

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 2023". 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 (note that this picture is from 2022):
 - 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 06/01/23
 - 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.

Meet Set-up

* Meet Name : Oro Valley Registration
* Facility Name : Oro Valley Aquatic Center
Address :
Address :
* City : Oro Valley
* State / Province : AZ * Postal Code : 85737
* Country : USA Sanction # :
Start Date : 02/14/22 End Date : 07/29/22
Age-Up Date : 06/01/22
Entry Open Date : 02/09/22 Entry Deadline : 02/09/22

ID Format
 USAS - USA Swimming
 SNZ - Swimming New Zealand
 SSA - Swimming South Africa
 AUS - Australian Swimming
 BS - British Swimming
 BCSSA - Canadian League
 USMS - US Masters
 Other
* Host LSC : AZ

Class
 Age Group
 Senior / Open
 High School
 College
 YMCA
 Masters
 Disabled

Timers Connected to this Computer
 One timer Two timers
Timer 1 Name : Pool 1
Timer 2 Name : Pool 2

Meet Type
 Standard
- Divisions -
 By Event
 By Team
 By Entry
 Flighted
 Time Standards
 Div by Time Std

Meet Style
 Standard
 2 Team Dual
 3+ Team Dbl Dual

*** Course**
 LC Meters
 SC Meters
 Yards

DQ Codes
Custom DQ Codes

Time Adjustment Method
 FINA rules
 USA Swimming rules prior to 1 May 2016

Base Country : USA
Altitude in Feet :
Default Touch Pads at both ends :

Age-Up Athletes OK Cancel Re-Convert Entries

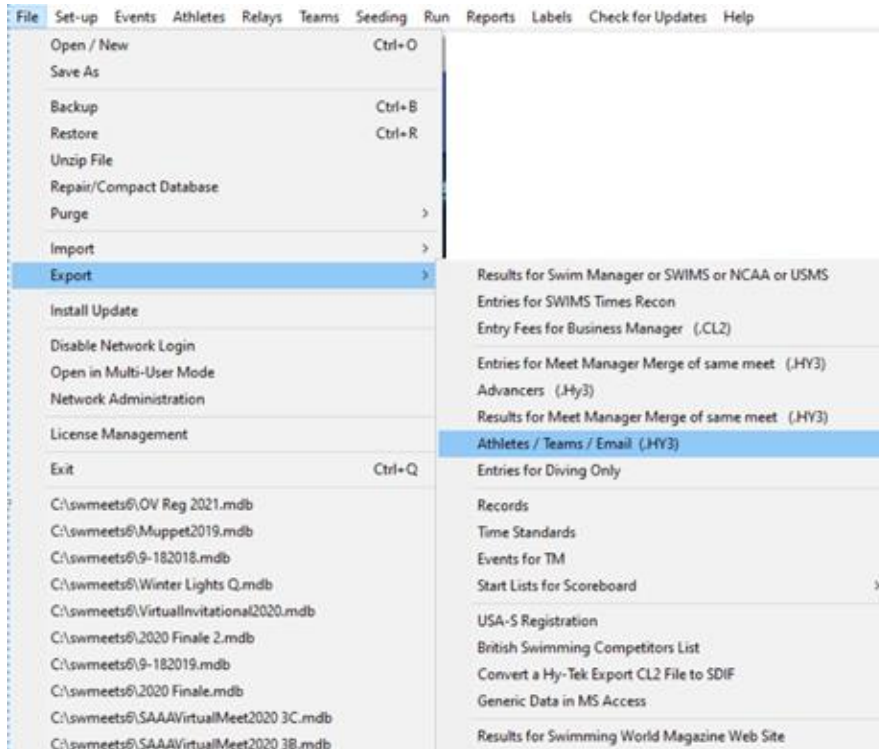
4. If you get a screen asking about publishing to meet mobile, ignore/ close the screen.
5. Select “Teams” from the top menu bar. You only need to fill in your team abbreviation, LSC, and team name. All of the other fields don’t matter.

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 AS APPEARS ON THE BIRTH CERTIFICATE. We do not need a complete middle name.
 - 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.
 - e. The Reg ID# doesn’t really matter. USA Swimming has gone to a random ID instead of the former MMDDYY First, Initial, Last format.

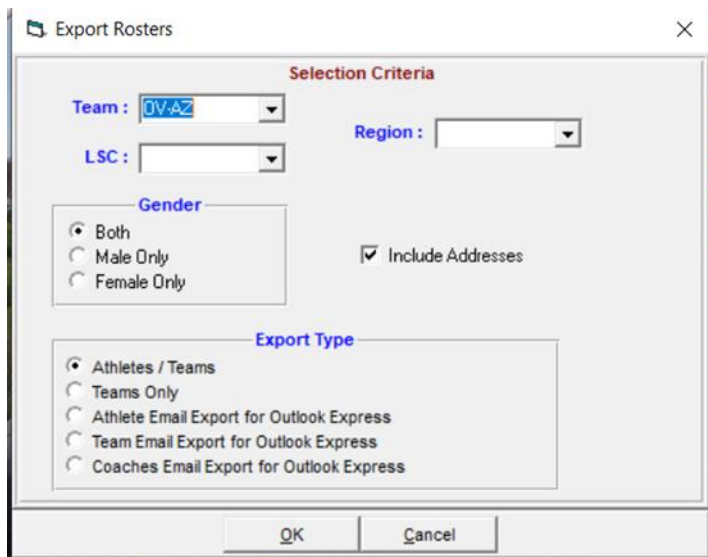
ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
		0	None

8. Repeat step 6 and 7 as needed 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.