



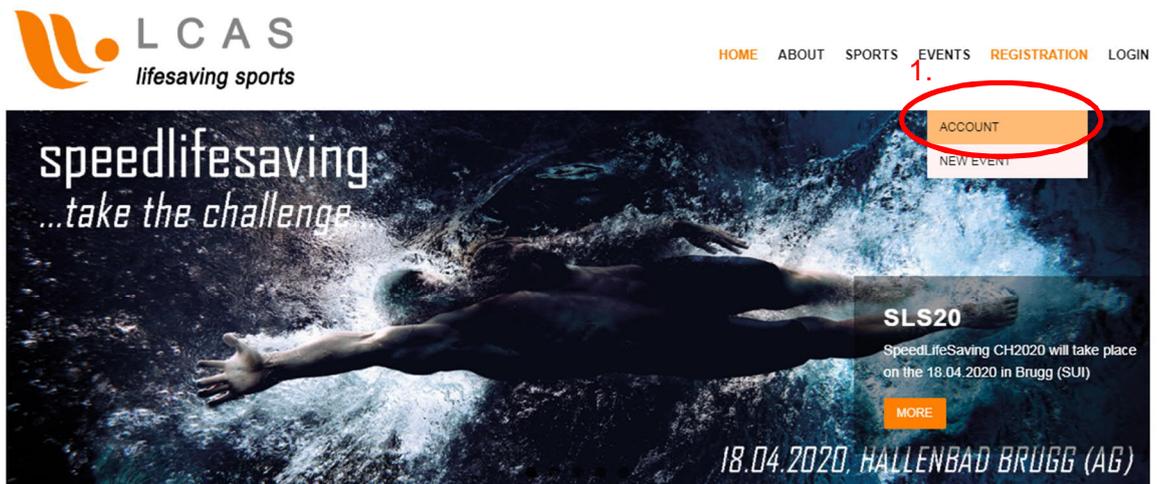
Competition Registration

1. Step "Start"

Go to <https://www.lcas.ch>

If you already have an LCAS account (event it is from the old LCAS System) please go further to STEP 2.

Go to REGISTRATION (on top right-hand side), and click on ACCOUNT and fill out the registration form.



... the water sports app ...

After sending the registration form, you should receive within minutes an mail with your login data.



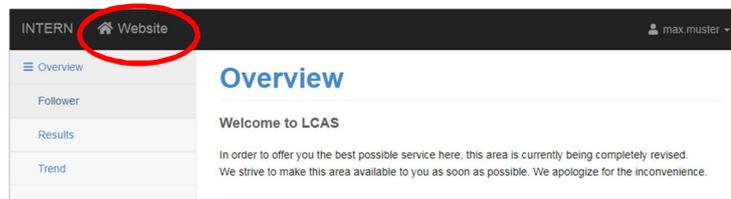
2. Step "Login"

Go to "Login" on top right. Use therefore your login data to log yourself in.

→ If you forgot about your password, please use the *Forgot Password* to reset your password. The Username is in the form of FIRSTNAME.LASTNAME (or the other way around)

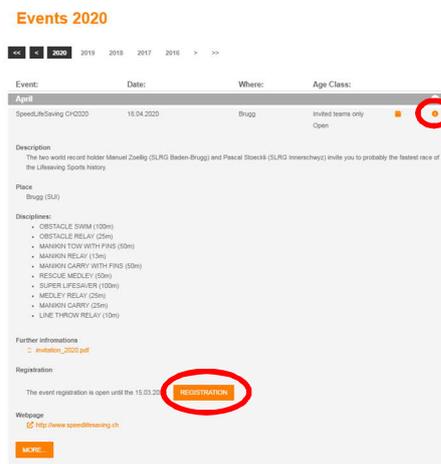


After successfully login, you will enter the private area of LCAS. Please go back to the *Public Area* by clicking the link *WEBSITE*, which you will find on top left.



3. Step "Team registration"

To register your team for an event, go to *EVENTS* and choose the event of your interest in the event calendar. You can extend the entry by clicking to **+** - symbol. If the Registration is *OPEN* you will find the *REGISTRATION* Button right here.





The registration will be done in two Steps:

1. Step: Register your Team (that's what we do right now)
2. Step: Add the details like e.g. the athletes etc. to your registration (this, in general can be done on a later time)

Team registration for SpeedLifeSaving CH2020

Sign your team in for SpeedLifeSaving CH2020, upcoming on the 18.04.2020.

The registration happens in two steps:

1. You have to register your team for the event (this is what you are doing here).
→ You can register your team until the [15.03.2020](#)
2. You have to complete your registration with all required data (in the internal sector of LCAS: [/INTERN/COACH/REGISTRATIONS](#)).
→ You can complete the registration later (until the [15.04.2020](#))

Note: By registering your team for the event here, you will automatically be set as the team manager of this team.

Attention! This is an invitation competition. You have to be invited to compete in this event. If you are invited, please make sure that you do the registration for your (invited) team.

Please choose your team *

Please choose

Message to the organizer

If information / questions must be sent to the event organizer, they can be recorded here. They will be forwarded directly to the event organizer.

Team sign up

Back

Confirm your registration by clicking this button

Choose your team from the list or if the team should not be listed, choose "Team not listed" on top of the drop-down list.

If you like to send an additional message to the organizer, you can write it into this text area. The message will automatically send to the event organizer.

After sending the register form, you will receive a confirmation of your registration by mail.

ATTENTION: If there is already a registration under the same team name, the system will ask you if you like to add another team with the same name. If you confirm, an additional team under the same name will be registered for this event.

PLEASE CHECK

There is already one team from your club registered for this event. Please confirm (or cancel) that you like to register a second team from your club for this event.

Further Cancel

As soon as you receive the confirmation about your team registration, the first step is done. To complete your registration proceed further with Step 4.



4. Step "Detail registration"

To close and finishing your registration, you have to move to the *PRIVATE AREA* of LCAS. Therefor click on the login button on top, right of the page. If you are not logged in, log yourself in, otherwise choose *INTERN*.

Go to *COACH/REGISTRATION*, on the left-hand side. Here you will find a list of all of your open registrations.

The screenshot shows the 'Event registrations' page. The left sidebar contains a menu with 'Coach' and 'Registrations' circled in red. The main content area shows a table of registered events.

Event	Team	Cat.	Type	Event date	Editable until
SpeedLife Saving CH2020	SLRG Baden-Brugg (1)	-Open	-Pool	18.04.2020	15.04.2020
SpeedLife Saving CH2020	SLRG Baden-Brugg (2)	-Open	-Pool	18.04.2020	15.04.2020

To proceed or change your registration, just click on the row with the registration of your interest.

The first time you will directly enter the area, where you can define your team members and additional staff like e.g. physios or other coaches.

The dropdown lists will consist all available athletes which are already registered on LCAS for your team. If someone should not be on the list, one of the following points can be the reason:

1. The athlete is not registered on LCAS until now for your team.
2. The athlete does not fulfill the requirements (age class)

If an athlete is not listed, please choose "Athlete not listed" on top of the list.

Further it is possible (it depends on the event if this option is available or not) to add some additional thing like e.g. accommodation or similar thing to the registration of your athletes.

The screenshot shows the detail page for 'SpeedLifeSaving CH2020, 18.04.2020'. It includes sections for 'Accommodation' and 'Team' with dropdown menus for selecting athletes and other members.

After adding all your athletes and other members to the registration, please **SAVE** your data with the corresponding button on the bottom of this form.



5. Step "Complete the registration"

To complete your registration, you finally need to define the registration times for all disciplines. Therefore you will now see a detailed table, with all your athletes and all available disciplines.

For this competition (SpeedLifeSaving) you does not need to define the registration time in detail. Therefore just click on SAVE.

You will now come back to the Overview of the available registrations. Please go again back by clicking the row of your team. As you will realize, the system added automatically a registration time for each athlete and discipline.

→ Please CHECK this now!

Your 1st fastest male/female athlete in general should be registered for all disciplines with 10:00.00
 Your 2nd fastest male/female athlete in general should be registered for all disciplines with 20:00.00
 Your 3rd fastest male/female athlete in general should be registered for all disciplines with 30:00.00
 Your 4rd fastest male/female athlete in general should be registered for all disciplines with 40:00.00

This section gives you an overview over your subscribed events. Further you are able to edit and finalize your event registration in this area.

SpeedLifeSaving CH2020, 18.04.2020

Detail registration: Team SLRG Baden-Brugg 1

Individual pool discipline registrations [Registration](#)

NOTE: All athletes has to compete in all disciplines.

#	Name	OBSTACLE SWIM	MANKIN TOW WITH FINS	MANKIN CARRY WITH FINS	RESCUE MEDLEY	SUPER LIFESAVER	MANKIN CARRY
1-5	Hans Muster	10:00.00	10:00.00	10:00.00	10:00.00	10:00.00	10:00.00
1-6	Muster Max	20:00.00	20:00.00	20:00.00	20:00.00	20:00.00	20:00.00

Save Reset Change Team Sign team out Back

* mandatory data

For the team disciplines, everywhere should be the time of 10:00.00 inserted.

If you like to modify your team members

→ click on CHANGE TEAM

If you like to sign out a team

→ click on SIGN TEAM OUT

Don't forget to save your changes by pressing the SAVE button at the end.

That's it.