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THE END

<https://teamunify.wistia.com/medias/sg3voxjtdj> - link to tutorial

# BEFORE YOU BEGIN good STUFF to KNOW/Set up

SwimOffice. SwimOffice is your TeamUnify website. It's the software that runs your team's website. If you have a TeamUnify website, then you have SwimOffice

A swim season always starts September 1 and goes through August 31 – we stop taking registrations on or around August 20 – you cannot renew/register for the new season prior to September 1 – you don't want to have to pay double (we get charged so you would get charged)

LSC - Local Swim Committee = Indiana Swimming, Inc

NGB - National Governing Body = USA Swimming

You, as the registrar need to be a member of USA Swimming: Anyone handling the club database must be a USA Swimming member. So you are covered by liability insurance.

Make sure you, as the registrar, have set up your account with [usaswimming.org](http://usaswimming.org)

Make sure you have your Club portal address for [usaswimming.org](http://usaswimming.org)

Make sure you can get into your [inswimming.org](http://inswimming.org) TeamUnify account

You are only registering Athletes (Coaches, Officials, Board Members, you etc are Non-Athletes and are registered via the [inswimming.org](http://inswimming.org) website

## IN A NUTSHELL...What the What are We doing?

Before you can begin registering your athletes, you will need to make sure your *TeamUnify* or *Active Works* have gone through the validation service and vendor activation.

THE FIRST PROCESS – Compare Member Information - Most Important step - so that you can make sure your data is right. Allows you to make a data match with the SWIMS database – comparing member information for accuracy

BEST PRACTICES – what to do with mismatches. Swimmers not found in the USA Swimming database, MIDDLE NAME vs middle initial, etc.

THE SECOND PROCESS – Fileless Batch Registration - SwimOffice lets you connect with SWIMS to verify member information and submit registrations

TO GENERATE AN ELECTRONIC OR PAPER REGISTRATION PACKAGE (Page 18) to send to ISI for USA Swimming registrations. checking to see all the information is included (page 19-20) and export the information to Excel to view. Once everything is 100% you can export and Generate Reg Package and email the zip file – Outreach Athletes must be registered separately.

Once you have submitted a fileless batch, SwimOffice will automatically check the status once a day. You can check the status on your own by doing this.

## How to Register Swimmers with USA Swimming – An Overview

SwimOffice allows you to use [USA Swimming's Member Data Validation Service](#) to verify member information and submit your registration batch(s) directly to the LSC/USA Swimming without emailing a file. If your team has never done this, you will first need to [authorize TeamUnify as a third-party vendor with SWIMS](#). This is a one-time procedure.

Once that is complete, it is a two step process every time thereafter.

1. [Compare member data with SWIMS database](#)—This allows you to [correct any discrepancies or errors](#) before registering them.
2. [Register your swimmers with USA Swimming](#)—This uses a file-less batch registration to send the data directly to USAS.

After submitting the batch, SwimOffice automatically checks with USAS once a day as to its status.

Assuming it was successful, it will update the *LastReg Conf'd* field with the process date for each member submitted, and the USA Swimming badge for registered athletes will be set to the year you selected in which to register them. You can also [check the status on your own](#).

## Member Data Validation Service — What is it and why do we have to do it?

- The MDVS allows you to integrate your club database with the “official SWIMS” database.
- Allows the club registrars to make sure the club database matches the SWIMS database especially when it comes to registering athletes
- Athlete membership can be verified before sending in your registration file
- To improve the quality of data for clubs as well as USA Swimming
- For more information see FAQ's

## Get started

### Member Data Validation Service - Vendor Activation

To enable the Member Data Validation Service a club must give permission to a third-party vendor to exchange club registration data with SWIMS on behalf of their club. Activation gives the vendor permission to access the club's SWIMS data. The club may also deactivate a vendor (revoke permission) if necessary. For security purposes, the person performing either procedure must be a valid non-athlete member of USA Swimming and know the club portal administrator password for the club.

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Third-party vendors offering swim team management software for USA Swimming clubs may provide the ability to interface directly with the USA Swimming member database called SWIMS. Each club must "activate" a vendor (give the vendor permission) to exchange club registration data with SWIMS on behalf of the club. For security purposes, the person accomplishing the activation process must be a valid non-athlete member of USA Swimming, a member of the club, and know the Club Portal Administrator Password.

Activating a vendor is a two-step process:

1. Activate a vendor to create an Activation Code.
2. Follow the instructions for the vendor you selected for what to do with the Activation Code.
  - **Swim-Smarter:** email the Activation Code to Joe Barnhart at [joe@swim-smarter.com](mailto:joe@swim-smarter.com).
  - **TeamUnify:** see the FAQ from TeamUnify available [here](#) or on the next page.
  - **ACTIVE Works:** see the instructions available [here](#) a paper copy included on subsequent pages.

## FAQ

The Member Data Validation Service provides for integrating club databases hosted by third-party swim team management software vendors with the USA Swimming member database called SWIMS. Depending on the vendor implementation, it provides club registrars with the ability to compare the information in their member database with the information in SWIMS to ensure they are in sync with each other. Athlete membership data can be verified before forwarding a registration file to the LSC registrar to ensure the quality of the data being submitted and identify transfers. It may also be used in meet reconciliation to identify athletes are registered on the date of the meet per USA Swimming rules. The goal of the service is to improve the quality of data for both the club and USA Swimming.

In 2014, the USA Swimming Board of Directors tasked the staff with creating a platform that would allow members to join USA Swimming online. After researching several different options, it became apparent that approximately 80% of our clubs already had an online registration option available to them through their third-party team management software vendors (ACTIVE Hy-Tek, Club Assistant, Swim-Smarter, SwimTopia, TeamUnify, and others). Rather than reinvent the process or ask parents to join USA Swimming separately (adding another step to the registration process), it was decided to enhance the existing platforms by allowing clubs to compare the membership information in their databases against SWIMS to improve data integrity in the registration databases.

### **What are the benefits of the MDVS?**

The ability to have the club database “talk to” the national database coordinates member registration information to ensure that both databases have accurate and up to date information. Other issues that club and LSC registrars deal with every day, such as duplicate registrations, overpayments of currently registered athletes, and questions concerning whether an athlete is currently registered, will diminish or disappear completely over time.

### **Which third-party software vendors are offering MDVS?**

The Member Data Validation Service is currently available to clubs using Swim-Smarter, TeamUnify, and ACTIVE HyTek swim team management software. Clubs using a different vendor should contact them directly for information about their launch date.

### **What must a club do to enable the service for their club?**

Each club must “activate” a third-party vendor (give the vendor permission) to exchange club registration data with SWIMS on behalf of the club. For security purposes, the person accomplishing the activation process must be a valid non-athlete member of USA Swimming, a member of the club, and know the club portal administrator password for the club.

The process to activate a vendor produces an “activation code”. The activation code, also for security purposes, verifies that the club wants to use the new service and gives their software vendor the ability to authenticate that the request has come from a club using their platform and is therefore a legitimate request. The vendor will use the activation code to establish a secure connection to SWIMS.

- Clubs using Swim-Smarter - email the activation code to Joe Barnhart at [joe@swim-smarter.com](mailto:joe@swim-smarter.com)
- Clubs using TeamUnify - see the following:
  - [Member Data Validation Service Overview](#)
  - [How to Activate MDVS for TeamUnify](#)
- Clubs using ACTIVE Works - see the following:
  - [ACTIVE Works USA Swimming Batch Submission Instructions](#)

**What type of training will club registrars receive from their chosen vendor?**

Training and support will be provided by each vendor.

- Clubs using TeamUnify - see the following:
  - [Comparing Member Information](#)
  - [Best Practices - Compare Member Information](#)
  - [Registration Batch Submission](#)
  - [Checking the Registration Status](#)
- Clubs using ACTIVE Works - see the following:
  - [ACTIVE Works USA Swimming Batch Submission Instructions](#)

**What changes will take place for those clubs that don't use the Member Data Validation Service?**

There won't be any changes for clubs that do not use one of the software vendors to submit their registration files. They will submit them to the LSC registrar as they have been doing.

**What changes will the LSC registrar encounter as a result of the Member Data Validation Service changes?**

LSC registrars will see changes to the SWIMS holding tank and a new feature called the file manager.

Training webinars were held to review the changes and recordings of the webinars are available for viewing.

- Click [here](#) to view a recording of the SWIMS Holding Tank webinar.
- Click [here](#) to view a recording of the SWIMS File Manager webinar.

**Where can I get my club administrator (club portal) passcode?**

Please contact your club administrator or LSC registrar.

## MEMBER DATA VALIDATION SERVICE – VENDOR ACTIVATION

To enable the Member Data Validation Service a club must give permission to a third-party vendor to exchange club registration data with SWIMS on behalf of their club. Activation gives the vendor permission to access the club's SWIMS data. The club may also deactivate a vendor (revoke permission) if necessary. For security purposes, the person performing either procedure must be a valid non-athlete member of USA Swimming and know the club portal administrator password for the club.

### ACTIVATING A VENDOR (example screenshots follow the instructions)

1. Make sure that you have a user account on the USA Swimming website, that your account is linked to your USA Swimming membership record, and that you are logged in to the website.
2. Navigate to <https://www.usaswimming.org/mdvs-vendor-activation> . Note that your LSC and member club is displayed.
3. Enter the club portal administrator password for your club in the field labeled *Club Administrator Password*.
4. Click the *Continue* button.

#### MEMBER DATA VALIDATION SERVICE - VENDOR ACTIVATION

Third-party vendors offering swim team management software for USA Swimming clubs may provide the ability to interface directly with the USA Swimming member database called SWIMS. Each club must "activate" a vendor (give the vendor permission) to exchange club registration data with SWIMS on behalf of the club. For security purposes, the person accomplishing the activation process must be a valid non-athlete member of USA Swimming, a member of the club, and know the Club Portal Administrator Password.

Activating a vendor is a two step process:

1. Activate a vendor to create an Activation Code.
2. Follow the instructions for the vendor you selected for what to do with the Activation Code.

- ♦ **Swim-Smarter:** email the Activation Code to Joe Barnhart at [joe@swim-smarter.com](mailto:joe@swim-smarter.com).
- ♦ **TeamUnify:** see the FAQ from TeamUnify available [here](#).
- ♦ **ACTIVE Works:** follow the instructions available [here](#).

To get started creating your Activation Code, enter your USA Swimming Club Portal Administrator Password below.

If you do not know your Club Portal Administrator password, contact your club administrator or LSC registrar.

LSC	USA SWIMMING (US)
CLUB	Unattached
Club Administrator Password	
<input type="password"/>	
<input type="button" value="CONTINUE"/>	

Click the *Activate New Vendor* button.

#### APPROVED VENDORS FOR ACES SWIM CLUB

Your club does not yet have any third party vendors activated to use your data. If you would like to set one up now, please click on the button below.

5. Select a software vendor from the list in the drop-down box.
6. Read and accept the *Terms and Conditions*.
7. Note the instructions for what to do with the Activation Code for the vendor you selected (located under the "I accept the Terms and Conditions" checkbox).
8. Click the *Save* button.

## ACTIVATE A NEW VENDOR

LSC

COLORADO SWIMMING (CO)

CLUB

Aces Swim Club

Vendor

Vendor 1

Terms And Conditions

TERMS of USE

These Terms of Use ("Terms of Use") are agreed to between USA Swimming, and its affiliates and subsidiaries (collectively, "USA Swimming") and you, or if you represent an entity or other organization, that entity or organization (in either case, "You" or "Your"). USA Swimming controls the SWIMS member management database and website ("SWIMS") which offers users ("Users") the ability to access information, data, and other content ("SWIMS Content"), sometimes about USA Swimming athlete and non-athlete members who are not SWIMS Users ("Members"). These Terms of Use incorporate the USA Swimming Privacy Policy ("Privacy Policy").

PLEASE CAREFULLY READ THESE Terms of Use. BY ACCESSING OR USING SWIMS OR SWIMS CONTENT, YOU AGREE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE Terms of USE AND THE PRIVACY POLICY. IF YOU DO NOT AGREE, USA SWIMMING IS NOT WILLING TO PROVIDE YOU WITH ACCESS TO OR USE OF SWIMS OR SWIMS CONTENT AND YOU MUST NOT ACCESS OR USE SWIMS OR SWIMS CONTENT. YOUR BREACH OF ANY PROVISION OF THESE TERMS OF USE WILL AUTOMATICALLY, WITHOUT THE REQUIREMENT OF NOTICE OR OTHER ACTION, REVOKE AND TERMINATE YOUR RIGHT TO ACCESS SWIMS AND SWIMS CONTENT.

You are responsible for compliance with these Terms of Use. Unless You enter into any other agreement with USA Swimming.

☐ I accept the Terms And Conditions

Activation Code Instructions - follow the instructions provided in the Vendor 1 swim team management software.

SAVE

CANCEL

Note the instructions above, then click SAVE to create your Activation Code.

### 9. The results of the previous step produce an *Activation Code*.

- Clubs using Swim-Smarter - email the *Activation Code* to Joe Barnhart at [joe@swim-smarter.com](mailto:joe@swim-smarter.com).
- Clubs using TeamUnify – see the FAQ found here: <https://teamunify.uservoice.com/knowledgebase/articles/58278>
- Clubs using ACTIVE Works – see the instructions found here: <https://www.usaswimming.org/docs/default-source/clubsdocuments/online-services/active-works-usa-swimming-batch-submission-instructions.pdf>

### 10. *Current Status* is set to *Pending*.

#### APPROVED VENDORS FOR ACES SWIM CLUB

ACTIVATE NEW VENDOR			
VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	PENDING	jscottn	502BA14E

Vendors with a status of *PENDING* are waiting for the completion of the connection between the club database and SWIMS. This step must be done from the vendor's software. When this process has been completed status will update to *ACTIVE*.

### 11. The final step of the activation process must be performed by the vendor. When this process has been completed, *Status* will update to *Active*.

## DEACTIVATING A VENDOR

1. Make sure that you have a user account on the USA Swimming website, that your account is linked to your USA Swimming membership record, and that you are logged in to the website.
2. Navigate to <https://www.usaswimming.org/mdvs-vendor-activation>. Note that your LSC and club is displayed.



3. Enter the club portal password for your club in the field labeled *Club Administrator Password*.
4. Click the *Continue* button.

## MEMBER DATA VALIDATION SERVICE - VENDOR ACTIVATION

Third-party vendors offering swim team management software for USA Swimming clubs may provide the ability to interface directly with the USA Swimming member database called SWIMS. Each club must "activate" a vendor (give the vendor permission) to exchange club registration data with SWIMS on behalf of the club. For security purposes, the person accomplishing the activation process must be a valid non-athlete member of USA Swimming, a member of the club, and know the Club Portal Administrator Password.

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- ♦ **ACTIVE Works:** follow the instructions available [here](#).

To get started creating your Activation Code, enter your USA Swimming Club Portal Administrator Password below.

If you do not know your Club Portal Administrator password, contact your club administrator or LSC registrar.

LSC	USA SWIMMING (US)
CLUB	Unattached
Club Administrator Password	
<input type="password"/>	
<button>CONTINUE</button>	

5. Click on the *Active* link located under *Current Status*.

## APPROVED VENDORS FOR COLORADO SPRINGS RACQUET CLUB

<button>ACTIVATE NEW VENDOR</button>			
VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	ACTIVE	gilliamcolorado	B59A2B40

Vendors with a status of "PENDING" are waiting for the completion of the connection which must be done from the vendor's software. Please log onto their system and complete the activation.

6. Click the *Revoke Permission* button.

## MANAGE A VENDOR

LSC	COLORADO SWIMMING (CO)
CLUB	Aces Swim Club
VENDOR	Vendor 1
CURRENT STATUS	ACTIVE
AUTHORIZED BY	jscottn
ACTIVATION CODE	502BA14E

Activation Code Instructions - follow the instructions provided in the Vendor 1 swim team management software.

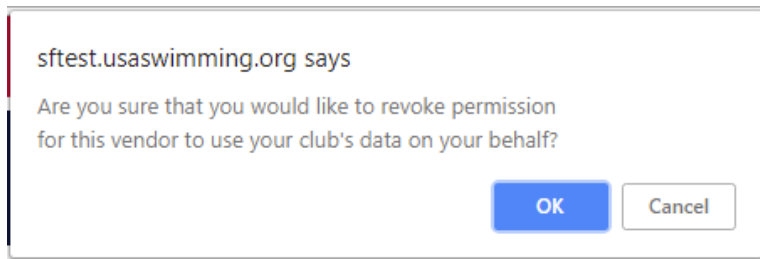
REVOKE PERMISSION

CANCEL

Note the instructions above, then click **SAVE** to create your Activation Code.



7. Click the *OK* button to verify that your intent is to revoke permission.



8. *Current Status* changes to *Revoked*.

#### APPROVED VENDORS FOR ACES SWIM CLUB

APPROVED VENDORS FOR ACES SWIM CLUB			
			ACTIVATE NEW VENDOR
VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	REVOKED	jscottn	

Vendors with a status of *PENDING* are waiting for the completion of the connection between the club database and SWIMS. This step must be done from the vendor's software. When this process has been completed status will update to *ACTIVE*.

It is possible for you to reactivate a vendor (e.g. the club used a vendor's services, left the vendor, and then came back to the vendor). Under these circumstances a new *Activation Code* must be generated and passed to the vendor as described in the Activating a Vendor instructions.

## USA Swimming: Activate vendor and enter activation vendor code

SwimOffice allows you to use [USA Swimming's Member Data Validation Service](#) to verify member information and submit registrations. The first time you attempt either process, you will need to enable this service one time by giving permission to TeamUnify, as a third-party vendor, to exchange club registration data with SWIMS on behalf of your club. You may also deactivate TeamUnify as a vendor (revoke permission) if necessary.

For security purposes, the person performing either procedure must be a valid **non-athlete member** of USA Swimming and know the club portal password for the club. ***You will not be able to login for this with an account where you are registered as an athlete with USAS.*** Make sure that you have a user account on the USA Swimming website and that your account is linked to your USA Swimming membership record.

1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
3. Click **USA SWIMS Integration > Check Reg Status**.
4. If the *Check Registration Status* dialog appears, you have already authorized TeamUnify as a vendor. Click **Finish** to dismiss it and skip to the next process, [Compare Member data](#).

5. When you have not yet authorized TeamUnify as a vendor, the below dialog will appear.

Compare Member Information

TeamUnify is proud to announce that you can now connect to USA Swimming directly!

You can now submit your USAS Member Registration Batches filelessly, while catching common registration errors and automatically letting you know if transfer paperwork is required!

This new system also allows you to compare your member information against USA Swimming's SWIMS database, allowing you to compare and keep your member information accurate and up to date.

To begin you'll need to log into your team's USAS account and authorize TeamUnify as the vendor for your team:

Open USA Swimming Registration Page

Enter the provided vendor code below.

Vendor Code:

Next

6. Click **Open USA Swimming Registration Page**.
7. It will open the [MDVS Vendor Activation page](#) in a new browser tab.
8. Follow their instructions to [activate TeamUnify as a third-party vendor](#). (Please note: The 'Club Administrator Password' is case-sensitive. This password will be alpha-numeric with capitalized letters.)
9. Once you do this, it will list an *ACTIVATION CODE*. Copy or note this code.

**APPROVED VENDORS FOR COLORADO SPRINGS RACQUET CLUB**

ACTIVATE NEW VENDOR			
VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	PENDING	gilliamcolorado	B59A2B40

Vendors with a status of "PENDING" are waiting for the completion of the connection which must be done from the vendor's software. Please log onto their system and complete the activation.

10. Switch back to your SwimOffice website and paste or enter the Activation Code in the *Vendor Code* field and click **Next**.
11. If the process was successful, you will see the following dialog. Click **Finish**.

Compare Member Information

**Success!**

Your team is now connected with USA Swimming!

You may now submit registration batches filelessly and verify member information. Check out our FAQs below to get started.

[Fileless Registration Batch FAQ](#)

[Comparing Member Data FAQ](#)

Finish

12. If the *Check Registration Status* dialog appears, click **Finish** to dismiss it.
13. Back on the USA Swimming site, the *CURRENT STATUS* will change from PENDING to ACTIVE.
14. You are now ready for the next process; see the first article below.

# USA Swimming: Compare Member Information

SwimOffice lets you directly connect with USA Swimming's SWIMS database to verify member information and submit registrations. This article covers the first process, which is the most important step you can take so that you can choose which data is accurate—yours or USA Swimming's—and thus make the data match in both. See our [Compare Member Information best practices](#) for more reasons why.

1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
3. To see athletes who need to be verified,
  1. Click **Customize Columns**.
  2. In the left column, click **USAS Connected**, then drag and drop that column that's on the right to where you want it.
  3. Click **Done**.
4. To filter which athletes you select,
  1. Click **Customize Filters**.
  2. In the left column, click **USAS Connected**.
  3. Click **Not Connected** on the right.
  4. Click **Done**.
5. Select one, many, or all athletes with the checkboxes.

Click **USA SWIMS Integration > Compare Member Information**.

The screenshot shows a navigation bar with buttons: Edit, Communicate, Export, and USA SWIMS Integration. A dropdown menu is open under 'USA SWIMS Integration', showing options: Compare Member Information (highlighted with a green box), Submit Reg Package, and Check Reg Status. Below the menu is a table with columns: Last Name, First Name, USAS Connected, ID Card, LastReg Gen'd, and LastR Conf'd. Two rows are visible: Agstrom, Bill and Anderson, Serge. Both have 'Registration Required' status.

	Last Name	First Name	USAS Connected	ID Card	LastReg Gen'd	LastR Conf'd
<input checked="" type="checkbox"/>	Agstrom	Bill	Registration Required	022304BILWAGST	4/4/18	
<input checked="" type="checkbox"/>	Anderson	Serge	Registration Required	061399SERHANDE	4/4/18	1/27/

6. If you see a dialog with a *Vendor Code* field at the bottom, you will need to first to log into your team USAS account and [authorize TeamUnify as the vendor for your team](#) (start at step 5 in that article). If the process was successful, click **USA SWIMS Integration > Compare Member Information** again.
7. You will see a list of your selected athletes. Click **Verify Member Information**.

The screenshot shows a dialog box titled 'Compare Member Information'. It has a blue button labeled 'Verify Member Information'. Below the button is a table with columns: Last Name, First Name, ID Card, USAS Connected, and Reg. Status. Three rows are visible: Anderson, Carolyn; Baker, Steven; and Baker, Kathryn. All three have 'Not Connected' status and 'New' or 'Renew' status.

Last Name	First Name	ID Card	USAS Connected	Reg. Status
Anderson	Carolyn		Not Connected	New
Baker	Steven	090501STEIBAKE	Not Connected	Renew
Baker	Kathryn	070205KAT*BAKE	Not Connected	New

8. Note: In the following screens, if you click the red **X** it will abort the process and you will need to start over, which, in some cases, you will need to do to make corrections. Otherwise, if you have a small screen you may need to scroll down to see the **Next** or **Finish** button.
9. If any athletes are missing data, they will be listed. For missing IDs, you can check the box by their name and click **Build ID For Selected Members** to fix it. As of this writing, you can generally ignore all the others if it doesn't specify what data is missing (this will be fixed in a future release).

### Compare Member Information

#### Missing Data

The following athletes are missing data.

	Last Name	First Name	ID Card	Date of birth
<input checked="" type="checkbox"/>	Anderson	Carolyn		2007-04-05
<input type="checkbox"/>	Baker	Steven	090501STEIBAKE	2001-09-05

1. From here, you can either click **Cancel** to abort the process and fix any other missing data, or click **Next** to go on anyway.
10. Then you may see a list of those athletes whose data is missing from or does match that in SWIMS for the reasons listed on the screen. If you know they've previously been registered, it's likely because their name or ID doesn't exactly match in both systems (see our [best practices for how to handle](#)). Click **Next**.

### Compare Member Information

Processing complete

160 Member's data did not match USA Swimming's records. This is because the member information did not match, the member is not registered or there are multiple matches within the USA Swimming database.  
Because of this you will be unable to verify and compare them against USA Swimming's data.  
This will be resolved when submitting the member for the next USA Registration.

Export

Need Help?

Last Name	First Name	ID Card	USAS Connected	Reg. Status
Cook	Raktim	100106RAKTCOOK	Registration Required	New
Carpenter	Julia	081310JULLCARP	Registration Required	New

11. After this, athletes without any issues are listed, if any. Click **Next**.

12. Then you will see athletes whose data does not match USAS's but for which you can make a choice.

**Compare Member Information**

**Processing complete**

1 Member's data did not match USA Swimming's record. You can either accept the information passed by USA Swimming, or keep your version and update USA Swimming during the next registration.

**Keep Current Version** **Accept USAS Version**

Member Name	Team Information	USAS Information
<input checked="" type="checkbox"/> * Steven Atwater	<input checked="" type="checkbox"/> Preferred Name:	Preferred Name: Steve
	<input type="checkbox"/> Address: 2387 NW Cheno Blvd	Address: <b>Hidden</b>
	<input checked="" type="checkbox"/> Ethnicity Code #1: S	Ethnicity Code #1:

\* USA Swimming has determined that this member is not currently associated with your team and is not displaying Address and Phone information currently in the SWIMS database until the swimmer is officially registered with your team. It is suggested you use the information in the TeamUnify database in this scenario.

**Finish**

1. See our list of [best practices for handling these discrepancies](#).
2. Select those and their fields whose data you want to override USAS's data and click **Keep Current Version**. Those rows will turn green.
3. Next select the opposite list of fields and click **Accept USAS Version**. Those rows will turn blue and the member's data will be updated with the USAS information.

13. Click **Finish**.

## USA Swimming: Best Practices - Compare Member Information, Mismatches

[Compare Member Information](#) is the most important step to take in the new Member Data Validation Service provided by USA Swimming. By comparing the information in your TeamUnify database versus the USA Swimming SWIMS database you have the ability to choose which data is accurate. Taking the time to go through this process is the first step to improving data integrity between the two systems which will be rewarded with many benefits for your club, LSC registrars, meet hosts, and USA Swimming for years to come. We see a day in the near future when you send a meet entry file to a host team and no exceptions are reported when they conduct a meet recon report!

After you use the *Compare Member Information* function and then submit your registration batch we recommend using this function multiple times a season to ensure the data remains in sync to avoid exception reports at meets. Also, if you registered your athletes by emailing the zip file you can still use this step to compare the data and then make appropriate changes if needed.

When using the function, here are our best practices for handling discrepancies.

### Best practice for swimmer(s) not found in the USA Swimming database

- Member not found in the USA Swimming SWIMS database but you know they have been previously registered.
  - **Most common reason:**

- Their First Name, Last Name, and/or ID Number are not a 100% match with their information in TeamUnify. Example: Last Name in TeamUnify is Smith Jr. and in SWIMS it is Smith.
- **Recommendation:** Please consult your athlete roster in your USA Swimming Club Portal to determine the proper information that should be in the TeamUnify database.

## Best practices for mismatches

- **First Name, Last Name, Preferred Name**
  - **Most common reason:**
    - The upper/lowercase of the letters do not match.
  - **Recommendation:** Use your best judgment.
  - **Note:** If, after submitting the registration batch, you do the member compare again and the same mismatch appears you will need to submit a change to the LSC.
- **Middle Name**
  - **Most common reasons:**
    - No Middle Name vs Middle Name
    - Middle Initial vs Middle Name
    - sam vs Sam
  - **Recommendation:** Accept the USAS information.
  - **Reason:** This swimmer has been registered before and what the USA Swimming database has is what they were previously registered with.
- **ID Numbers**
  - **Most common reason:**
    - You previously either took the Compare Member Information step and/or submitted a Registration Batch with the ID Number that USA Swimming now has.
  - **Recommendation:** Verify that the USA Swimming ID number is the proper ID by going to your USA Swimming Club portal. If this is correct, select it and click **Accept USAS Version**. If results are associated with the old/wrong ID you can use the Merge ID function in the Member Profile to merge the results to the proper ID. If the ID number in the TU system is correct and the swimmer is already registered for the current year please submit a change.
- **Address**
  - **Most common reasons:**
    - Drive vs Dr or Street vs St
    - Uppercase letter vs lowercase
    - A “.” at the end of Dr. vs Dr
    - Apt # in the Address 1 Line vs Address 2 Line
    - northridge vs. Northridge
    - 01473-2014 vs 01473
  - **Recommendation:** Accept the USAS information.
  - **Reason:** The USA Swimming database uses a software to validate addresses and formats them in a certain way. If you do not accept the USAS information you will always get these mismatches when using the Compare Member Information tool.
- **Phone Numbers**
  - **Most common reason:**
    - Formatting: 888-555-1212 vs 8885551212
  - **Recommendation:** Leave alone.

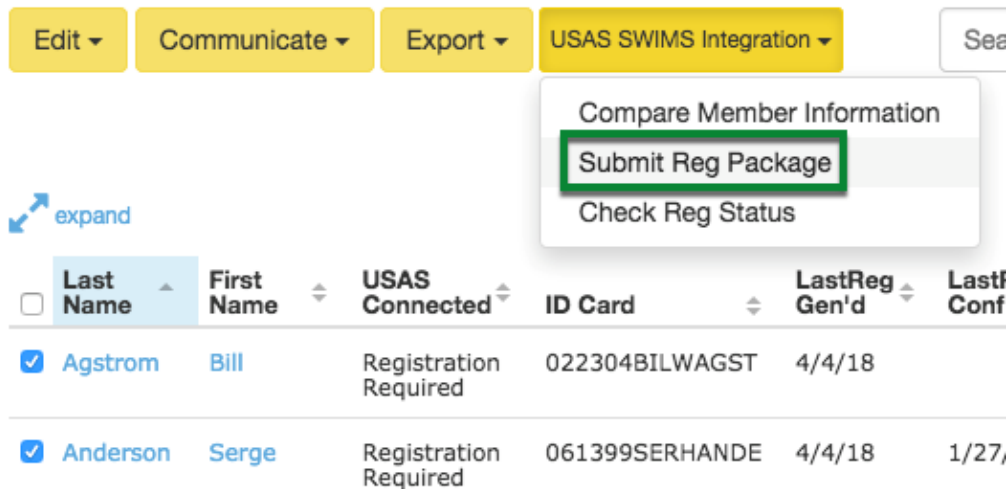
- **Reason:** In a future release we will update the logic to not look at the formatting and these will not appear as mismatches.
- **US Citizen, FINA, Ethnicity, Disability**
  - **Most common reasons:**
    - This information has not been submitted in the past to USA Swimming.
    - It is a transfer swimmer that was registered with USA Swimming with this information previously but it has not been selected yet in the TU database.
  - **Recommendation:** Use your best judgment.
  - **Note:** If, after submitting the registration batch, you do the member compare again and the same mismatch appears you will need to submit a Change to the LSC.

## USA Swimming: Fileless batch registration

SwimOffice lets you directly connect with USA Swimming's SWIMS database to verify member information and submit registrations. This article covers the second process.

**IMPORTANT:** You must [Compare Member Information](#) *before* submitting your registration.

1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
3. Set any filters you need with **Customize Filters**.
4. Select one, many, or all athletes with the checkboxes whom you want to register.
5. Click **USA SWIMS Integration > Submit Reg Package**.



The screenshot shows the USA Swimming registration interface. At the top, there are buttons for 'Edit', 'Communicate', 'Export', and 'USAS SWIMS Integration'. A dropdown menu is open under 'USAS SWIMS Integration', showing three options: 'Compare Member Information', 'Submit Reg Package' (highlighted with a green box), and 'Check Reg Status'. Below the buttons, there is a table with columns: 'Last Name', 'First Name', 'USAS Connected', 'ID Card', 'LastReg Gen'd', and 'Last Conf'. The table contains two rows of data:

<input type="checkbox"/>	Last Name	First Name	USAS Connected	ID Card	LastReg Gen'd	Last Conf
<input checked="" type="checkbox"/>	Agstrom	Bill	Registration Required	022304BILWAGST	4/4/18	
<input checked="" type="checkbox"/>	Anderson	Serge	Registration Required	061399SERHANDE	4/4/18	1/27,

6. Select your registration year and click **Submit to LSC**.
7. If you see a dialog with a *Vendor Code* field at the bottom, you will need to first to log into your team USAS account and [authorize TeamUnify as the vendor for your team](#) (start at step 5 in that article). If the process was successful, click **USA SWIMS Integration > Submit Reg Package** again.
8. If any athletes have non-valid data, such as a blank ID or *Reg Status* of **Not Set**, you will need to correct them and then make your selections and submit again.
9. Note: In the following screens, if you have a small screen you may need to scroll down to see **Next**, **Finish**, or a similar button. If you click the red **X** it will abort the process and you will need to start over.
10. Any athletes with issues will be listed in an Exception Report. You will need to select the appropriate action for every athlete listed before continuing. You may need to scroll down if there are multiple issues, such as already being registered for the selected year.



Submit Reg Package

Exception Report

Export

We have detected potential issues with the following members registration status. Please review the below information.

**Registered with another team in a previous season**

The following athletes are registered to a different club in a previous year, proceed with athletes set to Renew. A transfer is required, be sure to contact your LSC Registrar.

	Last Name	First Name	Reg Status
<input checked="" type="checkbox"/>	Atwater	Steven	New

Set Reg Status

Renew

Exclude from Reg

Ignore and keep current status

Continue and Submit

- To change someone's registration status, check the box by their name, set the Reg Status dropdown to what it should be and click **Set Reg Status**. Their row will turn blue.
  - For others, select them and either click **Exclude from Reg Batch** (which will turn their row red) or **Ignore and Keep Current Status** (which will turn their row green).
- Click **Continue and Submit**.
  - The system will generate an SDIF file and submit it to USA Swimming. You will either see a success message or error message if there were any problems.

Submit Reg Package

Success!

Your Registration Package has been sent!

Your registration batch has been sent and is currently pending approval. Check the Registration Status option to monitor your registration batches.

Registration Status	Member Count	Registration Fee	LSC Fee	Count* (Reg. Fee + LSC Fee)
Change - Year-round	16	0	0	0
New - Year-round	146	60	10	10220
<b>Total</b>	<b>162</b>			<b>10220</b>

Print Cost Table

Next

- You will still need to send the USAS registration payment to your LSC, along with any transfer paperwork (see next step). You can enter the fees in the above screen to help determine how much to pay. Click **Next** when finished.

14. After a successful submission, you will see any transfer members about whom you need to contact your LSC to submit appropriate paperwork. Click **Finish**.

Submit Reg Package

Transfer Members

The following members are listed as being last registered to another team or LSC, please contact your LSC Registrar for the appropriate transfer paper work.

Last Name	First Name	ID Card	LastReg Gen'd	Reg. Status
Atwater	Steven	081204STEFATWA	Not Connected	New

Export

Finish

## USA-S Registration: Generate registration package

Follow these instructions to generate an electronic or paper registration package to send to your LSC for USA Swimming registration.

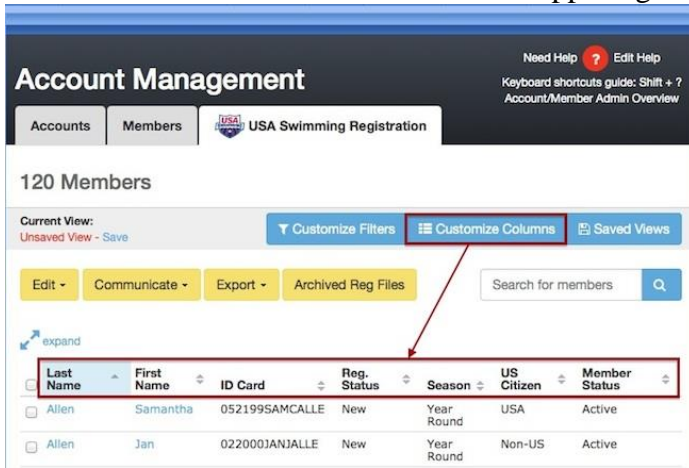
**Important:** These steps do NOT invoice anyone for the fees nor collect fees from them.

### Before generating registration package

Your LSC will require all submitted fields to be correct, so use these steps to ensure they are, especially the ones listed below.

1. Go to USA Swimming Registration.
  1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
  2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
2. Click **Customize Columns** button in the upper right.
3. Click **Middle Name**, then on the right, drag it up by the *Last Name* and *First Name* fields.
4. Click **Done**.
5. Make sure all members have a middle name or initial. If someone doesn't have an actual middle name, edit their profile and put an \* in the Middle Name field and **Save**.
6. Click **USA Swimming Registration** tab.

7. Click **Customize Columns** button in the upper right.



8. Click **US Citizen** and any other desired fields to add them to the default columns displayed.
9. Rearrange the column order on the right, if desired, by dragging and dropping fields.
10. Click **Done**.
11. If you click **expand** above the names, you can see more data at once. Click **collapse** to return to the normal view.
12. Data in the *Reg Status* and *Season* columns cannot be blank (click either column name to group all blank ones together). Use multi-edit to fill any blank ones.
1. click checkbox next to athletes where either field is blank. Those you select should all be the same type, such as all having **New** Reg Status.
  2. Click **Edit > Multi-Edit**.
  3. Click **Set Registration Status** if that is blank, then choose the correct status from the dropdown.
  4. Likewise, click **Set Registration Season** to set that.
  5. Click **Save** and it will update all the selected athletes.
13. Make sure all the following fields are correct:
1. First, Last name
  2. ID Card; i.e., USA Swimming registration #
  3. Reg. Status
  4. Season
  5. US Citizen
14. You may find it easier to export the information to Excel to view. If you want to do this,
1. Select all members (click checkbox to left of *Last Name* column).
  2. Click **Export > Custom Excel Export**.
  3. Make any field selection changes and click **Create Report**.
  4. Open report in Excel or your preferred spreadsheet program.

## Generate registration package

Once all athlete information is 100% correct you can export as follows from the same screen. Note: You will need to [generate a separate package for any outreach \(reduced fee\) athletes](#).

1. Set any needed filters and select all (click checkbox to left of *Last Name* column), or select specific athletes to register.

2. Click **Export > Generate Reg Package**.

The screenshot shows the 'Account Management' page for 'USA Swimming Registration'. The 'Members' tab is active, showing 74 members with 3 selected. The 'Export' dropdown menu is open, highlighting 'Generate Reg Package'. Below the menu, a table of members is visible with columns for Billing Group, First Name, ID Card, Last Name, Last Reg Conf'd, Last Reg Gen'd, Member Status, Reg. Status, and Rost.

Billing Group	First Name	ID Card	Last Name	Last Reg Conf'd	Last Reg Gen'd	Member Status	Reg. Status	Rost
Bronze	Samantha	052100SAMCZALL	Allen		11/2/14	Active	Renew	High Scho
Bronze	Jan	022002JANJALLE	Allen			Active	New	Bron
Bronze	Mary	103003MAREANDR	Andrews	4/10/14	11/2/14	Active	Renew	Bron

3. Select the correct registration year and click **Generate Reports**.

The 'Generate Reg Package' dialog box prompts the user to 'Please indicate Registration Year:'. The year 2014 is selected with a radio button. A note states: 'Note: A member with Registration Status set to "No Reg" will not be submitted for registration.' A green 'Generate Reports' button is at the bottom.

4. To email an SDIF zipped file to your LSC, click the **ZIP** link by *Step 1*. Then email the downloaded file to your LSC.

The 'Generate Reg Package' dialog box shows a 'Success! USA Registration Package' message. It provides instructions for Step 1 (clicking the ZIP link to save the zipped SDIF file for emailing to the LSC) and Step 2 (clicking the PDF link to save the PDF file for printing and mailing to the LSC). Step 3 involves entering the Registration Fee and LSC Fee to calculate the Total Registration Fee. A table shows the calculated fees for 3 members.

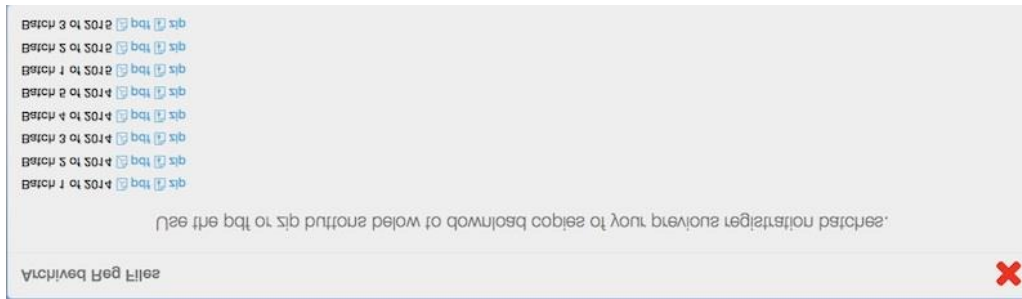
Registration Status	Member Count	Registration Fee	LSC Fee	Count*(Reg. Fee + LSC Fee)
New - Year Round	3	60	780	780
Total	3		780	

A 'Print Cost Table' button is located at the bottom.

Note: YOU must be the one to email the file; SwimOffice only generates the file for you.

5. To mail a paper version to your LSC, click the **PDF** link by *Step 2*. Then print it for mailing to your LSC.
6. Enter the *Registration Fee* (per athlete) and *LSC Fee*, then click **Print Cost Table**. Then print it and mail to your LSC with the appropriate fees.

If you ever need to download again, click the **Archived Reg Files** button and click the **pdf** or **zip** link by the desired batch.

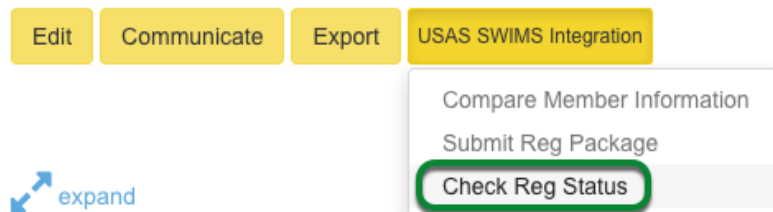


## USA Swimming: Check Reg Status

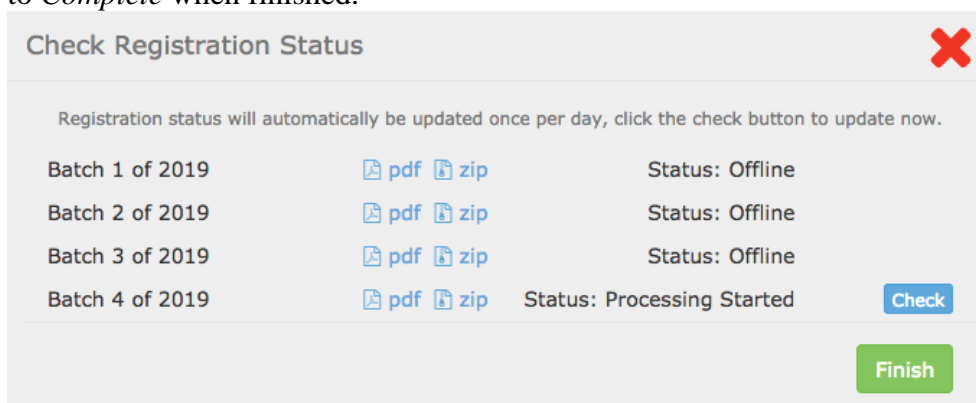
Once you [submit a file-less batch registration](#) to USA Swimming, they will process the batch. SwimOffice automatically checks with their system once a day as to its status. Assuming it was successful, it will update the *LastReg Conf'd* field with the process date for each member submitted, and the USA Swimming badge for registered athletes will be set to the year you selected in which to register them.

To check the status on your own,

1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
3. Click **USA SWIMS Integration > Check Reg Status**.



4. Scroll to the bottom, if needed, and then click **Check** by any submitted batch. The status will change to *Complete* when finished.



- o Note: You will not see the **Check** button until you [submit the batch for registration](#).
5. Click **Finish**. You will need to refresh the screen to see the *LastReg Conf'd* column update.

# USA Registration - Generating Outreach Athlete USA Package

Outreach Athletes, due to their different pricing structure, must be generated in addition to your normal USA Reg package.

1. Go to USA Swimming Registration.
  1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
  2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
2. Place a check mark to the left of your outreach athletes
3. Select **Gen Reg Package**
4. Follow the next screens for placing a dollar value in the corresponding fields

If you need to designate an athlete as an outreach from the USA Reg Screen,

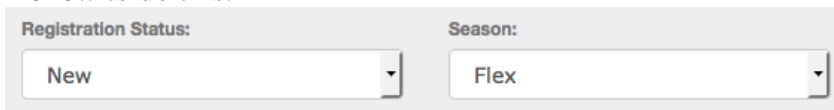
1. Place a check mark to the left of one or many members
2. Select **Multi-Edit**
3. Open up **Change "Athlete Seasonal" option (may affect Registration Fee)**
4. Select **Outreach**
5. Select **Make Changes for ALL the Members listed NOW!**

Note that appropriate paperwork showing LSC qualifications for outreach registrations may need to be submitted to the LSC in order to properly register outreach athletes. Please contact your LSC to see if they require this.

## USA Swimming: Flex / FlexSwim membership

USA Swimming offers a [FlexSwim membership](#) for kids who want to experience swimming on a team. It includes the option for two swim meets per year. Here is how you can designate members who want this.

1. Go to USA Swimming Registration.
  1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
  2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
2. Click the desired member's name.
3. Scroll down to the *USA Swimming Registration* section.
4. Click the *Season* dropdown and select **Flex**. Note that *Registration Status* must be set to **New** or **Renew** to do this.



The screenshot shows a form with two dropdown menus. The first dropdown is labeled "Registration Status:" and has "New" selected. The second dropdown is labeled "Season:" and has "Flex" selected. Both dropdowns have a small downward arrow on the right side.

5. Click **Save**.

If a member later wants to upgrade from FlexSwim to Year Round when renewing, follow steps 1-4 above, and then,

5. Click the *Registration Status* dropdown and select **Upgrade**.
6. Click the *Season* dropdown and select **Year Round** (you cannot select any other option).
7. Click **Save**.

You can also use the **Edit > Multi-Edit** feature to adjust those two fields for multiple members.

When you generate your registration package, the fee calculator will include a line for any FlexSwim memberships.

Note: In online registration, parents do not have the ability to directly select the FlexSwim membership. You can certainly offer a registration group or something with that option, but you will need to manually set such members who choose that option using the steps above.

## USA Registration Reconciliation Report to check USA IDs

### Admin Level - Email/Print/Calendar and above

To create the equivalent of a USA Swimming Registration Reconciliation Report file (SDIF Export) where an LSC can check the USA ID numbers against their database:

1. Go to Member Admin.
  1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > Members** tab.
  2. New CMS users: In the side menu click **Team Tools > Members**.
2. Use the **Customize Filters** button to filter members as desired.
3. Click **Done** or **Apply** to return to Member Admin.
4. Click the checkbox in the header to select all members.
5. Click **Export > Export SDIF** button, and note the instructions for the Meet Host.
6. Fill in the *Age up date* if desired.
7. Click **Generate**.
8. A .zip file will download to your computer that you can send the to the proper individual.

## USA Registration Packet - USS # verification or invalid USS/USA numbers

### Admin Level - Superuser

When you generate an electronic USA Registration Packet, TeamUnify is doing a check against the following fields to ensure the USA# (ID Card #) is formatted correctly:

- First Name
- Last Name
- Middle Name
- Birthdate

In the example picture below this will cause the registration package to error. Notice the USA ID# has an \* but the middle name field has a name. They **DO NOT** match. If the USA# is correct and officially registered with USA Swimming, you **MUST** delete the middle name out of the field in order to stop the error from occurring. If it's incorrect, select the build link to build. If this causes the times to detach, don't forget to click **Merge ID** to connect them correctly (see below article).



To generate:

1. Go to USA Swimming Registration.
  1. Chameleon users: In the side menu click **Team Admin > Account/Member Admin > USA Swimming Registration** tab.
  2. New CMS users: In the side menu click **Team Tools > USA Swimming Registration**.
2. Use your filters for accuracy.
3. Place a check mark to the left of one, many or all athletes for packet.
4. Click **Export > Generate Reg Package**.
5. If you have any errors you will see this screen:

Member Name	Ussno
Dan Drum	
Cathy Coach	
Carly Ames	020297*?FAMOG
Stephanie Ames	010100STEMAMOR

6. Note the errors and click **Go Back to Fix**.
7. Click the Athlete name to update their USA #.
8. Update necessary fields and click **Build** to the right of the ID Card in member profile.
9. Click **Save**.
10. Make sure to use **Merge ID** if needed.
11. Regenerate package and repeat as necessary.



**ACTIVE Works Swimming**

**USA Swimming batch submission instructions**

**March 4, 2019**

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## Connecting to the USA Swimming Member Data Validation Service

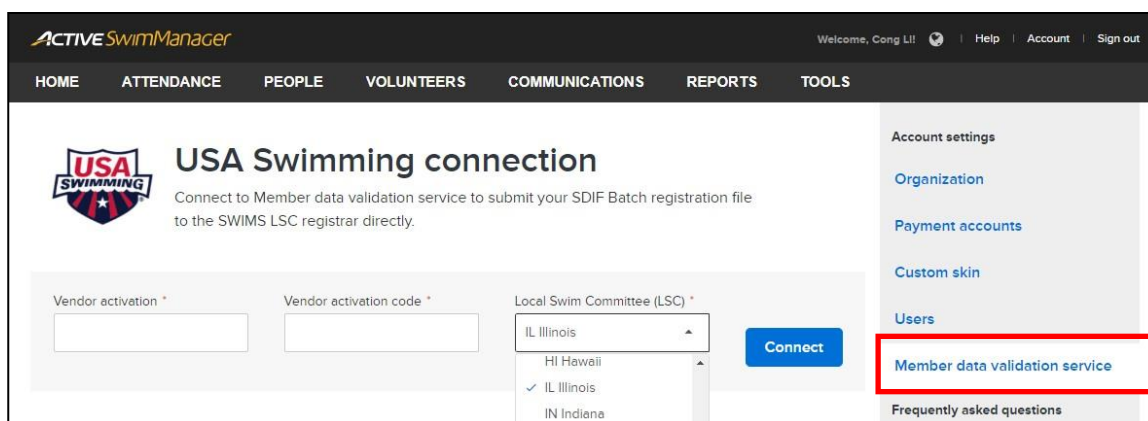
USA Swimming-affiliated clubs can now connect to the USA Swimming **Member data validation service** from within ACTIVEWorks Swimming to validate and submit athlete registration batches.

Before a club can connect to the **Member data validation service**, it must go through vendor activation and obtain a **Vendor activation code** from the USA Swimming [Member Data Validation Service – Vendor Activation website](https://www.usaswimming.org/docs/default-source/clubsdocuments/online-services/mdvs-activate-a-vendor-instructions.pdf). For instructions on obtaining a **Vendor activation code**, please follow the procedure at:

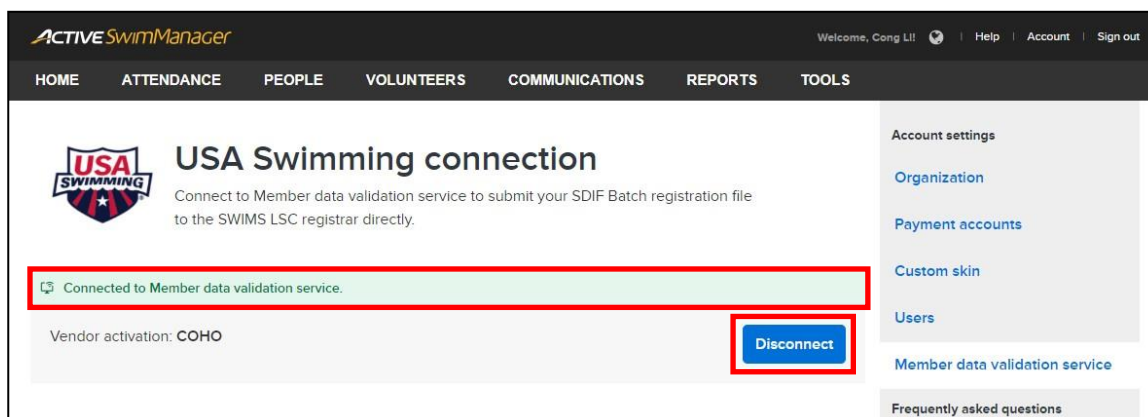
<https://www.usaswimming.org/docs/default-source/clubsdocuments/online-services/mdvs-activate-a-vendor-instructions.pdf>

To connect to the USA Swimming **Member data validation service**:

1. Click the **Account > Account settings > Member data validation service** link.



2. Enter the **Vendor activation** and **Vendor activation code**.
3. Select the club's **Local Swim Committee (LSC)**.
4. Click the **Connect** button.
  - After successfully connecting to the **Member data validation service**, the message **Connected to Member data validation service** appears.
  - To disconnect from the **Member data validation service**, click the **Disconnect** button.

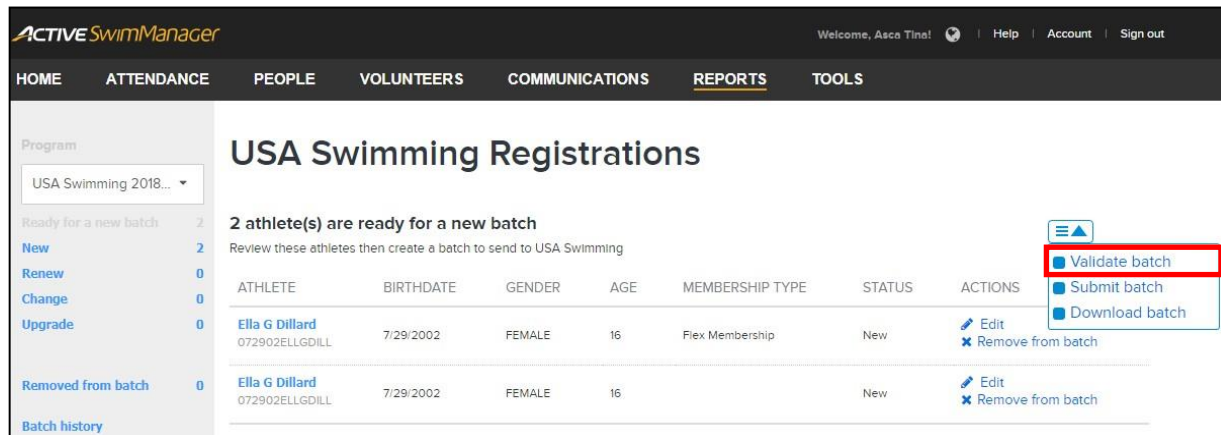


## Validating a batch


Once a club is connected to the **Member data validation service**, coaches can first validate a batch of athlete information against the SWIMS database, before submitting the registration batch.

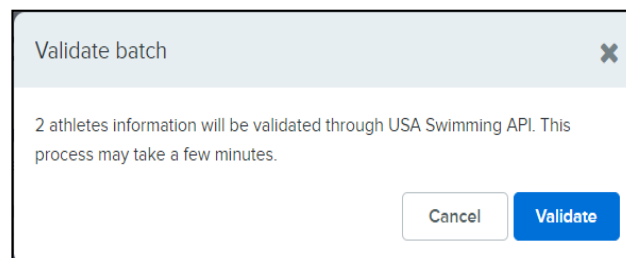
To validate the athletes in a batch:

1. Click the **REPORTS** tab > **USA-S Registrations** > **Ready for new batch** link.
2. Select the required **Program**.



The screenshot shows the ACTIVE SwimManager interface. The top navigation bar includes links for HOME, ATTENDANCE, PEOPLE, VOLUNTEERS, COMMUNICATIONS, **REPORTS**, and TOOLS. The left sidebar shows the 'Program' dropdown set to 'USA Swimming 2018...'. The main content area is titled 'USA Swimming Registrations' and displays a message: '2 athlete(s) are ready for a new batch'. Below this message is a table with columns: ATHLETE, BIRTHDATE, GENDER, AGE, MEMBERSHIP TYPE, STATUS, and ACTIONS. The table contains two rows of athlete information. A red box highlights the 'Validate batch' link in the top right corner of the table.

3. Click the  > **Validate batch** link.
4. In the **Validate batch** popup, verify the number of athletes, then click the **Validate** button.



The screenshot shows a 'Validate batch' popup window. The window has a title bar with a close button (X). The main content area contains the text: '2 athletes information will be validated through USA Swimming API. This process may take a few minutes.' At the bottom of the window are two buttons: 'Cancel' and 'Validate'.

5. Athletes with invalid or missing information are listed in the **Validate batch results** window.
  - To open an athlete's detail page and edit their personal information, click the athlete's name.
  - To download a list of athletes with invalid information, click the **Download as CSV** button.

Validate batch results

1 invalid athletes of 1

Athlete	Birthdate	Gender	Message
Ella G Dillard	7/29/2002	Female	Middle name is different from value in SWIMS. Club transfer detected. Last Registered: 2015. LSC transfer policy must be followed. The requested registration period is not available.

Download as CSV
OK

## Submitting a batch

Once personal information for athletes in the batch has been validated and corrected, to submit the batch:

1. Click the > **Submit batch** button.

ACTIVE SwimManager
Welcome, Asca Tina!
Help
Account
Sign out

HOME
ATTENDANCE
PEOPLE
VOLUNTEERS
COMMUNICATIONS
REPORTS
TOOLS

Program
USA Swimming 2018...

Ready for a new batch 2
New 2
Renew 0
Change 0
Upgrade 0

Removed from batch 0
Batch history

## USA Swimming Registrations

2 athlete(s) are ready for a new batch

Review these athletes then create a batch to send to USA Swimming

ATHLETE	BIRTHDATE	GENDER	AGE	MEMBERSHIP TYPE	STATUS	ACTIONS
Ella G Dillard 072902ELLDGILL	7/29/2002	FEMALE	16	Flex Membership	New	Edit Remove from batch
Ella G Dillard 072902ELLDGILL	7/29/2002	FEMALE	16		New	Edit Remove from batch

Validate batch
Submit batch
Download batch

2. In the **Submit batch to USA Swimming** popup, verify the number of athletes, then click the **Submit** button.

Submit batch to USA Swimming

2 athlete(s)  
0 Renew  
2 New  
0 Change  
0 Upgrade

Batch will be submitted to USA Swimming.

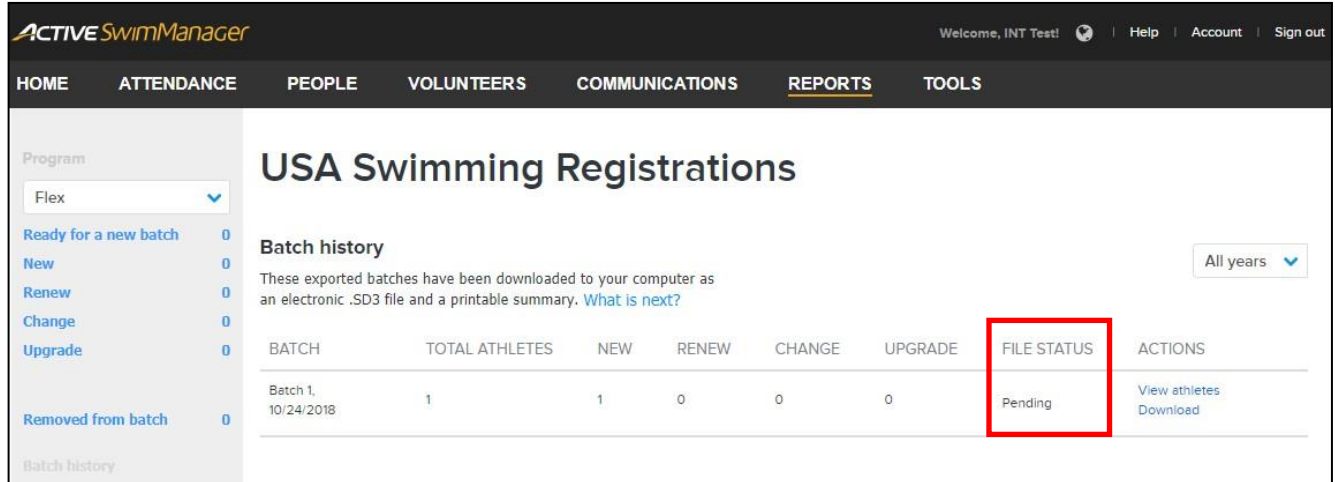
Cancel
Submit



## Checking the status of submitted batches

To check the progress of batch file submissions:

1. Click the **REPORTS** tab > **USA-S Registrations** > **Batch history** link.
2. Select the required **Program**.
  - Submitted batch status is displayed in the **FILE STATUS** column (**Pending**, **Processing started**, **Complete** or **Deleted**).



The screenshot shows the ACTIVE SwimManager interface. The top navigation bar includes links for HOME, ATTENDANCE, PEOPLE, VOLUNTEERS, COMMUNICATIONS, **REPORTS**, and TOOLS. The left sidebar shows a 'Program' dropdown set to 'Flex' and a list of batch actions: Ready for a new batch (0), New (0), Renew (0), Change (0), Upgrade (0), and Removed from batch (0). The main content area is titled 'USA Swimming Registrations' and 'Batch history'. It contains a table with columns: BATCH, TOTAL ATHLETES, NEW, RENEW, CHANGE, UPGRADE, **FILE STATUS**, and ACTIONS. The first row shows 'Batch 1, 10/24/2018' with 1 total athlete, 1 new, 0 renew, 0 change, and 0 upgrade. The 'FILE STATUS' for this batch is 'Pending', which is highlighted with a red box. The 'ACTIONS' column for this row includes links for 'View athletes' and 'Download'. A note above the table states: 'These exported batches have been downloaded to your computer as an electronic .SD3 file and a printable summary. [What is next?](#)'

BATCH	TOTAL ATHLETES	NEW	RENEW	CHANGE	UPGRADE	FILE STATUS	ACTIONS
Batch 1, 10/24/2018	1	1	0	0	0	Pending	View athletes Download

- If a listed batch is a previously downloaded but unsubmitted batch, then to submit the batch to USA Swimming, click the **FILE STATUS** > **Submit** link