



## Signing the Acknowledgement and Assumption of Risk Form in the RTR

The following documents outlines how to sign the Acknowledgement and Assumption of Risk Form in Swimming Canada's Registration Tracking and Results System (RTR).

1. Log into your RTR account at [registration.swimming.ca](http://registration.swimming.ca) using the username and password emailed to you upon registration.

If you cannot locate this information, click **Forgot Username/Password**, enter the email address associated with your account and select **Swimmer Account** from the dropdown menu.

If you still cannot login please contact [support@swimming.ca](mailto:support@swimming.ca)

2. When logged into your Swimmer account, click on the **Consent** tab

3. If more than one swimmer is associated with the account (same email address), they will appear individually in the Swimmer Consent table. Click the form name to sign the form; it will open in a new window.

Swimmer Consent						Logged in as
ID	Last Name	First Name	Gender	DOB	Forms to sign	
129204652	Test-Formulai...	Nageur	Male	Mar 07 2010	PSSNCAR2020EN – Click to Sign	
129204651	Forms	Test Swimmer	Male	Jan 01 2001	PSSNCAR2020EN – Click to Sign	

*One form must be signed for each registered Swimmer associated with the account.  
If a Swimmer is under the age of 18, a parent/guardian must sign the form.*

4. Fill out all required fields and click **Sign** to submit the form. You will not be able to submit the form unless all fields are completed.



- 5. Once submitted:
  - a. The status of the form will change in the **Swimmer Consent** table (page refresh required);

Swimmer Consent					Logged in as
ID	Last Name	First Name	Gender	DOB	Forms to sign
129204652	Test-Formulai...	Nageur	Male	Mar 07 2010	PSSNCAR2020EN – Signed – Click to view
129204651	Forms	Test Swimmer	Male	Jan 01 2001	PSSNCAR2020EN – Click to Sign

- b. The Club Registrar will receive an email indicating that the Swimmer has signed the Acknowledgement and Assumption of Risk Form;
    - c. The Swimmer/Parent/Guardian can view/save a signed copy of the form.