



**MASTERS SWIMMING ONTARIO**

## **REGISTERING FOR MEETS VIA THE MSO REGISTRATION SYSTEM**

Using the MSO system, swimmers may access and update their *MEGAmetre* Tracker, update their personal profiles including their email address and enter their individual events for certain swim meets.

RELAYS are also entered via the MSO System. These are entered by a coach who is on the club's coaches list. Contact the Club Registrar or the MSO Registrar if you are not on the list or if you have difficulty signing in as a coach.

### **1. SIGNING INTO THE MSO SYSTEM**

Start at the MSO system home page at <https://ms.mastersswimmingontario.ca/default.php>. It is used periodically to communicate important information.

In the upper right corner click on the **Sign in** button



## Masters Swimming Ontario

PO Box 11352, OTTAWA H  
Nepean, ON K2H 7V1  
613-406-8930

### REGISTRATION NOW OPEN!!!!

2018 MSO Provincials - March 23-25, 2018  
Host Club's Invitation

Enter ONLINE by signing into the MSO system

Trouble signing in? Contact:  
[MSOReg@MastersSwimmingOntario.ca](mailto:MSOReg@MastersSwimmingOntario.ca)

To gain entry to the system you must have a registration record in the system. This record is entered and updated by either the Club Registrar or the MSO Registrar. The record includes your **email address**.

If you are not sure of your email address, contact your Club Registrar or the MSO Registrar at [MSORe@MastersSwimmingOntario.ca](mailto:MSORe@MastersSwimmingOntario.ca)



## Member Sign in

[SET UP INITIAL PASSWORD](#)

Your Email Address:	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="SUBMIT"/> <input type="button" value="FORGOT YOUR PASSWORD?"/>	

Password is cASE sENSITivE.

### NOTES:

1. An "initial password" is required on first sign-in and each time your email address is changed.
2. Both "Set up Initial Password" and "Forgot your Password?" will generate an email to your address. If you do not see it, please check your junk/spam folders.
3. More help? Read [How to Sign-in](#) or contact the MSO Registrar: [How to Sign-in and Register for a Meet](#)

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## 2. SET UP YOUR INITIAL PASSWORD


The **first time** you enter the MSO system you will need to set up a **password**.

Click on the box which currently says "SET UP INITIAL PASSWORD".

## Authorize Website Access

Use this form to request access or change your password for the MSO website.

- Fill in the form - all fields must be completed.
- Click 'SUBMIT' and a confirmation email will be sent to your address.

To:	Masters Swimming Ontario
Your Name:	<input type="text"/>
Your Email Address:	<input type="text"/>
enter new Password (minimum 6 characters)	<input type="password"/>
re-type Password	<input type="password"/>
	Security validation - enter text from image <input type="text"/>
	<a href="#">Not readable? Change text.</a>
	<input type="button" value="SUBMIT"/>

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Enter your name and the email address that your Club Registrar put into your Registration record. Then enter the password you wish to use for this site. You are asked to enter it twice. You are then give text to enter. This security validation just makes sure you are not a *bot*.

An email is sent to you at your email address. Follow the instructions.



### 3. FORGOT your Password?

If you have previously set up a password but have forgotten it, click on the FORGOT YOUR PASSWORD button. An email will be sent to you. Follow the instructions.

If you are still having difficulty, contact the MSO Registrar, who can reset your password or answer any questions that you may have.

### 4. I am in the system. Now what?

All MSO programs will be offered through the MSO system.

Currently there are three basic features every individual can access.

- *MEGAmetre* Tracker
- Update Personal Information
- Select/View Events for Swim Meets

If you are a club president, registrar, or treasurer you will have additional features. If you are a meet manager, the system also gives you access to the meet for which you are responsible.

The **MEGAmetre Tracker** is described on the MSO website at <http://www.mastersswimmingontario.ca/the-megametre-tracker/>

You may update your **personal information**. PLEASE DO NOT CHANGE YOUR MSO NUMBER. If you decided to change your email address you MUST create a new INITIAL password as though you are entering the system for the first time.

**Swim Meets** are listed in a drop down list. Click on the meet you are entering and hit SUBMIT.

### 5. Entering Swim Meets

The MSO system verifies swimmer registration, accepts payment and meet entries. At the end of the registration period the meet manager can download the fully verified hitek file needed to run the meet. The time savings for the meet manager is enormous.

Payment is made first. You can pay using PayPal or a credit card. Please make sure the credit card option is showing Canadian dollars and information. It sometimes gets an attitude.

When payment is complete you are returned to the meet entry page. Follow the instructions on the screen.



# MASTERS SWIMMING ONTARIO

**Entry Submission Time:** >>> 11:00 PM - 16th, Mar 2018<<< **Meet entries cannot be made after this time!**

**NOTES:**

- Check the events that you would like to swim and press SAVE MEET ENTRIES at the bottom of the page.
- Seed times are automatically set by the website if prior results are stored on the system (flagged in **green**).
- If there is no seed time (flagged in **pink**)
- You can manually enter a seed time by clicking on the pink, green or yellow square
- Once a seed time has been manually entered the event will be flagged in **yellow**.
- Hover over the coloured square and the seed time will be displayed.
- Events are shown in event order as set up by the Meet Manager.

Age	Swimmer	200 Free	50 Back	100 Breast	100 Fly	400 IM	100 Back	50 Fly	400 Free	100 IM	200 Breast	50 Free	200 Fly	800 Free	1500 Free	50 Breast	200 Back	100 Free	200 IM
---	---	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You may return to your entries as many times as you like until the deadline date and time.

## 6. Coaches Relay Entries

As mentioned above, coaches must be listed on the Club Coach list in order to enter the club's relays.

All relays are listed but only those offered in a meet will accept your entries.

Relays are created by selecting swimmers from a pick list. Their entry times are taken from previous swims. When no time is available, the system will estimate a time from a swimmers longer swims. The relay's overall time may be overwritten by the coach.

Initially only swimmers already self-registered for the meet are available on the pick list.

However, if the coach is still expecting other swimmers to self-register, then click on "SHOW ALL SWIMMERS" (or something like that) and all the club swimmers will be shown in the pick list. This feature allows the coach to anticipate the relays and not get caught with a ton of last minute work. On the down-side, you may have gaps at the close of registration if the anticipated swimmers don't self-register.

Try it out.