

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". Noting both the **year** and that it's your **registration file** will help keep this database from getting mixed up with other databases.
 - a. This database should be used for your team registrations only. Do not mix your registration file with other rosters from previous years. You don't want to register/pay for incorrect athletes.
 - b. You will still download a separate athlete roster from the SAAA website to do your meets entries.

3. Fill in any necessary information. See the picture on the following page. (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 of the current year
- 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.

When finished, click 'ok'.

The screenshot shows the 'Meet Set-up' window with the following fields and values:

- * Meet Name:** Oro Valley Registration
- * Facility Name:** Oro Valley Aquatic Center
- Address:** (empty)
- * City:** Oro Valley
- * State / Province:** AZ
- * Postal Code:** 85737
- * Country:** USA
- Sanction #:** (empty)
- 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
- Class:** ☒ Age Group
- Meet Type:** ☒ Standard
- Meet Style:** ☒ Standard
- * Course:** ☒ Yards
- DQ Codes:** Custom DQ Codes
- Time Adjustment Method:** ☒ FINA rules
- Base Country:** USA
- Altitude in Feet:** (empty)
- Default Touch Pads at both ends:** ☐
- Timers Connected to this Computer:** ☒ One timer
- Timer 1 Name:** Pool 1
- Timer 2 Name:** Pool 2

Buttons at the bottom: Age-Up Athletes, OK, Cancel, Re-Convert Entries

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

6. 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.

Team Edit

Team Abbr : Full Team Name :

LSC : Short Team Name : Team Status :

Division : Alternate Team Abbr : Alternate Team Name :

☐ Team not eligible for team score point rankings (similar to Unattached) Region :

☐ No Team Surcharge ☐ No Facility Surcharge ☐ 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

Navigation: [Left Arrow] [Right Arrow] [OK] [Cancel]

7. Select “Athletes” from the top menu bar. This should bring you to your roster screen.

8. Select “Add” from the top menu bar.

- Fill in the last name, LEGAL first name, and middle initial AS APPEARS ON THE BIRTH CERTIFICATE. Do not use the complete middle name.
- If they have a preferred first name, fill it in. This is the name that will usually appear on meet programs or timer sheets.
 - If the swimmer goes by their preferred name, do not enter anything in this field.
- 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.
- Make sure the gender and team names are correct.
- 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

Contact Teams

Last Name : First Name : MI :

Pref Name : Birth Date : Age :

Reg ID# : Team : Oro Valley Swim Team

Gender (M/F) : ☐ Retain Gender Build ID

Class Year : Status : SDMS ID :

Citizen of : Competitor # : Disability (S, SB, SM) : ☐ ☐ ☐

City : State :

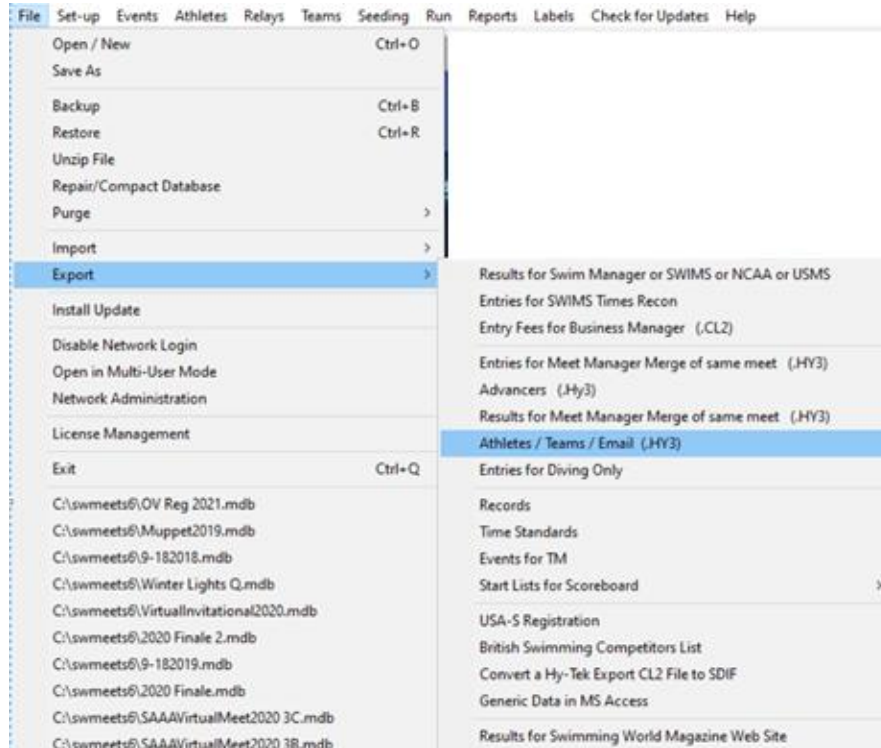
2nd Club :

ENTRIES	
Event #	Entry Time
0	None

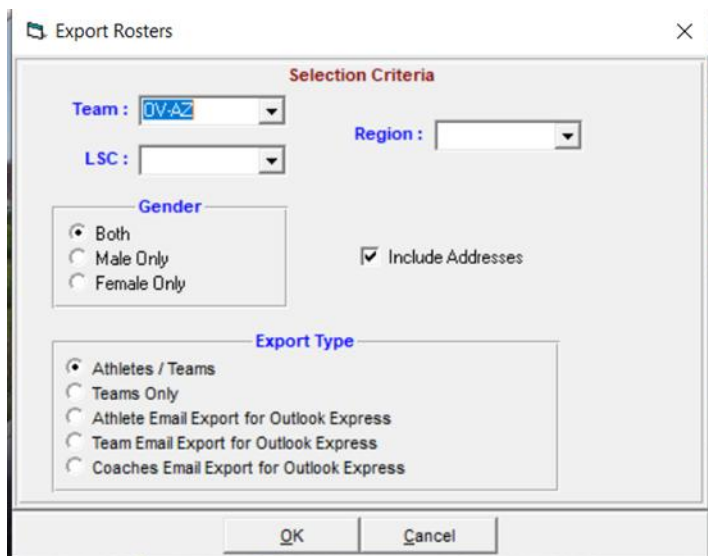
ELIGIBLE EVENTS	
Event #	Event Name
0	None

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

10. 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.

11. 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.

12. Email the athlete export file **and the PDF** to the Admin Secretary.

Making Changes or Corrections to your file

It is normal to find a few mistakes in your file as the season goes on. When you find a mistake, make any necessary changes in your registration database. Export your file AND the PDF and email them to the Admin Secretary.

In that email please list the swimmers you made changes to. It can be difficult to spot minor changes on our end if we don't know to look for them.

Make sure your changes have been made correctly in the next SAAA roster that is posted.