

Required Procedures for ELECTRONIC Athlete Registrations Via Team Manager

All athletes belonging to a club must register through the club: athletes who swim with a club should not send applications or payment directly to the Snake River Swimming Registration Chairman; if received, these items will be returned to the club, slowing down the registration process.

Clubs MUST submit electronic registrations for all registrations: new, renewal, Outreach, Season 1 or Season 2. Copies of birth certificates for new athletes and required documentation for Outreach athletes must be submitted, either via snail mail or e-mail.

Clubs *may* accept new athlete registrations and renewals by having a parent complete and sign the current year's USA Swimming application form. If the applicant is new, a photocopy of the athlete's birth certificate must accompany the registration form, if the form is required by the club.

When using Team Manager, the club's registrar should then process all registrations by entering information into the software that the club uses to manage their team. This software must be compatible with SWIMS [e.g., SDIF version 3 (*.sd3), COM Link (*.cl2) or XSDIF (*.xml)]. The version of the software should be current so that it is capable of exporting ALL of the information contained on the current year's USA Swimming application to a batch file and sending it to the Snake River Swimming Registration Chairman via email.

When a Club Registrar submits registrations, the following TWO ITEMS must be attached to an e-mail to the LSC Registration Chairman:

*1. Electronic Batch File for Athlete Registrations (Team Unify uses dates to identify Batch Exports [YYYYMMDD], while Team Manager uses Batch Numbers.) Batch Reports MUST be generated AFTER the Batch is Exported. *Batch Reports will be required for every Batch File Submitted, even if there is only 1 athlete included.* **The LSC Registrar WILL NOT Accept Batch Reports showing "Registrations Not Yet Exported".**

*2. Batch Report from the Exported Registration Batch, saved as PDF.

In addition to the 2 required files, the following 4 items *must* be snail mailed or e-mailed:

1. Birth Certificate copies for new athlete members included in batch
2. Outreach documentation
3. Athlete Transfer Forms
4. **A Team Check** for registrations must be mailed to the Snake River Registrar within 2-3 days of the email.

As forms will no longer be sent to the LSC, a batch report must be received for reference in case a question arises. If no report is sent, it will slow down the registration process.

Lists of currently registered athletes are available to each club in their Club Portal on the USA Swimming website.

Outreach Athlete Application Procedure:

1. The swimmer applies to a club for Outreach Membership.
2. The club reviews documents to determine qualification for Outreach Membership (see p. 9 of the Registration Procedures for Outreach Membership Guidelines).
3. The club may require an Outreach Membership Form to be completed, but the form does not need to be sent to the Snake River Registration Chairman. However, all qualifying documentation and a copy of the athlete's birth certificate (if a new registration) must be either snail mailed or e-mailed to the Registration Chairman.
4. The Registration Chairman approves or declines the Outreach Membership; if membership is declined, additional documentation may be provided for review to reconsider the decision.
5. It is assumed that if once an athlete is registered as an Outreach athlete, s/he will receive financial assistance from his/her Club for reduced dues, meet entry fees, etc.

USA Swimming Athlete Registration using TEAM MANAGER

These programs are currently used to register only athletes. All non-athletes and clubs must be registered using paper copies, available at www.snakeriverswimming.org. Follow the instructions for the software package you are using to format the information so that it is usable by SWIMS.

Please complete the following fields for EVERY registration:

*Enter the legal name (last, first, and middle) of the athlete as well as the preferred name, even if it is the same the legal first name of the athlete. (*The athlete's entire name will be printed on their membership card if no preferred name is entered.*) Enter names with upper/lower case, first letter capital. (i.e. John Edward Doe). Hint: check the birth certificate!

*Include all of the following information: date of birth, sex (gender), address, home phone (including the area code, and separated by hyphens – do NOT use parenthesis around the area code!), parents' names and citizenship are required. Although information regarding disability, ethnic information, household e-mail address and year of high school graduation for athletes in high school are optional, it is appreciated if included in the registration batch.

*If parents are registering the athlete online, please check the information they have submitted. If information is missing or incorrect, obtain it and enter it before submitting the registration batch. When USA Swimming has the newest version of SWIMS in place (in the 1 to 2 years), registrations which are missing information will be rejected and returned.

A checklist is available on the Registration page to help with athlete registrations.

TEAM MANAGER REGISTRATION INSTRUCTIONS

SET REGISTRATION PREFERENCES

1. In Set-up/Preferences/Registration Preferences, check the following:
 - a. Registration Date- select current date (after Sept. 1, 2015)
 - b. LSC Registration Fee- \$7.00 and USA Swimming is \$54
 - c. Make checks payable to- your club name (not Snake River Swimming)
 - d. Mail application to & e. Address information- your club registrar

STARTING NEW 2016 REGISTRATION YEAR (September 1, 2015)

This resets all members in database so they are ready to be renewed for new registration year.

1. Select TEAMS on Main Menu
2. Select MAINTENANCE
3. Select REGISTRATION STATUS
4. Under "FROM STATUS", check "ALL"
5. Under "TO STATUS" check "X- No Reg"
6. Select OK twice.
7. Click on CANCEL
8. Click on CLOSE

ENTERING NEW ATHLETES

1. Print blank forms and distribute forms to new parents/athletes. Parents/athletes must have the opportunity to fill out Disability, Ethnicity and Citizenship information.
2. In Team Manager Main Menu screen, select ATHLETES, click ADD
3. Enter the following information for each athlete:
 - a. Last Name, First Name, Middle Name - enter in lower and upper case as appropriate. Enter this info as it appears on the birth certificate, driver's license, etc.
 - b. Enter date of birth
 - c. Enter gender
 - d. Click on Team to specify which team
 - e. Click on BUILD ID button – necessary to create an USA ID
 - f. Click on REGISTRATION button –necessary to create the record in the export file
 - i. Specify what season: N for year round, 1 (Season 1) or 2 (Season 2)
 - ii. Specify which year (2016)
 - iii. Specify status: New for athletes who have never been registered with a USA Swimming Team
 - Note: Do not choose the change option
 - iv. Click on OK to close the Athlete Registration window
4. Click OK to close the Athlete Information window
5. Follow steps 2-3 for each athlete that you enter in your database.
6. When all athletes have been entered, click on X in top right corner of Athlete window to return to Team Manager Main Menu Screen.

RENEWING SWIMMERS

1. Click on ATHLETES on Main Menu
2. Click on swimmer's name to re-register which brings up Athlete Information window
 - a. Check athlete information to be sure it is correct and update information if necessary
 - 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 season 1 (April 15 to August 31), 2 for season 2 (August 15 to December 31)
 - ii. Specify which year (2016)
 - iii. Specify under status: Renewal (for returning athletes and athletes transferring from another team) Note: Do not choose the change option
 - iv. 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.

TO CREATE and SEND REGISTRATION FILE TO REGISTRAR

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 (this is only for kids are already registered for **2010**)
 - 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 in My Documents), create a folder called "Exported Registrations" and then save all exported registration files to this folder
6. Create a Detailed Roster of the export file (see below) and make a copy for your records
7. Email the Registrar the exported file as an attachment
8. Send through regular mail, the following items:
 - a. Printed copy Detailed Roster
 - b. If paying by check, include one club check to cover the transactions on the exported file
 - c. If paying by credit card, please supply a copy of your receipt.
 - d. Birth certificates for new swimmers
 - e. Transfer/release forms

The exported file will not be processed until the hardcopy (can be emailed) and payment are received by the registrar. After you email the files, snail mail the (hard copy) and check that same day.

FOR a PRINTED COPY or DETAILED ROSTER 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 or batch you would like to print a roster for
4. Click on correct year.
5. Click OK
6. Click on printer icon after viewing report on screen.
7. Make a copy of the report for your records

NOTES:

1. "Change" is only to be used for swimmers that are already registered and you making changes to their information.
2. DO NOT change batch numbers. Allow the software to manage the batch numbers.

REGISTRATION RECONCILIATION

At any time, a team registrar, coach, or anyone on the team who uses the team database may have their file verified against the SWIMS database. This is easily accomplished.

Team Manager: File -> Export -> Registration Reconciliation.

Export this file to a folder on your hard drive or an external storage device (Team Manager uses TMxData folder by default), then e-mail the file as an attachment to the Snake River Swimming Registration Chairman.

You will receive a response shortly, which will contain a Recon Report if there are any data mismatches, as well as instructions on correcting the problems found.