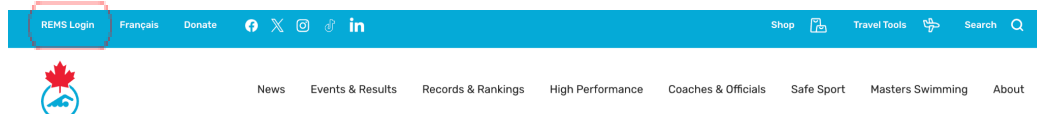


**LOG IN TO REMS**

(applicable if you have activated your Officials Profile for the current season)

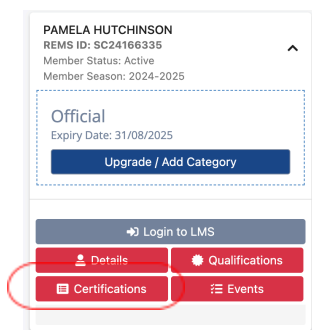
- i. Go to: <https://swimming.canada.sportsmanager.ie/sportlomo/users/login> OR



- ii. Login on using your official registration username (email) and password  
iii. Check you are under the correct Affiliation (Club- listed top center). If Bluefins is not available, contact [officials@bluefins.ca](mailto:officials@bluefins.ca).

**VIEWING CERTIFICATIONS & DECK EXPERIENCES**

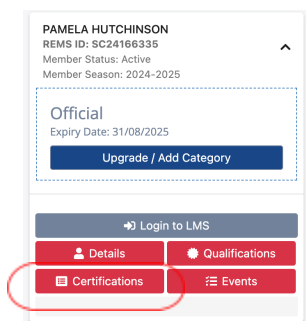
- 1) Click on Certifications to check that the clinics & deck experiences you have taken have been carried over from the old system & any new ones taken appear.



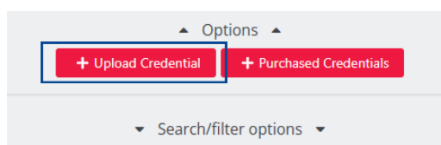
IMPORTANT: Only deck experiences used for pathway certifications have been carried over from the last system. We are awaiting more information as to if all logs will eventually be carried over.

**ADDING DECK EXPERIENCES**

- 1) Click on Certifications

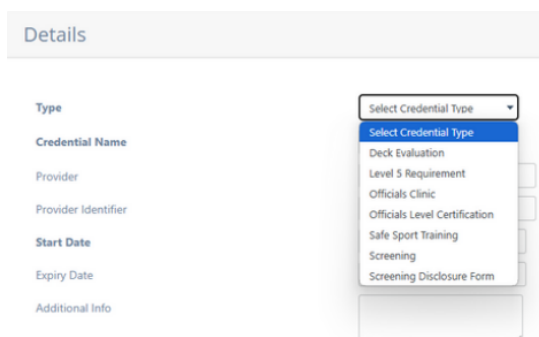


2) Click Update Credential



A screenshot of a web interface showing a menu with the title 'Options'. Inside the menu, there are two red buttons: '+ Upload Credential' and '+ Purchased Credentials'. Below the menu, there is a search bar with the text 'Search/filter options'.

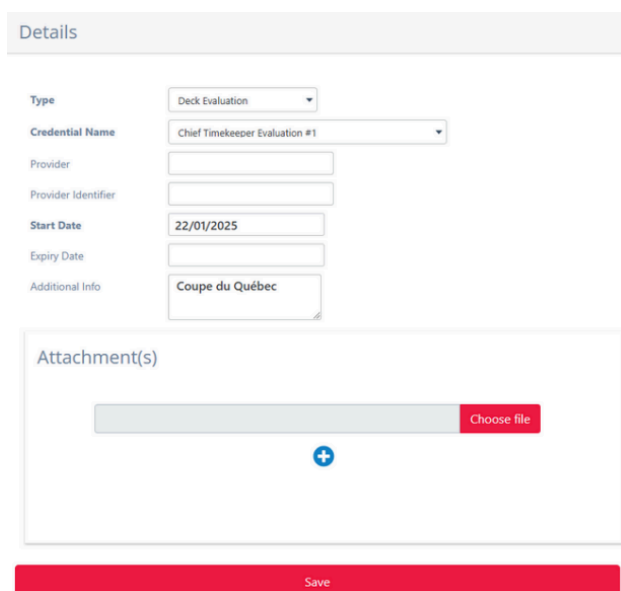
3) Select Deck Evaluation from Type dropdown list



A screenshot of a web interface showing a form titled 'Details'. The form has several fields: 'Type', 'Credential Name', 'Provider', 'Provider Identifier', 'Start Date', 'Expiry Date', and 'Additional Info'. The 'Type' dropdown menu is open, showing a list of options: 'Select Credential Type', 'Deck Evaluation', 'Level 5 Requirement', 'Officials Clinic', 'Officials Level Certification', 'Safe Sport Training', 'Screening', and 'Screening Disclosure Form'. 'Deck Evaluation' is selected.

4) On following screen:

- From Credential Name drop down, Select Position and Number (1st or 2nd)  
Note: For the time being, only experience required for levels are to be tracked
- In Start date, enter the date of the experience
- In Additional Info, enter the name of the competition



A screenshot of a web interface showing a form titled 'Details'. The form has several fields: 'Type' (Deck Evaluation), 'Credential Name' (Chief Timekeeper Evaluation #1), 'Provider', 'Provider Identifier', 'Start Date' (22/01/2025), 'Expiry Date', and 'Additional Info' (Coupe du Québec). Below the form, there is an 'Attachment(s)' section with a 'Choose file' button and a plus sign icon. At the bottom of the form, there is a red 'Save' button.

5) Click Save. The experience will appear in your file as Awaiting Approval. Experience will show as approved when the Federation approves your level.

Any issues or questions, please forward to [officials@bluefins.ca](mailto:officials@bluefins.ca)

**ADDING CLINICS TAKEN**

No action should be required. Expect a delay for clinics to appear. If a clinic does not appear after a few weeks, please email details to [officials@bluefins.ca](mailto:officials@bluefins.ca).