HIGH PERFORMANCE ATHLETE DATABASE

Triathlon Canada has created an information management site to help you track your development as a high performance triathlete. The software we are using is called Smartabase.

When you start using Smartabase, you have access to a small sample of the full functionality. As you gain proficiency and enter data, you gain more and more access. Initially you will be able to do the following;

- Apply for your **Triathlon Canada International Competition Card (ICC)**, that includes:
    - Codes of Conduct;
    - Social Media Policy;
    - Communication Policy;
    - Athlete Agreement;
    - Pre-Participation medical Exam (PPE)
- **Daily metrics** for Health and wellness monitoring;
- **Gold Medal Profile** tracking of your triathlon, swimming and running results

Once your ICC is confirmed, you gain access to the **International Triathlon Union (ITU) Entries** module. This is for requesting entries at ITU events ***including*** submitting Expressions of Interest, request for discretionary selection, etc. Detailed ITU Results are also available to ICC holders.

More functions will be available as the season progresses, including;

- Medical and injury management
- Long Term Athlete Development tracking
- Skills development;
- Sport science data

For assistance, please contact Lauren (lauren.nutt@triathloncanada.com) if you have any questions about your account, data, security or privacy.

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BASICS

To keep your data safe, you can only login to Smartabase with a secure internet "https:" connection.

While most browsers work, the best experiences with Smartabase are available while using

Chrome Firefox.

To get started, you will need an athlete account. Some of you may have an account already, while others will not.

- If you are new to Smartabase, go to the section titled "**New Users**"
- If you had an account in 2017 or earlier, please go to the section titled "**Existing Users**".

PRIVACY

Your information is stored on the Smartabase servers located in Canada and will only be shared with people who have permission to access that specific data. For example, confidential medical data can only be accessed by a licenses medical doctor.

PIPEDA

The data will only be used in conjunction with the Terms of Service and will not be shared with anyone else. Smartabase is fully compliant with Canada's Personal Information Protection and Electronic Documents Act (PIPEDA).

GDPR

Smartabase is also fully compliant with the 2018 European Union General Data Protection Requirements (GDPR). The GDPR addresses the protection of data belonging to European Union residents by extending the scope of EU data protection law to include foreign companies who process this data. Companies must not process EU residents' personal data unless there is a lawful basis to do so, additionally all EU residents must be fully informed regarding the data handling/ processing Terms of Service and give specific consent for one or more specific purposes.

NEW USERS

If you have never used Smartabase before, you will need to set up an account. Setting up an account in Smartabase is to "**Register**" an account.

Eager to Register your account but don't know where?

Don't worry, we're getting to that. But first, we need you to read the following so you do it right!

To help Triathlon Canada manage your new athlete account, please use the following guidelines when you Register your account:

User name

For your Username, please use your first name "dot" last name- all in lowercase

i.e. **john.smith for John Smith**

Known As

For the Know As field, please use the uppercase letters for your first Initial and the first three letters of your last name then a space, followed by lowercase "triathlon"

i.e. JSMI triathlon for John Smith

Email address

Please use the email address you use most frequently. Any password reset is sent to this address. Please make sure you identify @smartabase.com as a safe domain name in your junk mail or spam filters.

If you get an error when registering that your email address is taken, that means you may have an athlete account already set up for you. In that case, please follow the instructions for "**Existing Users**"

Password

Your password must contain 8 characters including one upper case, one lowercase and one number. Special characters are allowed

The information that you store on the system is valuable. It is your responsibility to keep your password safe and secure. If you think that your password has been breached, immediately email Smartabase help@smartabase.com

Each time you login, you MUST logout at the end of each session.

Default Role

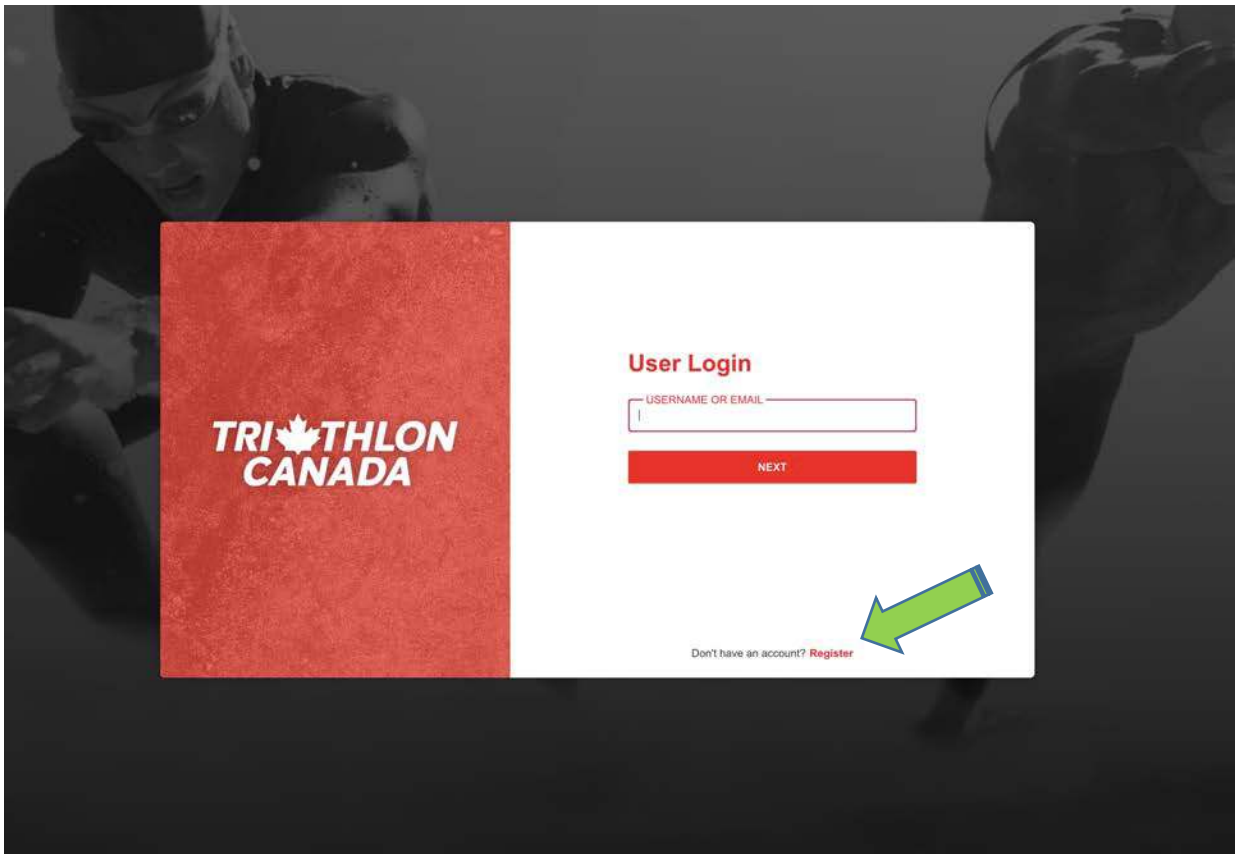
You will be assigned a default role as "athlete". You must select the province you have a membership with:

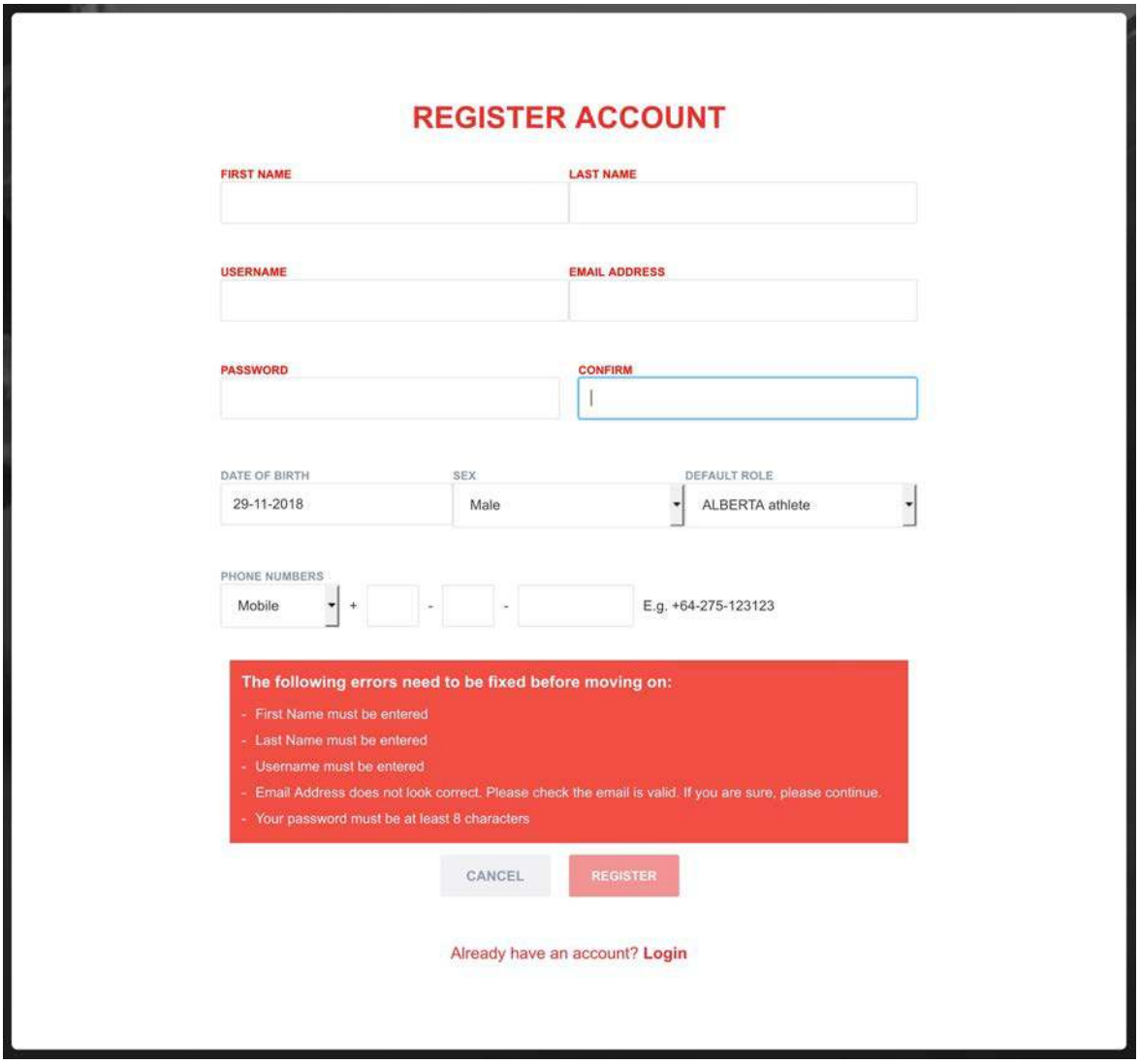
SMARTABASE REGISTRATION SITE

To register your account, please go to:

- https://canadiansport.smartabase.com/triathloncanada

and select the red "Register" link at the bottom of the welcome page. Enter all the information requested on the registration form as outlined earlier.





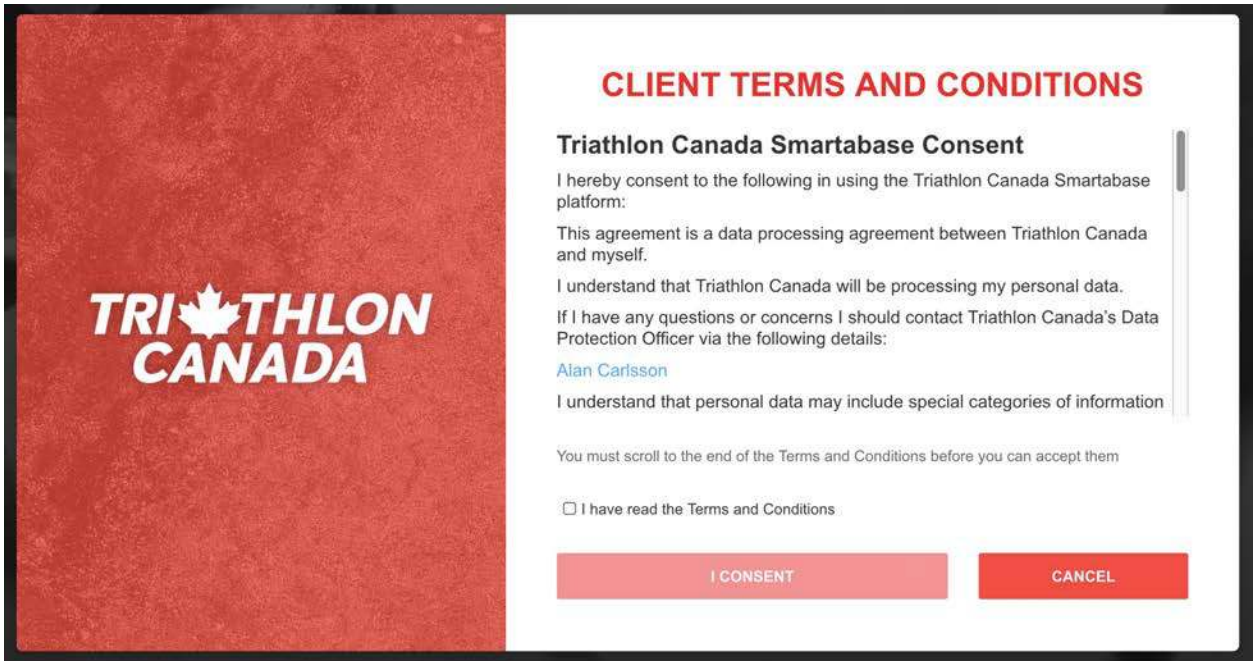
It is very important that your name, date of birth, mobile phone number and email address are accurate. All of this information is linked to your ITU entries and used by Triathlon Canada to communicate with you.

LOGGING INTO SMARTABASE

Once you create an account, simply return to the login page, refresh your browser , then enter your username and password:

- https://canadiansport.smartabase.com/triathloncanada/#Login

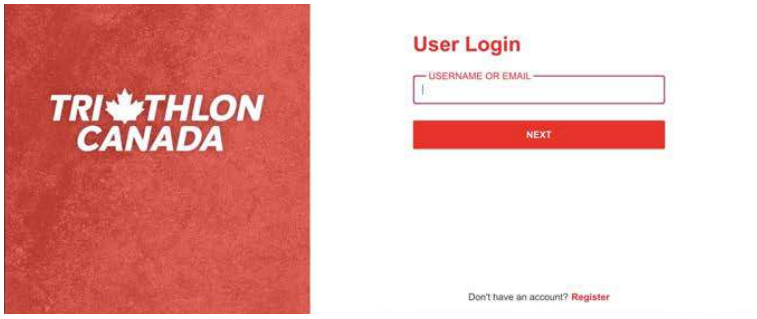
When you first login after creating your new account, you will need to agree to the client terms and conditions of the Triathlon Canada Smartabase site.



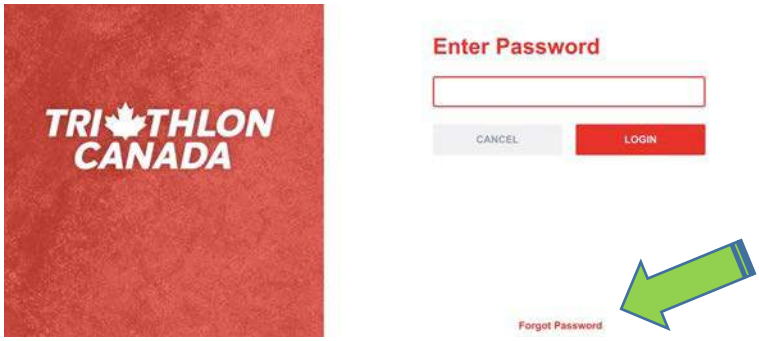
EXISTING USERS

Triathlon Canada athletes from 2017-2018 may have an existing account. All 2018 ICC holders will have existing accounts. To access your account, please follow these steps

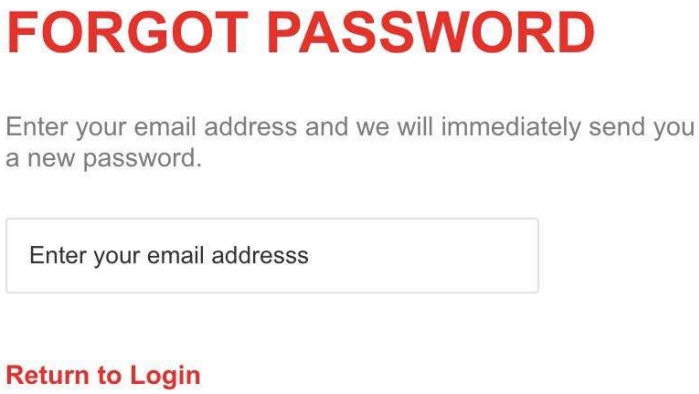
1. Go to https://canadiansport.smartabase.com/triathloncanada/ and enter your **username**. Your username should be your first name "dot" last name. i.e. **john.smith .** If you can't remember your username, contact Lauren at Triathlon Canada lauren.nutt@triathloncanada.com



2. If you can't remember your password, request an automatic password reset from the system. To do this, use the red "**Forgot Password**" link on the bottom of the Enter Password screen. That will open the password reset box.



a) Enter the email address you used to register your account;



b) The password is automatically emailed to you;

c) If that doesn't work, send an email to Lauren lauren.nutt@triathloncanada.com;

3. Once you have a new password, you can login;
   a) Your **username** should be your first name "dot" last name. i.e. **john.smith**

      Important: your username is case sensitive

   b) Enter your password;

      Important: your password is case sensitive

   c) Done!

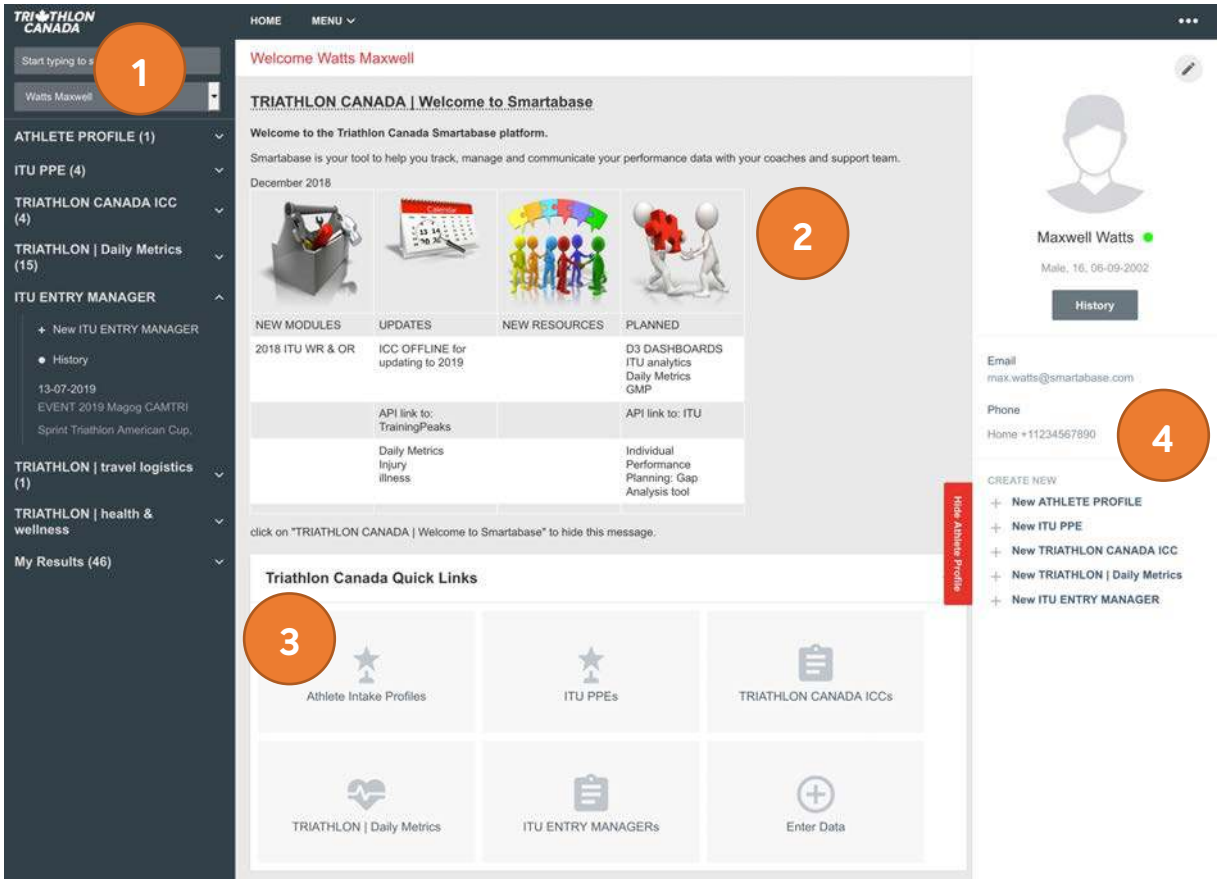
4. Once you are in, please update your Profile and change your temporary password to one of your choosing.

My Smartabase Account: Quick Tour

The following section will quickly orient you with main features of your Smartabase account.

Your Home page has four main section:

1. **Left Sidebar** for quick navigation to key forms and data;
2. **Welcome message** and access to top level Menu;
3. **Triathlon Canada Quick Links** to default forms;
4. **Right Sidebar** with My Profile and quick links to favorite events.



Left Sidebar

When you are using Smartabase with a computer, rather than on your mobile phone, you will generally be able to see a sidebar on the left side of the screen.

The left sidebar facilitates navigation to relevant event forms, view a history of entries using an event form, see any status indicators and highlight any critical information.

Welcome Message

The Triathlon Canada welcome message is a quick update on what is new in Smartabase, planned updates and projects. Any critical Smartabase site information will appear in this section, such as planned outages for upgrades.

Quick Links

The quick links section provides direct access to the most common event forms used by Triathlon Canada athletes: Athlete Profile, ICC, Pre Participation Medical Exam (PPE) and ITU Entries.

Right Sidebar

When you are using Smartabase with a computer, rather than on your mobile phone you will generally be able to see a sidebar on the right side of the screen.

The right sidebar contains a profile section displaying your personal information.

My Profile- Personal Details

This is all the critical information Smartabase uses to contact you.

It is your responsibility to make sure all your Personal Details in your Profile is correct. You are asked to verify this when submitting critical data.

To update your profile, follow these steps:

1. On the right sidebar, select the edit icon in the top right, above your image. You may need to click the red "Show Athlete Profile" button to make this option visible;

2. They data found in your Athlete Profile was created when you registered for your Smartabase account. Please confirm your **name**, **date of birth**, **email address**, **mobile phone number, gender** and your preferred **language** are accurate and "save". You may need to re-enter your password to confirm your Profile changes.

IMPORTANT: If you need to change your "Username" or "Known As" please contact lauren.nutt@triathloncanada.com

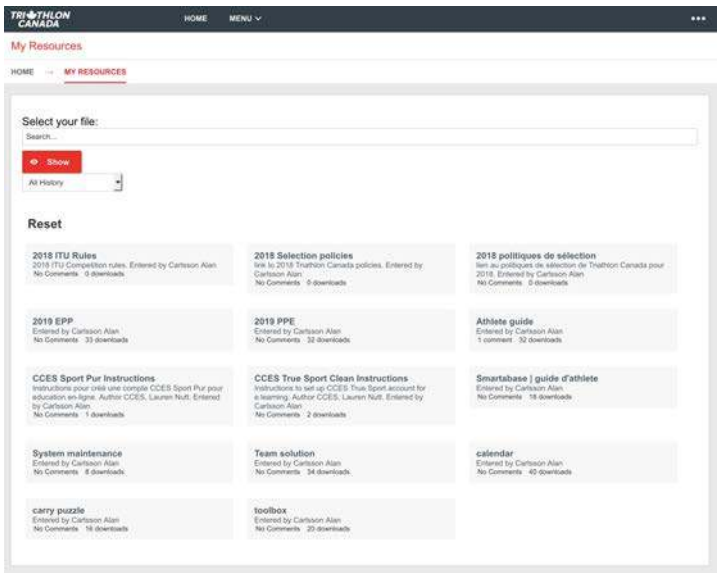
Uploading Documents

When you are asked to upload a file, such as a scan of your passport or health card, please make sure you combine multiple pages into one single file prior to uploading. Programs such as Adobe can combine multiple files into one.

My Resources

The Resources module allows you access to many athlete related resources.

Resources are displayed as icons. Click on the one you need or filter them by Categories such as “author”, “entered by”, etc.

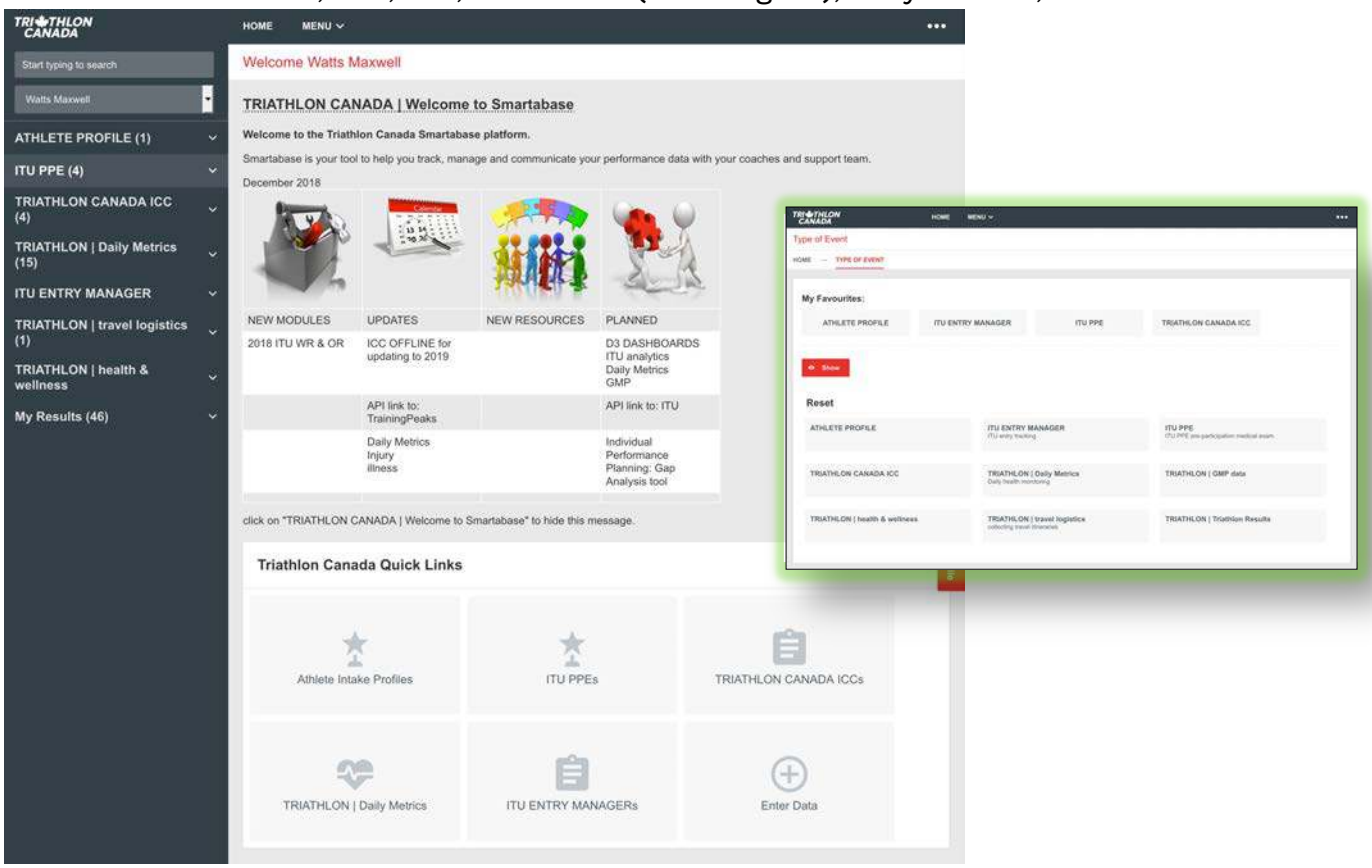


ENTER DATA

The core function of Smartabase is to collect and store your data in one place. In addition to the data you enter, other information will be entered on your behalf from your coach, medical staff, sport scientists, administrative support, etc. where applicable. Currently, most data will need to be entered manually using the Smartabase forms.

How you enter data and what data you can enter is related to your Smartabase role(s). Different roles grant access to different features and modules within Smartabase.

All athletes are automatically assigned the **athlete** role granting access to the modules for the Athlete Profile, PPE, ICC, ITU Entries (once eligible), Daily Metrics, etc.



INTERNATIONAL COMPETITION CARD

Elite, U23, Junior and Youth Athletes

Athletes competing in ITU sanctioned events must complete the full ICC process and provide Triathlon Canada with a Pre Participation Medical Exam (PPE) inclusive of a ECG or practitioner clearance.

Multisport Athletes

Athletes competing in the professional/elite category of any IRONMAN or affiliated events are required to have a PPE. IRONMAN has aligned with ITU's Elite Multisport eligibility criteria. In order to receive a professional license from IRONMAN you must complete the full ICC process and provide Triathlon Canada with a PPE inclusive of an ECG or practitioner clearance.

ICC Application Overview

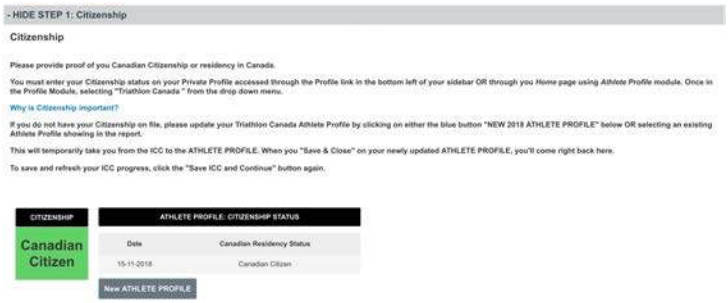
The ICC Application Process is thorough and and will take approximately 30 minutes to complete . Before you begin your ICC Application prepare the following;

- Statement of Canadian Citizenship status;
- An appointment with your family doctor or clinic ASAP to complete your PPE. The PPE is available on the Triathlon Canada website under Publications : International Competition Cards. It can also be found in the **My Resources** section of Smartabase and again on the PPE form;
- A valid current 2019 Provincial Membership;
- If you are under the age of 18, you will be required to have a parent and or guardian electronically sign a few documents.

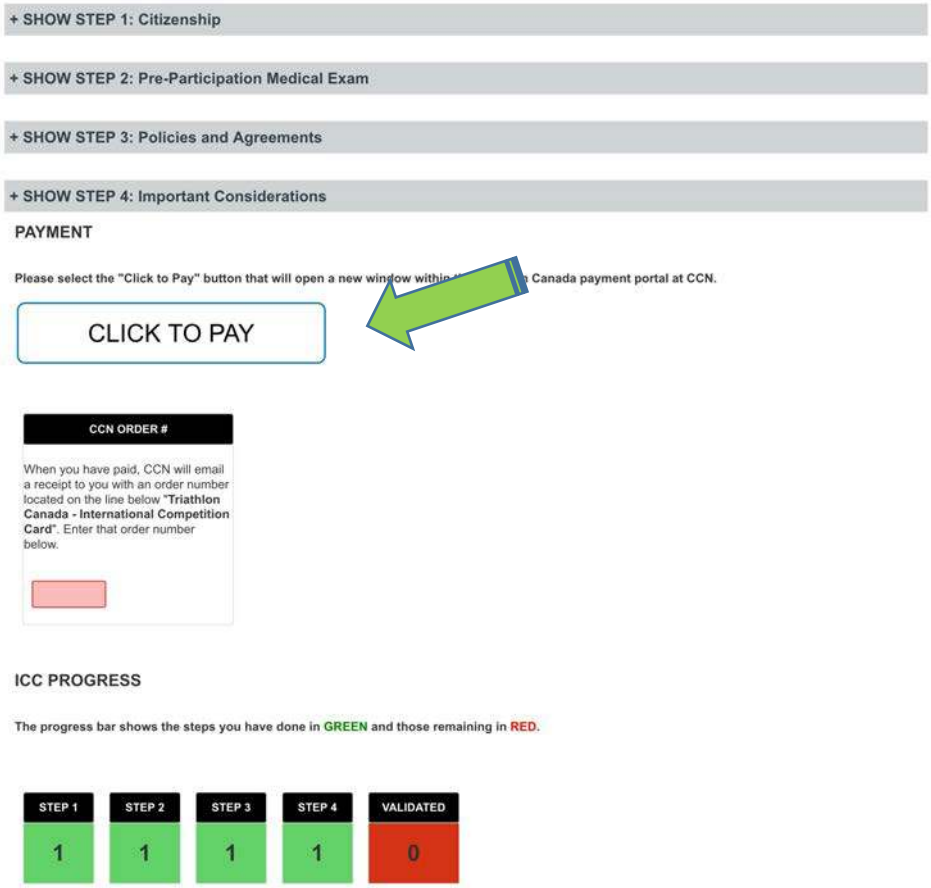
ICC Process

1. Open a **New Triathlon Canada ICC** from your left sidebar (under ADMIN) or using the Quick Links section. When the ICC opens, please read the **ICC Instruction** section carefully so your application is accepted.
2. The ICC has four (4) steps. Each step is linked to data in your Smartabase account.

3. To make sure the most up to date information is being used, press the Save ICC & Continue button at the bottom of the page
4. As you complete your ICC, a progress bar tracks your ICC application. When all four steps are completed, you can then pay for your ICC. Proof of payment is required to validate your ICC
5. Some steps will temporarily take you from the ICC to a linked sub-form. When you are done with a sub-form select Save & Close and you return directly to the ICC where you left off.
6. Click on the **+ SHOW STEP…** section headers to open each section. Read the instructions, complete the steps required and then move to the next step.



7. Once all steps are completed the entire bar from Step 1 to Step 8 will be green and a “Click to Pay” button will appear at the bottom of the form.



8. The “Click to Pay” button will open a new window to the Triathlon Canada National Triathlon Registration System (NTRS) site to pay the ICC fee.

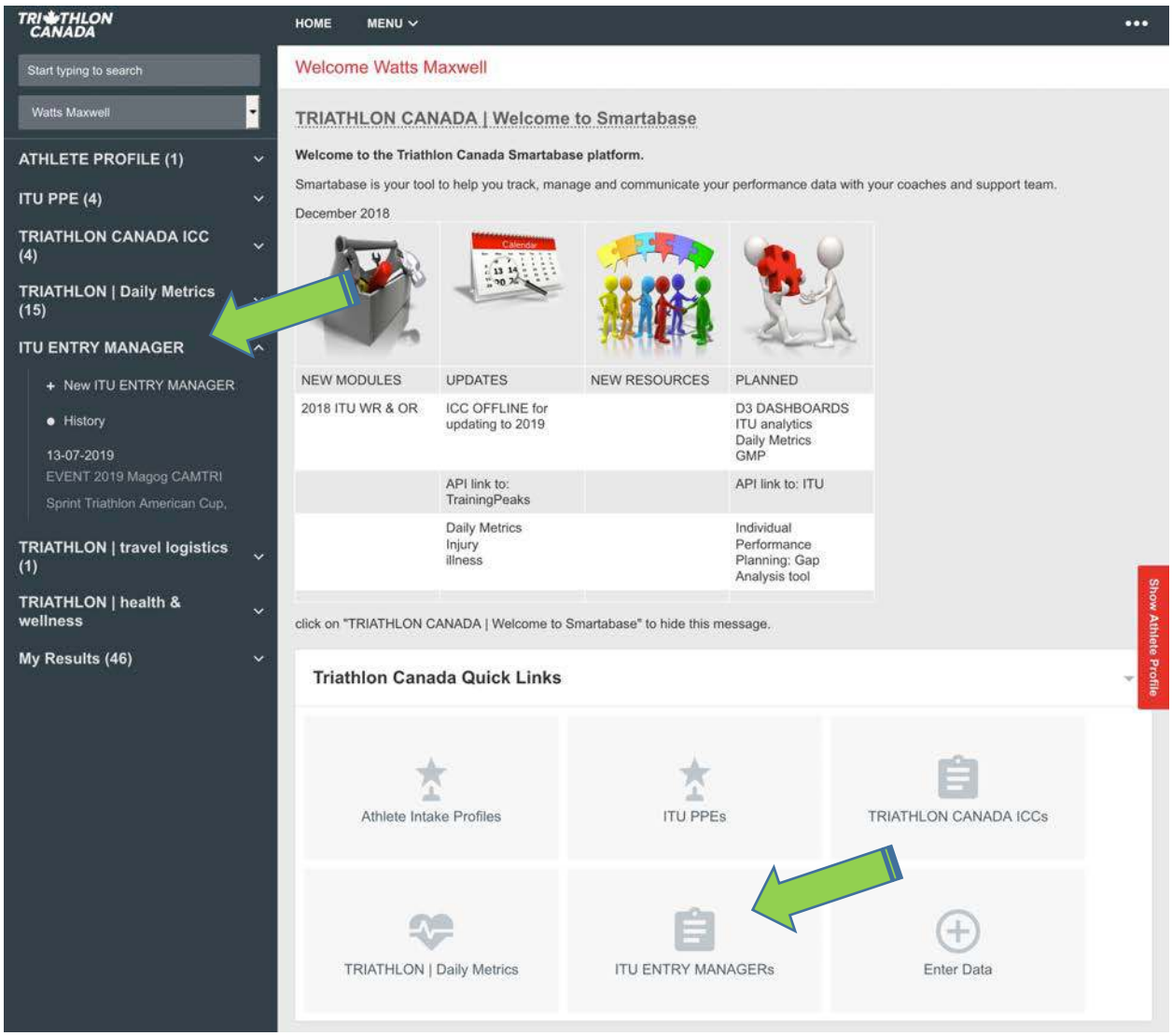
Important: Should any information provided in Smartabase be incorrect or incomplete, Triathlon Canada has the right to revoke your ICC.

TRIATHLON | ITU ENTRY MANAGER

To increase efficiency and accuracy, Triathlon Canada is managing all ITU Entries in Smartabase. The ITU Entries module is available to all Elites, U23 and Juniors with a valid Triathlon Canada International Competition Card (ICC), including a valid PPE.

ITU Entry Manager

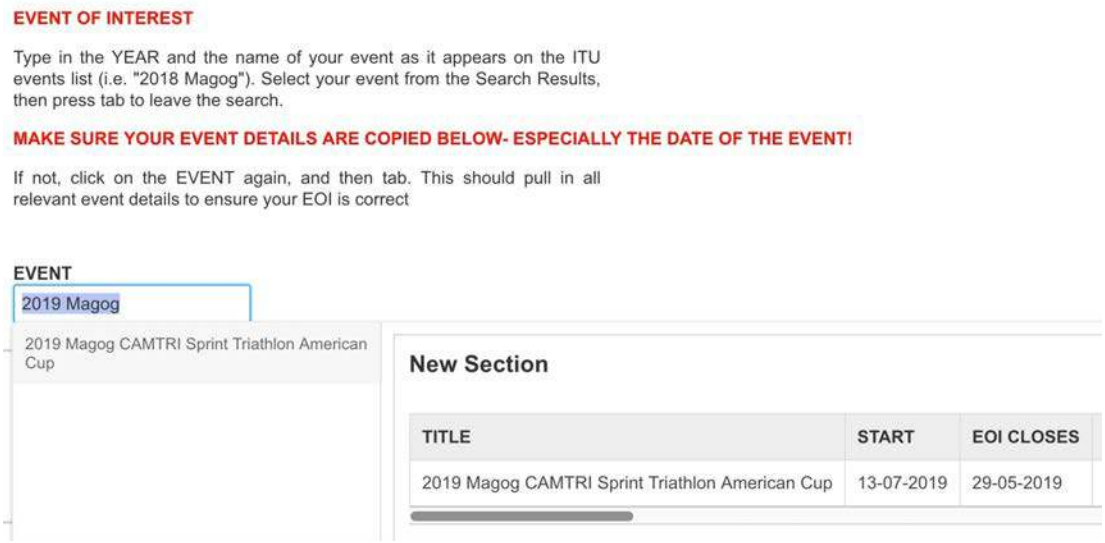
All ITU Entries start with an Expression of Interest submitted using the **ITU Entry Manager**. This form is accessed from the **sidebar** or using the **Triathlon Canada Quick Links**.



You must submit an Expression of Interest for any ITU event you are considering using the ITU Entry Manager in Smartabase.

Event of Interest

All ITU Entry Request start with you selecting your event of interest. Type in a few letters about the event to pull up relevant catalogue listings. Then select the event you're interested in under the "Search Results" list. In this example, we're looking for "2019 Magog".



When you confirm your event, Smartabase will provide relevant event details to ensure the event is correct. If it is, select "Yes" to confirm your choice. If not, select another event.

Important: Be careful to select the correct event as some venues host multiple events on different dates.

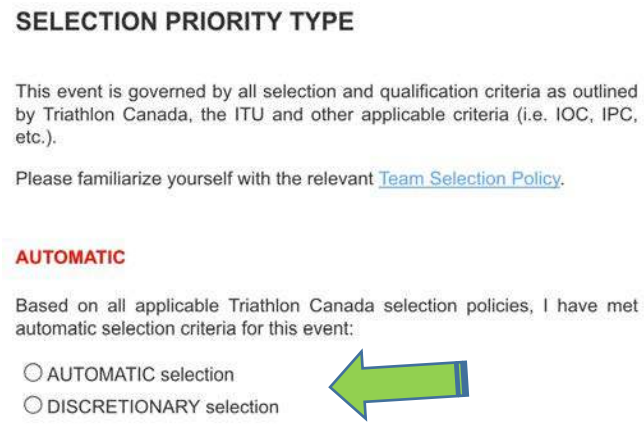
Selection

This section references any selection policies related to the event. It is your responsibility to know any associated Selection Policies. All Triathlon Canada Selection Policies are in the "My Resources" module, accessible from your home page. For events where there are no selection policies (i.e. Continental Cups), this section is not shown.

For some events with automatic selection, you will be told so and your entry passed on to the ITU.

For many events, you must indicate if you are eligible for automatic selection, or if you are applying for discretionary selection.

It is your responsibility to know if you are eligible for automatic selection. If you are not sure, read the associated policy or ask your coach.



Based on your choice of Automatic or Discretionary selection, you will need to provide evidence supporting your ITU Entry request:

Automatic Selection is granted to athletes meeting performance criteria outlined in the selection policy. Automatic Selection is often identified by priorities. You must present relevant evidence of meeting automatic selection criteria

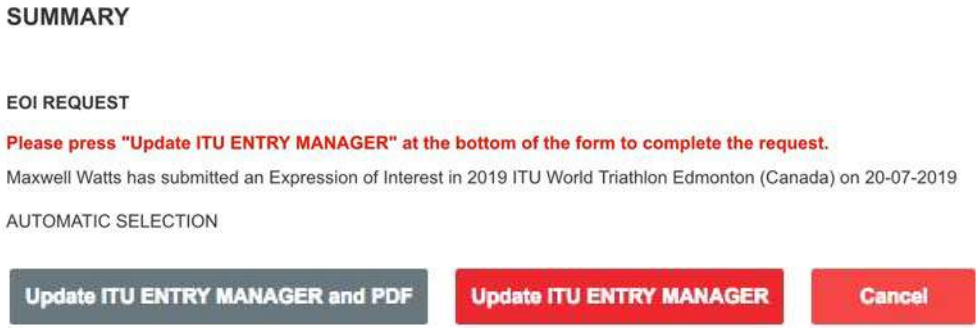
Discretionary Selection may be granted to athletes who can present compelling evidence supporting their ability to meet the objectives identified for the event (i.e. podium finish, top 15 finish, etc.).

Acceptable evidence includes triathlon race results and swim and run Gold Medal Profile performances.

All Discretionary Selection applications must be accompanied by a letter to the Triathlon Canada High Performance Director (HPD) stating your case for selection. As you need to provide evidence to convince the HPD you deserve to compete, take some time with your letter.

Summary

The final part of your ITU Entry Manager summarizes your Expression of Interest (EOI) and asks you to update the ITU Entry Manager to compete the request. Once completed, your EOI is governed by all applicable Triathlon Canada and ITU rules including eligibility, wait list and start list procedures, and all associated penalties.

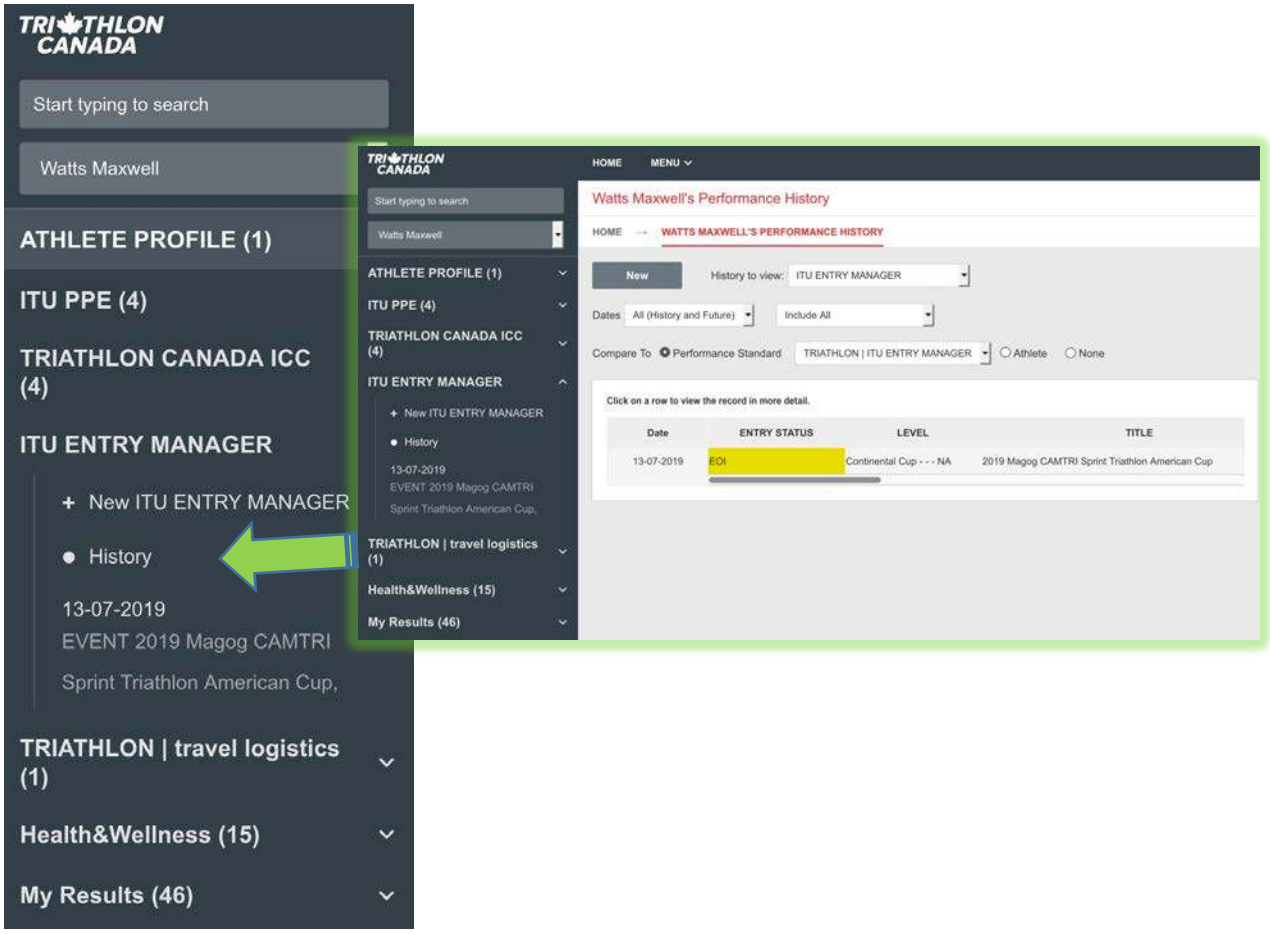


You may only submit one ITU Entry request per form. To submit a second request, fill out a new ITU Entry Manager.

ITU ENTRY WITHDRAWAL

The ITU ENTRY WITHDRAWAL is possible for existing ITU ENTRY MANAGER requests.

To submit a withdrawal, select the event you wish to withdraw from your ITU ENTRY MANAGER history from the left sidebar under the ITU Entry Manager form. You can also select events by selecting History – to view all your ITU Entry Manager submissions.



When the ITU ENTRY MANAGER form is open, scroll down to the WITHDRAWAL section and open it.

+ OPEN: ITU WITHDRAWAL

This will open up a section to request a WITHDRAWAL from that event.

WITHDRAWAL REQUEST

AN ITU ENTRY WITHDRAWAL IS PERMANENT: USE THIS SECTION ONLY WHEN ABSOLUTELY CERTAIN YOU WILL NOT COMPETE

I AM REQUESTING TO WITHDRAW

All associated ITU and Triathlon Canada penalties are effective when this withdrawal request is submitted to Triathlon Canada.

I am confirming my intent to withdraw from the event indicated above.

○ Yes ● No

Fill out all the required information and then complete the withdrawal by re-submitting the ITU ENTRY MANAGER form.

ALERTS

ITU Entry Request Confirmation

Once an ITU Entry Request is submitted, Smartabase automatically sends out an email alert to you, your coach of record (if applicable) and the Triathlon Canada ITU Entries team.

Upon receipt of an ITU Entry Request, Triathlon Canada evaluates all requests against applicable selection policies, and applications are either accepted or denied no later than 45 days before the start.

ITU Waitlist Confirmation

Upon confirmation of an entry status as accepted and an athlete is placed on the appropriate ITU Waitlist, Smartabase automatically sends out an email alert to you and your coach of record (if applicable).

ITU Start List Confirmation

Upon confirmation of the ITU Start List, Smartabase automatically sends out an email alert to you and your coach of record (if applicable).

ITU Entry Denied

When a request for an ITU Entry is denied, Smartabase automatically sends out an email alert to you and your coach of record (if applicable). The reasons for denial are listed in the PDF attached to the email notification you receive.

ITU Withdrawal

Upon receipt of a withdrawal request AND upon confirmation of an entry withdrawal, Smartabase automatically sends out an email alert to you and your coach of record (if applicable).

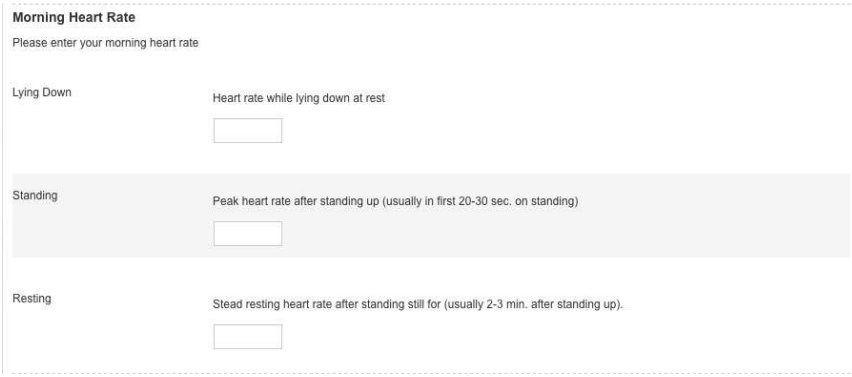
TRIATHLON | Daily Metrics

The Daily Metrics module is used to track your daily health and wellness using several different measures. Every athlete gets tired in different ways, and this tool will help you understand when you are at risk of injuries or illness.

You can enter your Daily Metrics directly in Smartabase or TrainingPeaks. If you already use TrainingPeaks, the metrics will look very similar as Smartabase can pull data automatically from TrainingPeaks.

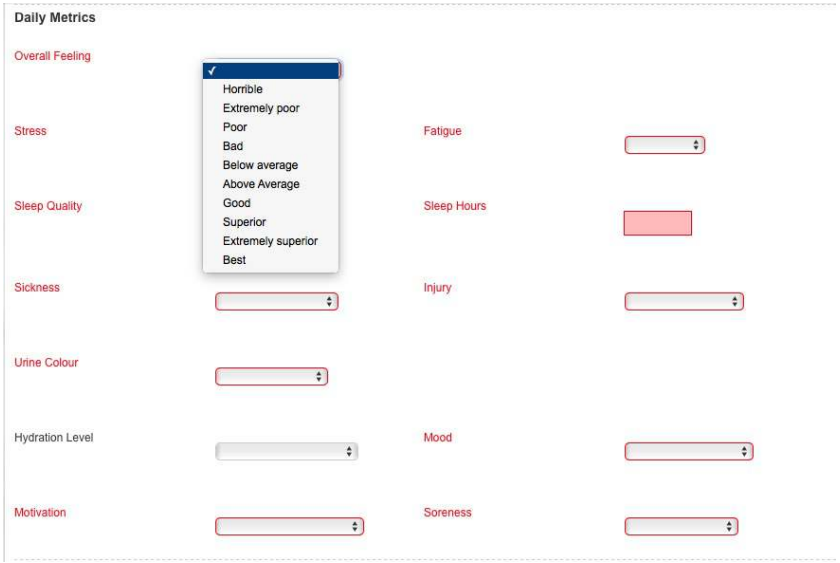
To use the Daily Metrics module, select it from your left sidebar, Triathlon Canada Quick Links or Enter Data.

The first daily metrics you are asked to enter are morning heart rates; lying down, immediately on standing up, then once everything settles down after 2-3 minutes.



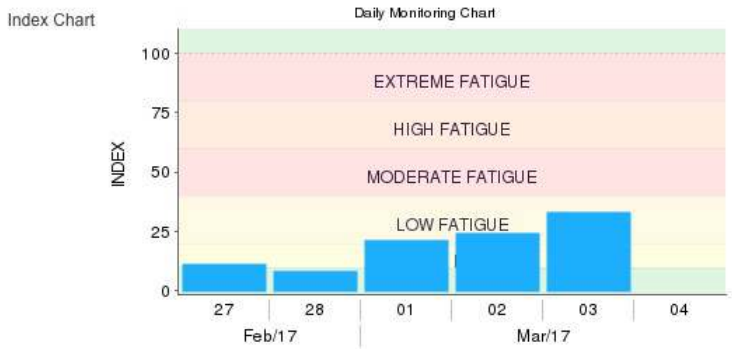
For best results: take your heart rate lying down over a full minute; look for your peak heart rate immediately after standing around 20-30 seconds after standing; and take your steady state standing heart rate after 2-3 minutes, over 30-60 seconds.

The rest of the Daily Metrics form questions are straight forward and contained in drop down lists where you choose the option that best reflects how you feel, what you think or how many hours you slept.



These metrics are relative to you and over time you will gain a better understanding of how your daily health and wellness impacts your training.

Once you get a history of Daily Metrics data, Smartabase will graph a Daily Metric index that estimates your fatigue status based on the data you entered.



The Daily Metrics module is available on the Smartabase mobile app.

TRIATHLON | GMP Swim and Run Results

Under My Results on your left sidebar, there is a module available to record and track swim and run performance relative to the Triathlon Canada Gold Medal Profile.

You can simply enter your overall performance, or your overall performance with split times if you have them.

GMP SWIM and RUN KPI TRACKING

TRIAL DATE	Sport	D (m)	T (mm:ss.0)	GMP%	AG GMP%	TYPE	LEVEL	SPLITS
01 05 2017	SWIM	400	5:00.0	87.2 %	90.2 %	50 m	A: sanctioned competition	Yes

LINK	APPROVED
	Yes

SPLITS

D	T	SplitTime	SR	HR	[La-]
100	1:00.0	1:00.0	21	165	
200	2:10.0	1:10.0	22	170	
300	3:25.0	1:15.0	22	172	
400	5:00.0	1:35.0	24	176	

Add Row

TIME

How you enter time data in databases is very important. If you don't use the format indicated, your times will not save. In this form, all times must be entered as mm:ss.0. This means you must enter minutes, a colon, then seconds, a decimal, then tenths of a second. For example:

1 minute 30.9 seconds is	1:30.9
34 seconds is	0:30.0

LINK

The LINK to include a URL to official results or a video will only show if LEVEL is set to A or B.

MOBILE DEVICE ACCESS

If you wish to access your Smartabase account on your mobile devices, you must use the dedicated free apps available in the Apple and Android stores. Search your app store using "Smartabase". Remember to enter your Apple ID or Android ID not your Smartabase user name and password.

https://play.google.com/store/apps/details?id=com.smartabase.mobile&hl=en

https://itunes.apple.com/ca/app/smartabase/id505096820?mt=8

Once you have installed the app on your mobile device, the Triathlon Canada site address is: https://canadiansport.smartabase.com/triathloncanada/

Please note that some Smartabase functions are not enabled for mobile access, including the ICC and PPE.

HELP!

If you need help, please email Lauren (lauren.nutt@triathloncanada.com) or access the general help documents through the My Resource link located at the top of your profile.