**ELECTRONIC REGISTRATION**

**GETTING READY FOR NEW REGISTRATION**

* Update club database software, if applicable
* Provide education/training/support to new club registrars
* Provide other hints to club registrars that facilitate flow and correspond to LSC culture and procedures (i.e. timeline info, birth certificates, membership types, etc.)

**DATABASE SETUP FOR TEAM AND ATHLETES**

**1. SETTING UP YOUR DATABASE (skip if you already have an existing database)**

1. Open Team Manager

2. Click on FILE – NEW

3. Give a File Name for your database – i.e. Walleyes (for Lake Erie Walleyes)

4. In Preferences, click to have only the following with a check mark:

1. Check gender designation
2. For Default Team Registration – Choose USS
3. For Default Team Type – Choose AGE for Age Group
4. For Default Citizenship – Choose USA
5. For Meet Age-Up Date, click first day of meet
6. For System Age-Up Date, click on current date
7. Click OK

**2. ENTERING YOUR TEAM (skip if you have an existing database)**

1. In Team Manager, click on TEAMS, click on 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

**3. PRINTING FORMS FOR EXISTING SWIMMERS IN THE DATABASE**

1. Click on 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

**4. ENTERING NEW ATHLETE**

1. In Team Manager Main Menu screen, click on ATHLETES, click ADD

 2. Enter the following information for each athlete:

 a. Last Name, First Name, Middle Initial/Name

 Enter this info as it appears on the birth certificate, Driver’s license, etc.

b. Enter birth date

c. Enter gender

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, 3 for individual seasonal

 ii. Specify which year (2015)

 iii. Click on OK to close the Athlete Registration window

 3. Click OK to close the Athlete Information window

 4. Follow steps 2-3 for each athlete that you will enter in your database

5. When all athletes have been entered, click on X in top right corner of Athlete window to return to Team Manager Main Menu Screen

**5. RE-REGISTERING SWIMMERS (assumes an existing database)**

1. Clock on ATHLETES on Main Menu

 2. Click on swimmer’s name to re-register which brings up Athlete Information window

 a. Check athlete info to be sure it’s still correct

b. Click on REGISTRATION button – this is necessary to create the record in the export field for electronic registration

 i. Specify what season – N for year round, 1- season 1, etc.

 ii. 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.

**6. TO CREATE AND SEND REGISTRATION FILE TO REGISTRATION COORDINATOR**

 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

 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 printed copy of the exported file (see below) and make a copy for your records

 7. Email the Registration Coordinator the exported file as an attachment and the pdf copy of the registration file

 8. Send through the regular mail the following items:

 a. One check to cover the transactions on the exported file

 b. Transfer forms for changed athletes

The exported file will not be processed until the hardcopy and check arrive through the regular mail. The exported file sits in the holding tank waiting processing. AFTER YOU EMAIL THE FILE, DROP THE HARD COPY AND CHECK IN THE MAIL ON THE SAME DAY.

NOTE: Your team may send a large check at any time to be held as an escrow account. If you do this please let the Registration Coordinator know the Batch you would like to apply the money to.

**7. TO MAKE A PRINTED COPY 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 – this number appears on screen

 4. Click on correct year

 5. Click OK

 6. Click on printer icon after viewing report on screen

 7. Save file as a pdf.