

Required Procedures for ELECTRONIC Athlete Registrations via Team Unify

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 Unify, 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 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 UNIFY

Team Unify is currently used to register only athletes. All non-athletes and clubs must be registered using paper copies, available at www.snakeriverswimming.org.

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 UNIFY REGISTRATION INSTRUCTIONS

1. Click on Team Admin/Account Member Admin links.
2. Select the USA Swimming Registration tab.
3. Make sure each athlete's status is correct--is this a new registration or a renewal? is it a year round or a seasonal? It is possible to set the status of several athletes at once using the "Multi-Edit" function.
4. Once you are sure the status is correct, put a checkmark in the box next to the athletes you wish to register. Then go to Export and choose "Gen Reg Pkg". If an athlete's USA Swimming number is not in the correct format, you will get an error message and will have to fix the number before you can continue.
5. Choose "2016" and then click on "Generate Reports".
6. A Success Page will be generated. Here you can click on "Zip" to save the SDIF file to your computer or jump drive and click on "PDF" to save the report of what is in the SDIF Zip file. You can enter the Registration and LSC fees and Print the Cost Table on this page as well.
7. Attach both the SDIF Zip and PDF files to an email for to the Snake River Swimming Registration Chairman; snail mail a check for the amount due.

The program keeps an archive of all the files generated.

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 Unify: Go to Account/Member Admin. From there, choose "USA Swimming Registration." Check the boxes next to each swimmer and then click on "Export." From the drop-down menu, choose "Gen.Reg.Package." Choose current year and click on "Generate Reports." Click on "Zip" next to Step 1, which says "Click this link to save the zipped SDIF file for Emailing to the LSC." Save the file and attach it to an email to send 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.