**2014**

**REGISTRATION**

**REPORT**

**1) Sending your registration doesn’t mean your athletes are REGISTERED, I only download the file when I receive the CHECK. Each registration batch sent to the office should have the electronic registration recap, the SES swimming recap, and the check. If you are sending an electronic registration–keep the registration forms. Unattached swimmers are the ONLY athletes that need to be manually entered into the SWIMS database send forms in with payment. There is a HOW to do electronic registration and how to enter a meet electronically on the web page, under registration forms.**

**NO individual checks will be accepted for athletes unless they are unattached.**

**There is a $50–100 dollar fine for entering a swimmer that is not properly registered. Plus if they are not registered by the time the meet is over there is a**

**$50 fine for each event too. USA Swimming Article 302.4**

**There are a number of ways to check your registration–**

 **The team roster is in your club portal on the USA Swimming site.**

 **Athlete** **Deck pass is another way**

**2) Host meet directors- please make sure you get the SD3 file to me the weekend before your meet and the sd3 file to me at the END of the meet. This will help get all our meet results into SWIMS in a timely manner. There is a webpage devoted to meet management on the web page for reference.**

 **Host Meet Directors–only registered coaches allowed on deck.**

 **Remember what you bid for entry expenses is what you MUST use.**

 **ANY variation from your accepted meet bid must be approved by the General Chair and a bid by rules set out in the Policy and Procedure.**

 **Please have your meet information to me 4 weeks prior to your meet**

**3) TRANSFERS–fill out form completely–make sure date of last competition is listed, NOT last time they swam with the team. I fit is not there I will use the date that I receive the request.**

**A) when renewing your team registration with a transfer, please enter them as a renewal and send in their transfer form.**

**b) In season if you have a transfer you use the CHANGE option, send that in electronically and mail form**.

**4) Please do not send registered mail that has to be signed for delivery.**

**5) Club portal – if you don’t have your password, contact USA swimming for your password. The club portal has all your club information, athlete and non-athlete.**