

## Checklist for Athlete Registrations, for use by Club Registrars

Unattached athletes (only) should register using the application form on the website.

Please make sure the following are completed on every electronic registration:

- Last name, legal first name, and complete middle name must be entered; please use the required birth certificate to make sure the names are correct.
- Preferred name should also be entered; if a preferred name is not included, the athlete's whole name will be printed on their athlete card – which not every athlete may want. If no preferred name is given by the parents, please insert the legal first name of the athlete.
- The phone number must include an area code, with *no* parenthesis. If no area code is provided, or given with parenthesis around it, *no* phone number will be inserted in the athlete's record in SWIMS.
- Please include the athlete's ethnicity; up to two choices can be selected.
- Be sure to include the athlete/parent request for Electronic Newsletters &/or interest in USA Swimming Foundation's initiatives.
- United States' Citizenship is assumed; be careful not to de-select US Citizenship, or to mark an athlete as a FINA member *unless* a Foreign Athlete Notification of Membership form has been completed.
- Especially for high school students, the year of high school graduation needs to be included in the athlete's record.
- E-mail addresses should always be entered.
- A batch report must accompany each electronic registration file; I won't do anything with the file (even checking for completeness) without the report.
- Lastly, always make sure the team check is made out for the correct amount, and made out to Snake River Swimming; if the check is made out to any other payee, the check will be returned and registrations will be delayed.

Thank you for all your work,  
Dina L. Luptak  
Snake River Swimming  
Registration & Membership Chairman