



High Performance Athlete Database

with Pre-Participation medical Exam

Triathlon Canada has created an information management site to help you track your development as a high performance triathlete. The software is designed in collaboration with FusionSport (<https://www.fusionsport.com/>) to enable you to safely store, track and monitor your performance information.

You are among the first Canadian triathletes to see our new athlete database. At this time, you are getting a very small look at the full database function, the **Pre-Participation medical Exam** (PPE) process required by the ITU for all juniors competing in ITU events (i.e. CAMTRI events, World Championships, etc.). This includes the 2017 Canadian National Championships which is also the 2017 Ottawa CAMTRI Sprint Triathlon Premium American Cup.

REMINDER the PPE is a new requirement by the ITU and mandatory for ITU Junior events in 2017.

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

- Medical and injury management
- Fitness
- Health and wellness monitoring
- Competition data
- Sport science data
- Administrative information

The **Contact** tab on the Login page is not the most efficient way to get assistance. Please talk directly to Alan (alan.carlsson@triathloncanada.com) if you have any questions about your account, data, security or privacy.

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YOUR ACCOUNT

All accounts allow you access to the on-line SMARTABASE system. You can login over any encrypted connection, so make sure you type in “[https://](#)” to access the system. This provides a secure link that has the same level of data security as a bank. The system works using any internet browser. While all browsers work, the best experiences are available while using Chrome or Firefox.

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

- If you have been told you have an account, please go to the section titled “[Existing Users](#)”.
- If you had an account in the Own the Podium “CAMP” database, your account is now live in the new platform. All your Sport Science and Sport Medicine history is available in the Triathlon Canada platform. Please go to the section titled “[Existing Users](#)”.
- If you are not sure if you have an account, go to the section titled “[New Users](#)”

New Users

To help Triathlon Canada manage your new athlete account, please use the following guidelines when setting up your user account:

User name

For your Username, please use your first name “dot” last name- all in lowercase
i.e. Username for John Smith is **john.smith**

Known As

For the Know As field, please use your first Initial (that’s “A” for me), and the first three letters of your last name (for me- CAR) then add “triathlon”.
i.e. Know As for John Smith **JSMI triathlon**.

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 e.mail 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 e-mail Smartabase help@smartabase.com

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

To register your account, please go to:

- <https://canadiansport.smartabase.com/triathloncanada/#Register>

and enter all the information requested on the registration form. You may need to select “Register” from the drop down Menu next to the Triathlon Canada logo.

The screenshot shows the registration form for Triathlon Canada. The form is titled "Register" and includes the following fields and options:

- First Name:
- Middle Names:
- Last Name:
- Username:
- Known As:
- Email Address:
- Password: Confirm:
- Date Of Birth:
- Sex:
- Addresses:
- Phone Numbers:
- Language:
- Default Role:

Below the form, there is a red box with the following error messages:

The following errors need to be fixed before moving on:

- Email Address does not look correct. Please check the email is valid. If you are sure, please continue.
- Your password must be at least 8 characters
- Username must be entered
- Last Name must be entered
- First Name must be entered

At the bottom of the form are two buttons: and .

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

Once you create an account, simply go to the login page:

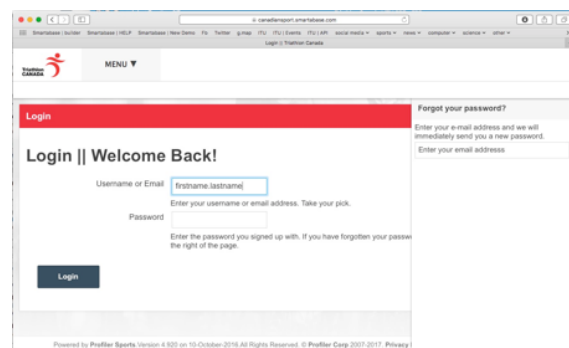
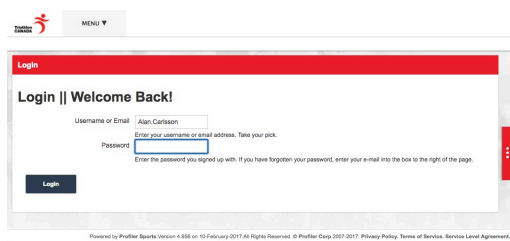
- <https://canadiansport.smartabase.com/triathloncanada/>

Then refresh your browser, and enter your username and password.

Existing Users

For a few Triathlon Canada athletes from 2013-2016, you may have an existing account. Specifically, athletes who were Olympians, Paralympians, World Championship team members, National Team, Development Team and for many juniors who competed in 2016. To access your account, please follow these steps

1. Go to <https://canadiansport.smartabase.com/triathloncanada/>;
2. To protect your privacy and confidentiality of your account, you will need to request an automatic password reset from the system. To do this, go to the password reset box on the right of the screen. In some browsers, you need to move your mouse all the way to the right of the browser window to the vertical red line. That should open the password reset box.



- a) Enter your e.mail address where you are asked “Forgot your password?”;
- b) The password is automatically e.mailed to you;
- c) If that doesn’t work, send an e.mail to Alan alan.carlsson@triathloncanada.com;
3. Once you have a new password, you can log in;
 - a) Your **username** is your first name “dot” last name. i.e. **john.smith**
Important: your username is all in lower case letters
 - b) Enter your new password, and
Important: your password is case sensitive
 - c) You should be in!
 - d) Once you are in, click on **My Profile** and change the temporary password you just got to a new one. You will have to re-enter your temporary password to confirm your password change

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.

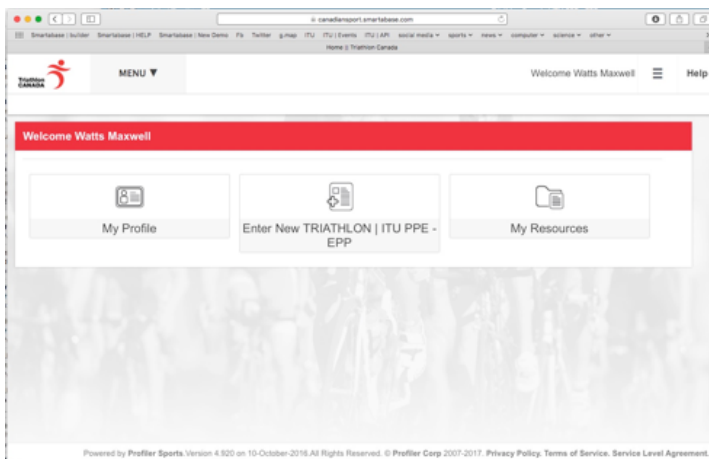
The data will only be used in conjunction with the Terms of Service and will not be shared with anyone else. Smartabase is fully compliant with Canada’s Personal Information Protection and Electronic Documents Act (PIPEDA). For more information on PIPEDA, please visit;

<http://www.canlii.org/en/ca/laws/stat/sc-2000-c-5/latest/sc-2000-c-5.html>

ENTERING DATA

For now, the only data you can enter is your PPE.

Login to the system, you’ll see a screen as follows. Click on the middle icon labelled “Enter New TRIATHLON | ITU PPE-EPP” and you can get started on the Triathlon Canada ITU PPE. The form is bilingual and should be self-explanatory.



Required questions are in red text. You must answer all required questions to “save and close” your PPE.

If any required questions are missing, you will only be able to "save draft" or "cancel".



When you have completed all required questions you will be able to “save and print” or “save and close” this form



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!

Once you have installed the app on your mobile device, the site <https://canadiansport.smartabase.com/triathloncanada/>

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

HELP!

If you need help, it is not a problem! Please e.mail Alan (alan.carlsson@triathloncanada.com) or call me at 604.908.0080 with your questions.

There is also General Help Documentation available through a link at the top right of the Smartabase site, next to where it says “Welcome”, using the icon with three horizontal bars.

Alan