## OFFICIAL PROFILE REACTIVATION:

Applicable if had a REMS profile in 2024-2025. Reactivation required for each season

- Login on using your official registration username (email) and password from previous
  year: <a href="https://swimming.canada.sportsmanager.ie/sportlomo/users/login">https://swimming.canada.sportsmanager.ie/sportlomo/users/login</a>
- ii. Check you are under the correct Affiliation (Club- listed top center). If Bluefins is not available, follow instructions below for New Official Profile Request.
- iii. Go to the membership tile and click on Register/Renew.IMPORTANT: DO NOT USE Membership button to create a new profile.
- iv. On the line where there is "Officiel-le", put "1"in QTY and click on continue to fill all the consents and update of your official's data ,if need be.
- v. Click on Register.

## NEW OFFICIAL PROFILE REQUEST:

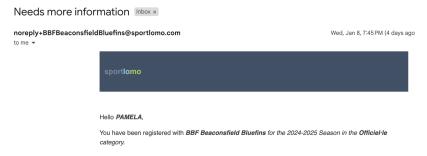
## **PROFILE REQUEST**

Email <u>officials@bluefins.ca</u> to request an official profile to be created for you. Please provide the following information:

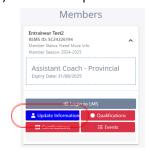
First Name, Last Name, Email, DOB

## **OFFICIAL ACTIVATION (REMS):**

1) Once the club has created your official profile (require your full name, email and date of birth), you will receive an email from noreply+BBFBeacosnfieldBluefins@sportlomo.com requesting you complete the activation, and with link required.



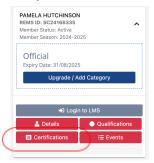
2) Click on Update Information to complete your profile and required consents



**Hint:** If you do not see your Affiliation, please check that the correct club is selected in the top menu

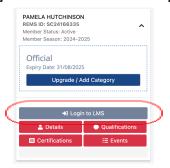


3) Click on Certifications to check that the courses you have taken have all been carried over from the old system.



Note: 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.

4) i.Return to the landing page and select Login to LMS from your members square. **This is** required for your activation to be complete.



ii.Select "Official" from Login As drop down.



iii.Click Login to LMS. Your official profile is now up to date and active. Exit