



GETTING READY FOR 2016

- If you don't already have Team Manager 7.0, contact Hy-Tek.
- If you have Team Manager 7.0, update your current version to the latest one. To update your current version:
 - Connect to Internet
 - Open Team Manager
 - Click on Check for Updates and follow instructions
- **Registration for 2016 begins September 1, 2015 – Hy-Tek will recognize that system date, set your batch number back to 0.**
- **Do not send the hard copy of athlete application forms to the MWS Membership/Registration Coordinator!**

Seasonal Membership – Use Code 1 – Season 1 in Team Manager.

Seasonal membership starts the April 15 and expires August 31.

Formatting Standards

In order to have your data look the same when you receive reports, follow these standards:

- Enter the last name, first name, middle initial with normal capitalization
- For new athletes, enter the correct birth date along with the legal first and last name as well as the middle initial.
- As appropriate, also enter the athlete's preferred name.

Anyone who does not adhere to these standards will have their privilege to register electronically revoked.

TEAM MANAGER – SETUP, TEAM, AND ATHLETES

A. SETTING UP YOUR DATABASE (skip if you already have an existing database)

1. Open Team Manager
2. Click on FILE – NEW
3. Give a File Name for your database – e.g. Walleyes (for Club Walleyes)
4. In Preferences, click to have only the following with a check mark:
 - a. Check gender designation
 - b. For Default Team Registration – Choose USS
 - c. For Default Team Type – Choose AGE for Age Group
 - d. For Default Citizenship – choose USA
 - e. For Meet Age-Up Date, click first day of meet
 - f. For System Age-Up Date, click on current date
 - g. Click OK

B. ENTERING YOUR TEAM (skip if you have an existing database)

1. In Team Manager, click on TEAMS, click on ADD
2. In Team Code, enter your team name
3. Complete the information in Mailing Information for the coach – enter as much information as you have
4. Click on X in **second row** of top right corner to go back to main menu screen.

C. PRINTING 2016 FORMS FOR PRIOR ATHLETES (Give to parents to make corrections)

1. Click on ATHLETE from Main Menu
2. Double-Click on an athlete to bring up Athlete Information window
3. Click on REGISTRATION button
4. Click on Print Form icon
5. You must do this for each athlete

D. ENTERING NEW ATHLETES

1. In Team Manager Main Menu screen, click on ATHLETES, click ADD
2. Enter the following information for each athlete:
 - a. Last Name, First Name, Middle Initial (enter in lower and upper case as appropriate – i.e. Susan M Doe)
Enter this info as it appears on the birth certificate, driver's license, etc.
 - b. Enter birth date
 - c. Enter gender
 - d. Click on Team to specify which team
 - e. Click on BUILD ID button – this is necessary to create an USA ID
 - f. Click on REGISTRATION button – this is necessary to create the record in the export file for electronic registration
 - i. Specify what season: N for year round, 1 for seasonal (April 15-August 31)
 - ii. Default year is current registration year
 - iii. Click on OK to close the Athlete Registration window
3. Click OK to close the Athlete Information window
4. Follow steps 2-3 for each athlete that you will enter in your database.
5. When all athletes have been entered, click on X in top right corner of Athlete window to return to Team Manager Main Menu Screen.

E. RE-REGISTERING ATHLETES (assumes an existing database)

1. Click on ATHLETES on Main Menu
2. Click on athlete's name to re-register which brings up Athlete Information window
 - a. Check athlete info to be sure it's still correct
 - b. Click on REGISTRATION button- this is necessary to create the record in the export file for electronic registration
 - i. Specify what season: N for year round, 1 for seasonal (April 15-August 31)
 - ii. Default year is current registration year
 - iii. Click on OK to close the Athlete Registration window
 - c. Click OK to close the Athlete Information window
3. Repeat step 2 for each swimmer to re-register.
4. When done, click on X in upper right corner of window to close window.

F. TO CREATE and SEND REGISTRATION FILE TO MWS MEMBERSHIP/REGISTRATION COORDINATOR

1. Click on FILE on Main Menu
2. Click on EXPORT
3. Click on REGISTRATION
4. On EXPORT REGISTRATIONS screen, click on:
 - a. Include New Registrations
 - b. Include Renewals
 - c. Include Changes
 - d. Include Deletes
 - e. Click OK
5. The exported registration file will be saved in a directory/folder that you specify and will be numbered according to how many files you have currently exported. (After you export a file, there is nothing to export, until you start renewing, adding or changing your athletes in the database.
 - a. Suggestion: Somewhere on your hard drive (perhaps My Documents, create a folder called "Exported Registrations" and then save all exported registration files to this folder
6. Create a printed copy of the export file (see below) and make a copy for your records
7. Email the MWS Membership/Registration Coordinator
 - a. The exported registration file
 - b. Printed copy of exported registration file
 - c. The Transmittal of Funds worksheet itemizing the fees as an attachment
 - d. All necessary proof of birth documents (birth certificate, passport, etc.)
 - e. All necessary Transfer Request Forms
8. Send through regular mail, the following items:
 - a. One check to cover the transactions on the exported file
 - b. Disregard this step if you use CDFA

AFTER YOU EMAIL THE REGISTRATION FILE AND ALL SUPPORTING DOCUMENTATION, MAIL THE CHECK ON THE SAME DAY

Note: Some teams take advantage of the Club Deposit on File Account (CDFA) which is similar to an escrow account and then include the batch report with the exported registration file. When the MWS Membership/Registration Coordinator receives the registration file and all supporting documents, the registration will be processed immediately if there is a CDFA credit balance.

G. TO MAKE A PRINTED COPY OF THE EXPORTED REGISTRATION FILE

1. Click on REPORTS – ADMINISTRATIVE – REGISTRATION
2. Click on: New Registrations, Renewals, Changes, Deletes – it will produce a separate page for each of these items
3. Enter Batch # of last exported batch – this number appears on screen
4. Click on correct year.
5. Click OK
6. Click on printer icon after viewing report on screen.
7. **SAVE A COPY OF THE REPORT FOR YOUR RECORDS**