SAAA Swimmer Registration Instructions for MEET MANAGER

1. Open Meet Manager. Install any updates if needed.

2. File> Open/ New. Select a file name that you will use to register swimmers for this season, such as "OV Reg 2022". Note that this database will be used for your team registrations only. Do not mix your registration file with other rosters. You will still download a separate athlete roster from the SAAA website for your meets.

3. Fill in any necessary information:
   a. Meet Name: Your team's Registration
   b. Facility Name: Your home pool
   c. City, State, Zip, and country
   d. Start date, end date, entry open date, and entry deadline do not matter.
   e. Age-Up Date must be set to 06/01/22
   f. ID Format should be set to USAS- USA Swimming
   g. Host LSC should be set to AZ
   h. Meet type, meet style, course, and DQ codes don't matter.

4. If you get a screen asking about publishing to meet mobile, ignore/ close the screen.

5. Select "Teams" from the top menu bar. You only need to fill in your team abbreviation, LSC, and team name. All of the other fields don't matter.

6. Select "Athletes" from the top menu bar. This should bring you to your roster screen.

7. Select "Add" from the top menu bar.
   a. Fill in the last name, LEGAL first name, and middle initial <u>AS APPEARS ON THE BIRTH CERTIFICATE</u>.
   b. If they have a preferred first name, fill it in. This is the name that will usually appear on meet programs or timer sheets.
   c. Make sure you fill in the correct birth date. Double check the date with the birth certificate. The age should appear based on the June 1st age up date.
   d. Make sure the gender and team names are correct. If the Reg ID# hasn't appeared yet, click 'build ID'. Make sure the ID is correct.
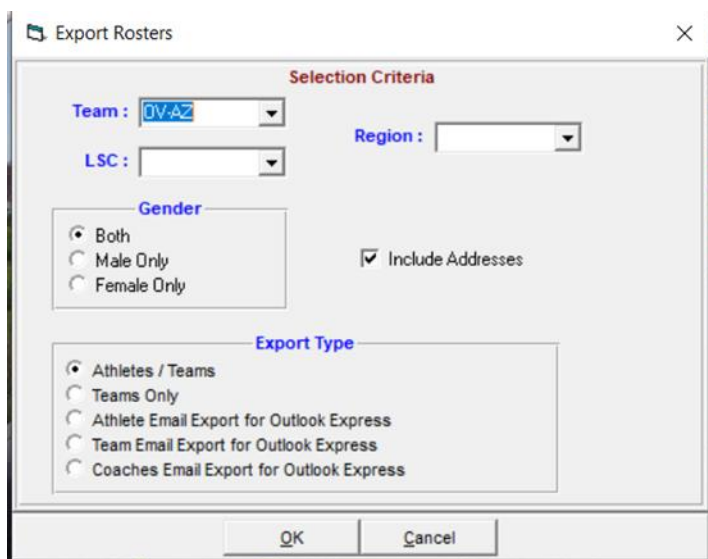
8. Repeat step 6 and 7 for additional swimmers.

9. When you are ready to submit your swimmers for registration, File>Export>Athletes.
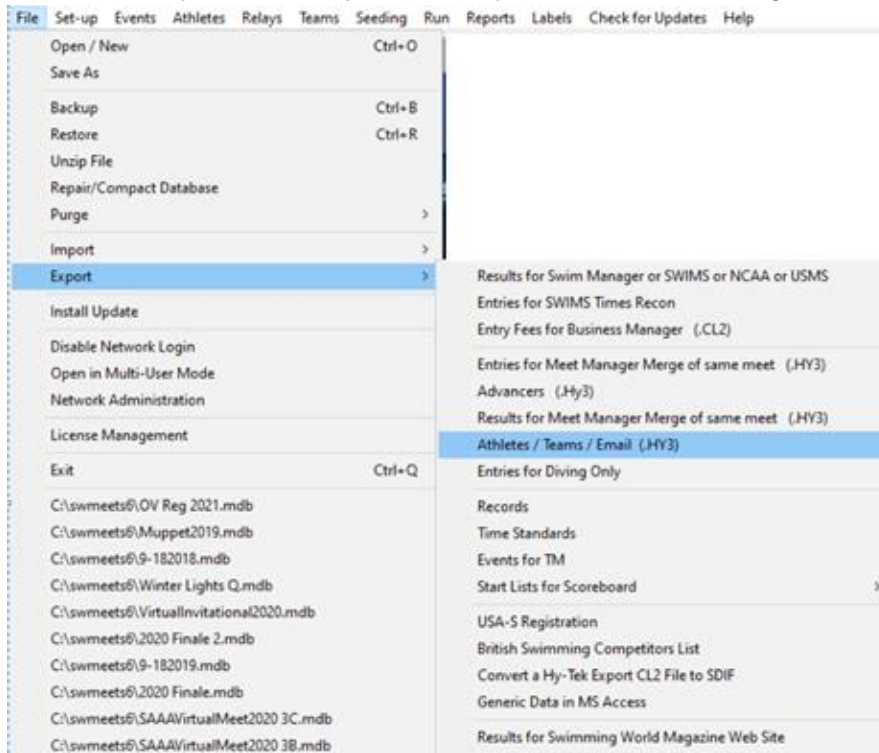
    a. Make sure to select your team, both genders, and that you're exporting the Athletes/Teams

    b. Remember where you save this file to.

10. From the top menu, select Reports> Athlete Rosters. Create the report and save it as a PDF with your team as part of the file name.

11. Email the athlete export file and the PDF to the Admin Secretary.