a \$80 invoice for the 2024/2025 club registration fee.
2. Add club administrators and coaches.
3. Add new athletes.
4. Set athlete status to "pending" for athletes that will compete in the 2024/2025 season - this will generate a \$20 invoice/athlete for the 2024/2025 athlete fee.
5. Manage waivers for athletes and coaches.

CLUB MANAGEMENT	
Club Profile	<p>Activate the club by choosing <Yes></p>  <ul style="list-style-type: none"> • Select <Save> in the top right corner of the web page • The club status will change to "Pending" • Status will change to "Active" once the request has been reviewed by the Lifesaving Society. This will generate an invoice for club registration for the season (\$80 for the 2024/2025 season) <p>Club profile information can be updated here Club information - displayed on the club directory: https://sport.lifesaving.org/clubs Private Contact Info - contact information to be used by the Lifesaving Society</p>
Club Admins	<p>All administrators in this section have permission to manage athletes and competitions. Ensure all coaches are added so that their waivers can be signed for the season. Club, Facility, and Affiliate Admins do not require waivers.</p> <p>All administrators can add/remove athletes as well as create new competitions and manage entries for existing competitions.</p> <p>New administrators will receive an email instructing them to create a password for the website. The email address is the one indicated in their member management profile. Contact sport@lifesaving.org to change this email address if desired. If new administrators do not receive an email, they can log onto the website and choose <Forgot Password> in order to set up their account.</p>
Track Requests	<p>This section allows you to easily track the status of season and athlete registration as well as provincial record approvals from any competitions your club runs.</p>

CLUB MANAGEMENT - ATHLETES

Active/ Inactive and Status	<p>At the start of each season, all athletes in the database are set to "Active" and "Not Registered".</p> <p><u>Active</u> = Athlete is participating in the club this season</p> <ul style="list-style-type: none"> • <u>Not Registered</u> = Athlete <u>will not</u> compete this season (no \$20 athlete fee) • <u>Registered</u> = Athlete <u>will</u> compete this season (generate an invoice for a \$20 athlete fee for the 2024/2025 season) <p><u>Inactive</u> = Athlete is not participating in the club this season but you would like to keep their registration information here in case they register again next season.</p> <p>The status of athletes can be changed individually using the gear icon beside each athlete's name, or by using the filter above the list of athletes to perform "bulk" enrollment actions.</p> <p><u>NOTE: The only way to set an athlete to "inactive" status is to click on the gear icon beside each athlete and choose <Deactivate>. There is no bulk enrollment option for this task.</u></p>
Athlete Actions	<p>Click on the gear icon beside an athlete age group to see the available options:</p> <ul style="list-style-type: none"> • <u>Register for the season</u> - sets the status to "pending" and generates an invoice request for a new athlete registration of \$20 for the 2024/2025 season. This action also sends a waiver to the email address on file for the athlete so that parents and caregivers can complete the online waiver for the 2024/2025 season. • <u>Deactivate</u> - Sets the athlete status to "inactive" (this allows you to keep the athlete information so you can more easily activate them in subsequent seasons). • <u>View Profile</u> - Displays an athlete summary as well as a list of all official and unofficial Best Times (Best Times can be modified under ATHLETE PERFORMANCE > Athlete Roster) • <u>Remove</u> - Deletes the athlete from the club roster
Athlete List Search and Filters	<p><u>To find a specific athlete</u>, enter their name or LSID in the search bar. The website also dynamically finds partial matches to searches; so you don't need to enter full names to find matches.</p> <p><u>Filter</u> the list of athletes by:</p> <ol style="list-style-type: none"> 1. Registration status (not registered, pending, and registered), 2. Active or inactive status, 3. Gender, or 4. Age Group

CLUB MANAGEMENT - ATHLETES (CONTINUED)

Bulk Athlete Actions

Athletes can be registered for the season, removed from the club or sent waiver reminders in large groups. This helps coaches and admins save time during registration.

Selection can be done in 2 main ways:

1. Select All
 - a. Filter the list of athletes and check the <0 Athletes Selected> checkbox to select all chosen athletes
 - b. The "0 Athletes" will display the actual number of Athletes now selected
 - c. Click <Apply Actions>; or
2. Individual Selection
 - a. Individually click the checkbox beside each athlete that will have the action applied
 - b. Click <Apply Actions>

Register for Season: This will create a bulk enrollment task which will set the status of all selected athletes to "Pending", generate a \$20/athlete invoice for the affiliate and send a waiver request to all selected athletes.

Remove from Club: This will remove all selected athletes from the Athlete Roster. Athletes will need to be added back into the club individually by LSID if an admin wants to add them back. If an athlete transfers from your club to another club, they will need to be removed from your club before they can be added to the new club.

Send Waiver Reminders: Athletes cannot be entered into competitions until they are Active, Registered AND have a <Complete> status for their waiver. This action allows you to re-send the waiver reminder to all athletes that still need their waiver signed.

New Athletes (LSID known)

Click <Add Athlete> to add new athletes to the club. If you know the Lifesaving Society Identification (LSID) of the athlete, enter that here and the system will list the athlete's name below the search box.

Click the athlete and choose <Add>. The athlete will now be listed as a member of your club.

If the athlete is already a member of another club, you will see an error message as follows: "Athlete is a member of another club and will require a transfer request".

Please email sport@lifesaving.org to get assistance transferring an athlete to your club.

CLUB MANAGEMENT - ATHLETES (CONTINUED)

New Athletes (LSID Required)	<p>If the LSID of the athlete is not known, please contact sport@lifesaving.org. The LS will generate a LSID for the athlete and provide you with that new information within 2 business days. Once you have the LSID you can proceed with the "New Athletes (LSID known)" steps.</p> <p>To speed up the process of generating LSIDs, it is requested that the list of new athletes be provided in Excel or Google Sheets with the following columns:</p> <ul style="list-style-type: none"> First Name Last Name Date of Birth (mm/dd/yyyy) Gender (M/F) Phone Number Email Address (this needs to be unique for each athlete in order for the website waiver system to work) Street Address City Postal Code <p>Excel template here: New athlete LSID template</p>
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Athlete Waivers

All athletes that are competing in the current season need to have a signed waiver. There are 3 options for signing waivers:

1. Via email generated by the website once a coach selects "register for season" (this is the preferred method and will automatically update the status on the website once the waiver is submitted electronically by the parent/waiver or athlete (if 18 or older),
2. Via the online form <https://www.lifesaving.org/lifesaving-sport/competition/waiver-release-forms> (this form generates an alert for the LS and requires manually setting the waiver status to complete... expect 1 business day for this task to be completed).
3. Paper form that can be scanned and submitted (<https://www.lifesaving.org/public/download/files/218868>) (this option requires club administrators/coaches to scan each waiver and submit to sport@lifesaving.org. The waiver status will then be manually set to complete.

Fully Registered Athletes

Athletes will display as follows once they are fully compliant and able to be entered into competitions:

ATHLETE NAME	WAIVER	ACTIVE	STATUS	GENDER	AGE GROUP (DOB)	ACTIONS
<input type="checkbox"/> Example Candidate CAE59E	Complete	Active	Registered	F	20-29 (2000-01-01)	