**MM Registration Reconciliation for Meets**

Before every meet you must send the following to Jennifer Page so she can insure that all of the swimmers entered in the meet have been registered with USA Swimming.

Please send this at least two days before the meet.

1. Use Meet Manager

2. Choose file – export- USA-S Registration

3. Choose which Team you want to export (or leave blank for all teams)

4. The exported file will be a zip file with the following name format:

a. In my case the file is named: 31st Annual Spook Splash – 2014.mdb

5. Email this file Jennifer Page at wyoswimregister@gmail.com