

## **REGISTRATION INSTRUCTIONS FOR HY-TEK™ USERS**

### **FORMATTING**

1. Enter last name, first name with normal capitalization, first letter capital, rest lower case – i.e. Susan S. Swimmer
2. Telephone numbers must be formatted with dashes and area code 555-555-5555

### **SETTING UP YOUR DATABASE (if not already done)**

1. Open Team Manager
2. Go to File/New
3. Give a File Name for your database
4. In Set-up/Preferences/System Preferences, check the following:
  - a. Check gender designation
  - b. For Default Team Registration – Choose USS
  - c. For Default Team Type – Choose AGE for Age Group
  - d. For Default Citizenship – choose USA
  - e. For Meet Age-Up Date, click "Meet Start Date"
  - f. For System Age-Up Date, click on today's date
  - g. Click OK

### **ENTERING YOUR TEAM (if not already done)**

1. In Team Manager, Select TEAMS, select ADD
2. In Team Code, enter your team name
3. Complete the information in Mailing Information for the coach – enter as much information as you have
4. Click on X in **second row** of top right corner to go back to main menu screen.

### **SET REGISTRATION PREFERENCES**

1. In Set-up/Preferences/Registration Preferences, check the following:
  - a. Registration Date- select current date
  - b. LSC Registration Fee- \$18.00 and USA Swimming is \$62
  - c. Make checks payable to- your club name (not New England Swimming)
  - d. Mail application to- your club registrar
  - e. Address information- your club registrar

### **STARTING NEW 2020 REGISTRATION YEAR (September 1, 2019)**

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

### **PRINTING 2020 FORMS FOR RENEWING SWIMMERS**

1. Select ATHLETE from Main Menu
2. Double-Click on an athlete to bring up Athlete Information window
3. Click on REGISTRATION button
4. Click on Print Form icon
5. You must do this for each athlete
6. **Distribute forms to parents/athletes and ask for updates and corrections. Parents/athletes**

**must have the opportunity to fill out Disability, Ethnicity and Citizenship information. The coach or club registrar should not guess or ignore these fields. If citizenship is left blank, the athlete will upload into the database as a foreign athlete. .**

### **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. The coach or club registrar should not guess or ignore these fields. If citizenship is left blank, the athlete will upload into the database as a foreign athlete.**

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 Initial (enter in lower and upper case as appropriate – i.e. Susan M Doe). Enter this info as it appears on the birth certificate, driver's license, etc.

b. Enter birthdate

c. Enter gender **ADD EMAILS as well**

d. Click on Team I to specify which team

e. Click on BUILD ID button – this is necessary to create an USA ID

f. 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

ii. Specify which year (2020)

iii. Specify status: New for athletes that have never been registered with a USA Swimming Team, Renewal for returning athletes and athletes transferring from another team

Note: **Do not choose the change option** **click to receive electronic registrations, as this allows for the email to be exported.**

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.

### **RE-REGISTERING (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 seasonal (April 1 to August 15<sup>th</sup> only)

ii. Specify which year (2010)

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 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 and payment are received by the registrar.** After you email the file, snail mail the hard copy and check that same day. Online payment notification will automatically be sent to registrar.

#### **TO MAKE 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.