REGISTRATION USING TEAM MANAGER

GETTING READY FOR 2012

- If you have a new club registrar or want additional training, contact Mary Turner.
- If you don't already have Team Manager 5.0, call Hy-tek (866-456-5111 or 252-633-5111) and get it.
- If you have Team Manager 5.0, update your current version to the latest one. To update your current version:
  - Connect to Internet
  - Open Team Manager
  - Click on Check for Updates and follow instructions
- **Registration for 2012 begins 9/1/11 – Hy-tek will recognize that system date, set your batch number back to 0.**
- **Do not send the hard copy of athlete application forms to the LSC registrar!**

SUGGESTED PROCESSING TIMELINE

September, 2011	Add new swimmers to your TM database and export a registration file
Oct-Nov, 2011	Renew old swimmers in the database and export registration files (Some teams send their new, renewals and changes all in one batch in Sept or Oct.)
May, 2012	Add as new and renew in TM database any swimmers that have not been previously registered. These may be swimmers that are year-round or seasonal.

Seasonal Membership – **Use *Code 1 – Season 1* in Team Manager**.
Seasonal membership starts the day the swimmer is registered by the LSC registrar and continues for 150 days.

Formatting Standards
In order to have your data look the same when you receive reports, follow the following standards:

- Enter last name, first name, middle initial with normal capitalization
- For new swimmers, be certain to enter the correct birth date along with the legal first and last name as well as the middle initial.
- As appropriate, also enter the swimmer's preferred name.

TEAM MANAGER – SETUP, 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:
   a. Check gender designation
   b. For Default Team Registration – Choose USS
   c. For Default Team Type – Choose AGE for Age Group
   d. For Default Citizenship – choose USA
   e. For Meet Age-Up Date, click first day of meet
   f. For System Age-Up Date, click on current date
   g. 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 2012 FORMS FOR OLD SWIMMERS (To give to parents to make corrections)

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 ATHLETES

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 (enter in lower and upper case as appropriate – i.e. Susan M Doe) 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 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. Default year is current registration year
        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. Click 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 file for electronic registration
        i. Specify what season: N for year round, 3 for flexible seasonal
        ii. Default year is current registration year
        iii. 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 export file (see below) and make a copy for your records
7. Email the Registration Coordinator the exported file and the Excel worksheet itemizing the fees as an attachment
8. Send through regular mail, the following items:
    a. Printed copy of exported file (unless emailed with the registration file)
    b. Printed copy of Excel worksheet itemizing fees
    c. One check to cover the transactions on the exported file
    d. Transfer forms for changed athletes

AFTER YOU EMAIL THE FILE, DROP THE HARD COPY AND CHECK IN THE MAIL THE SAME DAY.

Note: Some teams have preferred to send a large check at beginning of year (which is held like an escrow account) and then include the batch report in the ZIP file with the exported registration file. When the Registration Coordinator receives a zip file that contains both the registration file and batch report and there is a credit balance, the registration file will be processed immediately.

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. **MAKE A COPY OF THE REPORT FOR YOUR RECORDS**