

# USA SWIMMING CLUB REGISTRATIONS THROUGH TEAM MANAGER FOR WINDOWS FROM HY-TEK

The latest version of TM II is available for downloading from the Hy-tek website.

- Open **TEAM MANAGER**
- Select **SETUP**, then **PREFERENCES**, then **REGISTRATION PREFERENCES**.
  - REGISTRATION DATE:** This is the default date that TM will use for registrations. You may choose any date you like, as we do not see or need this.
  - LSC FEE :** Enter \$12.00 in this field.
  - MAKE CHECK PAYABLE TO:** Enter your club name.
  - REGISTRATION MAILING INFORMATION;** Enter your club address, city, state and zip code. The office does not want individual forms from your athletes.
- You will only do the **SETUP** one time, although it can be changed any time you choose. Close this window and return to the main screen.
- Click **ATHLETES**

An open database of all your athletes will appear on the screen in a spreadsheet format. Double click on the athlete and the **ATHLETE INFORMATION** screen will open. Fill in the contact information as instructed below. (Or you may highlight an athlete whose information is already correct and choose **REGISTRATION** from the top menu.)

  - ATHLETE'S NAME:** Always use the LEGAL first name of the athlete for registration purposes. Always include the middle initial when available. Check the spelling of the last name.
  - BIRTH DATE:** Fill in the birth date, if different from previous registration you may require to see a birth certificate for verification.
  - MAILING ADDRESS:** Fill in the proper mailing address for the athlete showing on the top line. The 2<sup>nd</sup> line does not export and we need a complete address for SPLASH magazine subscriptions. Trust us, this is important!
  - PRIMARY CONTACT:** The daytime phone number under this section will be the number picked up for USA Swimming registration purposes. **IT IS IMPERATIVE THAT YOU INCLUDE THE AREA CODE WHEN ENTERING THE PHONE NUMBER.**
- Click on the **REGISTRATION** button on this screen.

**STATUS:** This area tells the database the current status of the athlete:

**New:** Click this if athlete is a first time member of USA Swimming, not just new to your club.

**Renewal:** Click this if the athlete already exists in your database and is renewing for the current registration year. Or if the athlete was a USA Swimming member of another club.

**Change:** Click this if you are changing an athlete's information, ie address, and phone, correcting a birth date (this may need verification by requesting to see a birth certificate) or correcting a name spelling. **THIS DOES NOT REGISTER THE ATHLETE** – only New and Renew status will complete the registration process.

**Delete:** Click this and it permanently removes the athlete from your database.

**Inactive:** Click this and your athlete becomes inactive. This can be used for college swimmers who return for the summer, summer only swimmers or high school athletes who return after their season. **REMEMBER:** If you mark an athlete as "Inactive" the athlete will not appear on any program generated meet entries.

**FINA FEDERATION:** This is in reference to international swimming affiliation.

**SEASONAL:** This refers to LSC seasonal memberships. Middle Atlantic does not offer seasonal memberships. Click "N".

**USA SWIMMING AFFILIATION, DISABILITY, ETHNICITY:**

The answers for this section should be transferred from the USA Swimming Registration Form signed by the parent or legal guardian.

Upon completion of this screen click **"OK"** and you will be returned to the Athlete Spreadsheet.

Highlight the next athlete and repeat the above as you register the athletes, and / or maintain your database.

- Open **REPORTS**.

Click on **"ADMINISTRATIVE"** and select **"REGISTRATION"**.

**REMEMBER:** Batch 0 is the "working batch." Do not change this number unless you are re-sending a batch.

This will generate the printed report you need to send in with your registration check.

Click on what you are sending in, i.e. RENEWALS, NEW, CHANGES, DELETIONS

Check the last page to see that your totals equal your input.

This report will be assigned a Batch number (higher than zero) by Team Manager so that registrations already received will not be duplicated.

- Open **FILE**

Click on **"EXPORT"** and select **"REGISTRATION"**.

This will generate the disk that you need to send to the MA office with your report and check. **REMEMBER:** The "working batch" is batch 0. Any athletes already exported for this

registration year will be in a batch numbered 1 or above. Batch 0 contains all the athletes you have

added since the last export. Do not change this number (zero is the default) unless you are re-sending

a batch to the office.

You will need to transmit to the office the following items:

\_\_\_\_\_ Registration export file (from TM) Send to: registration@maswim.org

\_\_\_\_\_ Registration report (from TM) Send to: registration@maswim.org

\_\_\_\_\_ MA Registration Payment Form Send to mailing address below

\_\_\_\_\_ Check for correct amount Send with Batch form to mailing address below

**We will not process any registrations** (club, nonathlete, athlete) **without full payment.** Please don't ask. If you send registrations using USPS, UPS, FedEx, etc, **please waive the signature** and mail the entire packet of information to the address below:

Middle Atlantic Swimming, Inc.  
REGISTRATION  
500 Creek View Rd. Suite 101  
Newark, DE 19711

A discount will be given to **ELECTRONIC** registrations (athlete registrations only) submitted and **PAID** for on or before October 15<sup>th</sup> of the current year. Please see the Registration section of the MA website for details ([www.maswim.org](http://www.maswim.org)).