



## **Welcome to the new CAS Online Registration System – Coaches**

Canada Artistic Swimming recently launched a new on-line registration system. As part of our objective to recognize and communicate with artistic swimming coaches as professional educators/trainers, we are now requiring each coach to register him or herself directly in the system.

It is very important that we have current, updated contact and other information in our registration system. For coaches (and also officials who wish to register directly with the organization not via a club), regularly reviewing and updating personal profile information will ensure that you do not miss any communication vital to your work as a professional coach.

The instructions for completing the registration process are outlined below. Please keep this notice handy when accessing the registration system.

You must be a current registrant of Canada Artistic Swimming in order to log in to the CAS Online Registration System.

**Access the system through this link: <https://www.vsatech.ca/scms/logon.cfm>**

### **Log in Option 1: (if you know your CAS number)**

Enter your User ID Your user ID is your CAS number (formerly called your CASSA Number). It is intended that you will have the same CAS number for life

Password By default, this is the first 5 digits of your last name until you change your password, which you will be required to do after you log into the system the first time. All passwords are case sensitive.

### **Log in Option 2: (you do not remember your CAS number – you can only use this option once to access your profile)**

Enter your User ID Your user ID is your full last name (including accents and spaces)

Password Your password (one time only) will be the last three (3) characters of your postal code followed by the last four (4) digits of your telephone number. For example, the password for the CAS National office would be OY95674 (from K1G OY9 and 613.748.5674)

You will be forced to change this password and once logged in you will be prompted to note your CAS number as you will be required to use it for all subsequent log ins

## Registration Process

Once you have logged on, please take a few minutes to ensure that your personal profile information is correct before clicking to verify it. Note your CAS number for future reference. This will eliminate most registration errors and will provide us with accurate demographic and statistical information, and updated contact coordinates should we need to get in touch with you. Some information is required (eg name, gender and email address). The registration process will not progress until this information is entered.

When your profile is updated and confirmed, click next and then click "register for the 2018/2019 season". Select the coaching role you are registering for (ie competition or recreation) from the drop down menu titled "Role". Then select your home province and click "select". The fee amount will be displayed. Click submit registration. Then choose your payment option (cheque or e-transfer) and submit.

If you wish to pay using a credit card, please select cheque/cash payment option and contact your provincial office to arrange a credit card payment directly with them. By next season, the CAS registration system will allow on-line credit card payments through paypal.

You will receive a confirmation/receipt for payment that you can print. It is a good idea to print or note the registration ID number generated on your invoice for your records and to submit with your payment. Once you have completed the payment section, you will automatically receive an email to the address in your profile that confirms your registration status.

Thank you for using the CAS On-line Registration System.

For any further information or questions, **please contact** your provincial registration system administrator (see list below):

British Columbia	(604)333-3642	<a href="mailto:info@synchro.bc.ca">info@synchro.bc.ca</a>	OfficeAdministrator
Yukon	(867)334-5364	<a href="mailto:synchro_yukon@hotmail.com">synchro_yukon@hotmail.com</a>	Keith Maguire
Alberta	(780)415-1789	<a href="mailto:jflowers@synchroalberta.com">jflowers@synchroalberta.com</a>	Jennifer Flowers
Saskatchewan	(306)780-9227	<a href="mailto:synchro.sk@sasktel.net">synchro.sk@sasktel.net</a>	Kathleen Reynolds
Manitoba	(204)925-5693	<a href="mailto:execdirector@synchromb.ca">execdirector@synchromb.ca</a>	Allison Gervais
Ontario	(416)679-9522	<a href="mailto:membership@synchroontario.com">membership@synchroontario.com</a>	Nancy Parton
Quebec	(514)252-3087	<a href="mailto:fnsq@synchroquebec.qc.ca">fnsq@synchroquebec.qc.ca</a>	Linda Lebeau
New Brunswick	(506)790-0013	<a href="mailto:nbosse_85@hotmail.com">nbosse_85@hotmail.com</a>	Nathalie Cyr
Nova Scotia	(902)425-5450	<a href="mailto:synchro@sportnovascotia.ca">synchro@sportnovascotia.ca</a>	Pam Kidney
Prince Edward Island	(902)675-3408	<a href="mailto:ginamacleod2016@gmail.com">ginamacleod2016@gmail.com</a>	Gina MacLeod
Newfoundland/Labrador	(709)687-8244	<a href="mailto:mgale@nl.rogers.com">mgale@nl.rogers.com</a>	Melissa Gale
CUASL		<a href="mailto:wendyyule@rogers.com">wendyyule@rogers.com</a>	Wendy Yule

