SAAA Swimmer Registration Instructions for MEET MANAGER

- 1. Open Meet Manager. Install any updates if needed.
- File> Open/ New. Select a file name that you will use to register swimmers for THIS season, such as "OV Reg 2024". Note that this database will be used for your team registrations only. Do not mix your registration file with other rosters from previous years. 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 06/01/24
 - 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 : * Facility Name : Address : Address : * City : * State / Province : * Country : Start Da	Oro Valley Registration Oro Valley Aquatic Center Oro Valley AZ USA ate : 02/14/22	* Postal Code : 85737 Sanction # : End Date : 07/29/22	Meet Type Standard - Divisions - By Event By Team By Entry Flighted Time Standards Uv by Time Std
Age-Up Di Entry Open Di ID Forr © USAS - USA Swimming	ate : 06/01/22 🗣 🗸	Entry Deadline : 02/09/22	Meet Style
 SSA - Swimming South AUS - Australian Swimm BS - British Swimming BCSSA - Canadian Leage 	A frica ning gue	C High School C College C YMCA C Masters	* Course C LC Meters C SC Meters (* Yards
C USMS - US Masters C Other * Host LSC : Base Country Altitude in Default Turch Po	AZ USA Feet:	C Disabled Timers Connected to this Compute C One timer Timer 1 Name Pool 1 Timer 2 Name Pool 2	DQ Codes Custom DQ Codes ▼ Time Adjustment Method (* FINA rules CUSA Swimming rules prior to 1 May 2016
Age-l	Jp Athletes	K Cancel E	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.

C3, Team Edit	×
Team Abbr : Image: Constraint of the second seco	Oro Valley Swim Team Team Status : Normal Alternate Team Name :
Team not eligible for team score point rankings (si	imilar to Unattached) Region :
No Team Surcharge No Facility Sur	rcharge No Athlete Surcharge
Address :	Cell :
Address :	Office :
Province :	Home :
City :	Fax :
State : Postal Code :	E-Mail :
Country :	Note: Cell phone is important for the Run Menu Prelims Scratch Sheet
	OK Cancel

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

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- a. Fill in the last name, LEGAL first name, and middle initial <u>AS APPEARS ON THE</u> <u>BIRTH CERTIFICATE</u>. 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.

🖏 Add New	Athlete									\times	
Contact Tea	ms										
									,		L
Last Nam	e: Smith				First Name :	William			MI:	G	L.
Pref Nam	e : Billy				Birth Date :	04/15/09	÷ → Ag	ge : 12			L
Reg ID	# : 041509WI	LGSMIT			Team :	OV-AZ	Oro Valley S	wim Team			L
Gender (M/F): M 🗆	Retain Ger	nder	Build ID	Class Year :		Status : Normal	•	SDMS ID :		E
Citizen o	of :		~		Competitor # :	1	Disability (S,	SB, SM) :			F
2nd Clu	ib :							State :		~	F
ENTR	IES					ELIGIBLE EV	/ENTS				
Event #	Entry Time	Event #	Event Nan	ne							
-		0	None								-
											H

8. Repeat step 6 and 7 as needed for additional swimmers.

File	Set-up Events Athletes Relays Teams	Seeding	Run	Reports	Labels	Check for Update	i Help	
	Open / New	Ctrl+O	1					
	Save As		1					
	Backup	Ctrl+B						
	Restore	Ctrl+R						
	Unzip File							
	Repair/Compact Database							
	Purge		>					
	Import		>					
	Export		>	Results	for Swim	Manager or SWIM	S or NCAA or USMS	
	Install Update			Entries	for SWIN	tS Times Recon		
				Entry F	ees for Bu	usiness Manager (J	CL2)	
	Disable Network Login			Entries	for Meet	Manager Merge of	same meet (JHY3)	
	Open in Multi-Oser Mode			Advan	cers (.Hy	(3)		
	Network Administration			Results	for Meet	Manager Merge of	same meet (.HV3)	
	License Management			Athlete	s / Teams	s / Email (JHY3)		
	Exit	Ctrl+Q	Г	Entries	for Divin	g Only		
	C:\swmeets6\OV Reg 2021.mdb			Record	ŝ			
	C:\swmeets6\Muppet2019.mdb			Time S	tandards			
3	C:\swmeets6\9-182018.mdb			Events	for TM			
	C:\swmeets6\Winter Lights Q.mdb			Start Li	sts for Sc	oreboard		>
	C:\swmeets6\VirtualInvitational2020.mdb			USA-S	Registrati	on		
	C:\swmeets6\2020 Finale 2.mdb			British	Swimmin	a Competitors List		
	C:\swmeets6\9-182019.mdb			Conve	t a Hy-Te	k Export CL2 File to	SDIF	
	C:\swmeets6\2020 Finale.mdb			Generia	Data in	MS Access		
	C:\swmeets6\SAAAVirtualMeet2020 3C.mdb			Para	In Sula	mine Medd Merer	ine Web Cite	
0	C:\swmeets6\SAAAVirtualMeet2020 38.mdb			nesuits	TOT SWITT	ming wond waga	ane web site	

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

	Selectio	on Criteria	
Team : 0V-AZ	• •	Region :	•
Gender © Both © Male Only © Female Only		Include Addresse	15
Athletes / Teams	cport Type		
C Teams Only			
C Athlete Email Export for	Outlook Exp	press	
C Team Email Export for O	utlook Expr	ess	
C Coaches Email Export fo	or Outlook E	xpress	

- 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.