

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

**NO ELECTRONIC REGISTRATION FILE WILL BE PROCESSED WITHOUT PAYMENT.  
PRINTED REPORT OF REGISTRATION BATCH FROM  
HY-TEK MUST ACCOMPANY PAYMENT SENT IN BY MAIL.**

- Open **TEAM MANAGER**
- IF PRINTING REGISTRATION FORMS FROM TEAM MANAGER YOU MUST FOLLOW THIS SECTION TO SET UP PREFERENCES TO REFLECT LSC AND LSC MAILING ADDRESS

To further customize the Athlete Registration Form for LSC's, teams may now put in the name of the LSC or their own club name and the mailing address for registrations.

- Open Team Manager and click on Set-Up, highlight System Preferences and click, next highlight Registration Preferences and click. You now have before you a registration information screen that you may fill in with the following:
  - FL Fee for athlete registration THE FEE FOR 2017 FL IS \$66.00 .
  - LSC name or Club Name: This will print out under the "Make Checks Payable To:" portion of the registration form when printed out.
  - Mailing address of LSC. This will print out under the "Mail Registration Form and Payment To:" portion of the registration form when printed out.
- Click **ATHLETES**

An open database of all your athletes will appear on the screen in a spreadsheet format. Highlight an athlete and click on the left side button labeled "**REGISTRATION**". This will reproduce the athlete's name, birth date, status and the USA Swimming affiliation portion of the USA Swimming registration form.

**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.

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

**New:** Click this if athlete is a first time member of your team

**Renewal:** Click this if the athlete already exists in your database and is renewing for the current registration year.

**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.

**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 (April 1 – August 28, 2017)

**USA SWIMMING AFFLIATION, 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. Where you will click on “**CONTACT**”.

**MAILING ADDRESS:** Fill in the proper mailing address for the athlete showing on the top line.

**PARENT GUARDIAN #1:**

The evening 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. DO NOT ENCLOSE THE AREA CODE WITH ANY BRACKETS OR PARENTHESES. ENTER PHONE NUMBER WITH DASHES ONLY, IE. 630-844-0476**

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**”.

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

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 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 (.sdif) that you need to either email to your LSC or send with your Report and check. It is recommended that email be the preferred method of transmitting this information to your LSC. Remember: Athletes are not registered until the fees are received!