**Registration Notification Process**

1. Pre meet backups for invitationals will be submitted to Michele De Luna no later than Monday prior to the meet. At this time, Michele will run a pre-meet report that will indicate non-registered athletes, Flex members entering their third meet and swimmers needing to submit birth certificates. Registration contacts (as provided by the teams) will receive an e-mail stating these needs and be given a deadline to comply. If deadline is not met, teams will be assessed a $100 per affected swimmer fine. *At busy times of the year, if you have already submitted said needs, please be patient and Michele will get them processed.*
2. Post meet backup will be submitted to Michele De Luna 24 hours post meet. A report will be run on this backup to report on: (1) dual/tris, intrasquads, time trials that will not have a pre-meet, (2) any swimmers entered after pre-meet was submitted. Registration contacts will also receive an e-mail regarding these needs.
3. Times for swimmers missing registration will sit in the holding tank (not released into SWIMS) until registration has been completed. Michele will then need to individually release these times into SWIMS.
4. Please remember that you are jeopardizing these insurance coverage for your own club as well as host clubs for meets you are participating in by not having all swimmers registered. It is a courtesy to be notified of these needs. It is, in fact, your responsibility to insure these needs are all met.
5. If you have any questions/comments or wish to know who the declared Registration contacts for your club are or need to change these, please contact [michele@Inswimming.org](mailto:michele@Inswimming.org).