

## 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 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

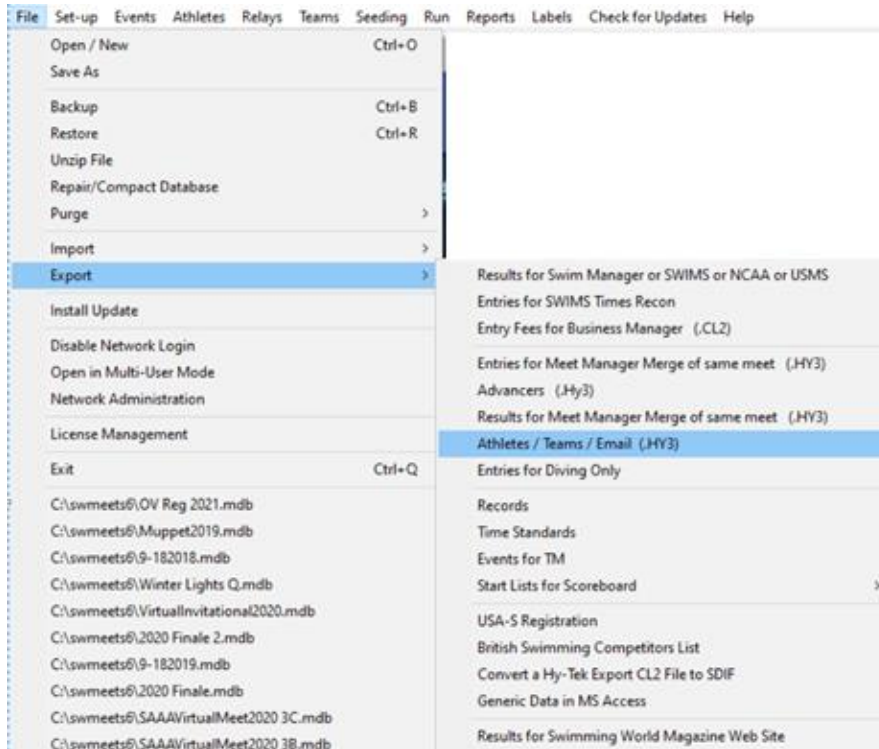
* Meet Name : Oro Valley Registration		<b>Meet Type</b>	
* Facility Name : Oro Valley Aquatic Center		<input checked="" type="radio"/> Standard	
Address :		- Divisions -	
Address :		<input type="radio"/> By Event	
* City : Oro Valley		<input type="radio"/> By Team	
* State / Province : AZ		<input type="radio"/> By Entry	
* Postal Code : 85737		<input type="radio"/> Flighted	
* Country : USA		<input type="radio"/> Time Standards	
Sanction # :		<input type="checkbox"/> Div by Time Std	
Start Date : 02/14/22	End Date : 07/29/22	<b>Meet Style</b>	
Age-Up Date : 06/01/22	Entry Deadline : 02/09/22	<input checked="" type="radio"/> Standard	
Entry Open Date : 02/09/22		<input type="radio"/> 2 Team Dual	
<b>ID Format</b>		<input type="radio"/> 3+ Team Dbl Dual	
<input checked="" type="radio"/> USAS - USA Swimming		<b>* Course</b>	
<input type="radio"/> SNZ - Swimming New Zealand		<input type="radio"/> LC Meters	
<input type="radio"/> SSA - Swimming South Africa		<input type="radio"/> SC Meters	
<input type="radio"/> AUS - Australian Swimming		<input checked="" type="radio"/> Yards	
<input type="radio"/> BS - British Swimming		<b>DQ Codes</b>	
<input type="radio"/> BCSSA - Canadian League		Custom DQ Codes	
<input type="radio"/> USMS - US Masters		<b>Time Adjustment Method</b>	
<input type="radio"/> Other		<input checked="" type="radio"/> FINA rules	
* Host LSC : AZ		<input type="radio"/> USA Swimming rules prior to 1 May 2016	
<b>Base Country</b> USA		<b>Timers Connected to this Computer</b>	
Altitude in Feet :		<input checked="" type="radio"/> One timer	
Default Touch Pads at both ends : <input type="checkbox"/>		<input type="radio"/> Two timers	
		Timer 1 Name	
		Pool 1	
		Timer 2 Name	
		Pool 2	
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.

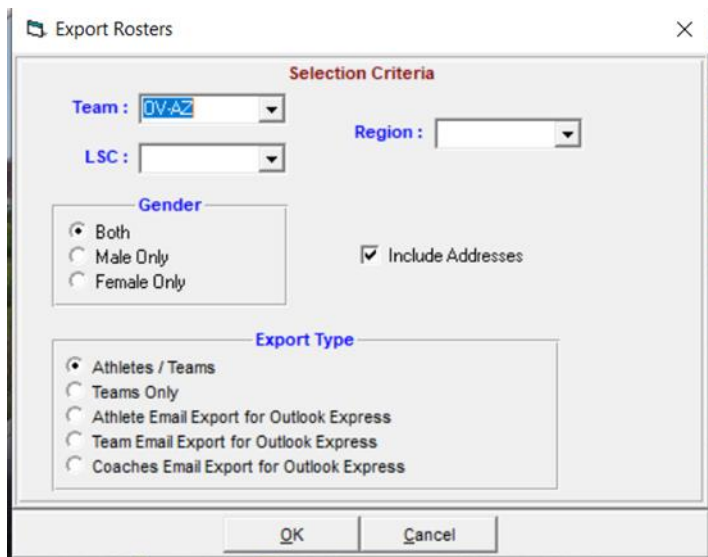
6. Select “Athletes” from the top menu bar. This should bring you to your roster screen.
7. Select “Add” from the top menu bar.
  - a. Fill in the last name, LEGAL first name, and middle initial AS APPEARS ON THE BIRTH CERTIFICATE. We do not need a complete middle name.
  - b. If they have a preferred 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 1<sup>st</sup> 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.

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.