

2013-14
Southeastern Swimming, Inc.
Electronic Registration and Electronic Meet Entry

PART 1 – Electronic Registration

Formatting Standards

IT IS IMPERATIVE THAT ALL DATE BE THE SAME---YOUR TEAM DATABASE AND THE USA SWIMMING/SOUTHEASTERN SWIMMING DATABASE. This will affect the times database and the registration database. To ensure continuity please follow the following standards:

- Enter last name, first name with normal capitalization, first letter capital, rest lower case – i.e.
Healey Thomas F

SUGGESTED PROCESSING TIMELINE

September - October	Add new swimmers to your TM database and export a registration file Renew Coaches and Club.
October - November	Renew old swimmers in the database and export registration files
December - August	Add as new and renew in TM database any swimmers that have not been previously registered. These may be swimmers that are year-round or seasonal. Make sure you check the correct season.

PLEASE MAKE SURE COACHES KEEP THEIR CERTIFICATES UP TO DATE AND SEND IN THEIR NEW CERTIFICATIONS IN A TIMELY MANNER.

FYI - Club Fees - 0 - 29 swimmers = \$100, over 30 swimmers =\$150
Seasonal = \$70
Athlete Fees - Regular membership = \$60, Seasonal = \$35
Non-Athlete = \$60.00, family = \$110.00

NEW SEASON BEGINS SEPTEMBER 1, 2013

BEGINNING TEAM MANAGER – SETUP, TEAM AND ATHLETES

SETTING UP YOUR DATABASE (if not already done)

1. Upgrade TM from <http://www.hy-tekltd.com>
2. Open Team Manager
3. Click on FILE – NEW
4. Give a File Name for your database – i.e. Walleyes (for Lake Erie Walleyes)
5. In Preferences, click to have only the following with a check mark:
 - a. Check gender designation
 - b. For Default Team Registration – Choose USS
 - c. For Default Team Type – Choose AGE for Age Group
 - d. For Default Citizenship – choose USA
 - e. For Meet Age-Up Date, click first day of meet
 - f. For System Age-Up Date, click on current date
 - g. Click OK

ENTERING YOUR TEAM (if not already done)

1. In Team Manager, click on TEAMS, click on ADD
2. In Team Code, enter your team name
3. Complete the information in Mailing Information for the coach – enter as much information as you have
4. Click on X in **second row** of top right corner to go back to main menu screen.

PRINTING FORMS FOR OLD SWIMMERS

1. Click on ATHLETE from Main Menu
2. Double-Click on an athlete to bring up Athlete Information window
3. Click on REGISTRATION button
4. Click on Print Form icon
5. You must do this for each athlete

STARTING NEW REGISTRATION YEAR (September 1, of that year)

This resets all members in database so they are ready to be renewed for new registration year.

1. Click on TEAMS on Main Menu
2. Click on MAINTENANCE
3. Click on REGISTRATION STATUS
4. Under “FROM STATUS”, check “ALL TEAMS”
5. Under “TO STATUS” check X
6. Click on OK
7. Click on CANCEL
8. Click on CLOSE

ENTERING NEW ATHLETES

1. In Team Manager Main Menu screen, click on ATHLETES, click ADD
2. Enter the following information for each athlete:
 - a. Last Name, First Name, Middle Initial (enter in lower and upper case as appropriate – i.e. Susan M Doe) Enter this info as it appears on the birth certificate, driver's license, etc.
 - b. Enter birthdate
 - c. Enter gender
 - d. Click on Team I to specify which team
 - e. Click on BUILD ID button – this is necessary to create an USA ID
 - f. Click on REGISTRATION button – this is necessary to create the record in the export file for electronic registration
 - i. Specify what season: N for year round, 1 for seasonal (10/1-2/27), 2 for (3/24-8/20), 3 Individual
 - ii. Specify which year (200_)
 - iii. Click on OK to close the Athlete Registration window
3. Click OK to close the Athlete Information window
4. Follow steps 2-3 for each athlete that you will enter in your database.
5. When all athletes have been entered, click on X in top right corner of Athlete window to return to Team Manager Main Menu Screen.

RE-REGISTERING SWIMMERS

1. Click on ATHLETES on Main Menu
2. Click on swimmer's name to re-register which brings up Athlete Information window
 - a. Check athlete info to be sure it's still correct
 - b. Click on REGISTRATION button- this is necessary to create the record in the export file for electronic registration
 - i. Specify what season: N for year round, 1 for seasonal (10/1-2/27), 2 for (3/24-8/20), 3 Individual
 - ii. Specify which year (200_)
 - iii. Click on OK to close the Athlete Registration window
 - c. Click OK to close the Athlete Information window
3. Repeat step 2 for each swimmer to re-register.
4. When done, click on X in upper right corner of window to close window.

TRANSFERS - are changes when the athlete is already registered to another USA Swim Team - the SE transfer form be submitted with the file.

- if the swimmer is a re-newal - registered as a renewal, the database will tell me that this child is a transfer - they will need to submit a transfer form if they came with a different team the year prior to joining your team.

TO CREATE and SEND REGISTRATION FILE TO REGISTRATION COORDINATOR

1. Click on FILE on Main Menu
2. Click on EXPORT
3. Click on REGISTRATION
4. On EXPORT REGISTRATIONS screen, click on:
 - a. Include New Registrations
 - b. Include Renewals
 - c. Include Changes
 - d. Include Deletes
 - e. Click OK
5. The exported registration file will be saved in a directory/folder that you specify and will be numbered according to how many files you have currently exported. (After you export a file, there is nothing to export, until you start renewing, adding or changing your athletes in the database.
 - a. Suggestion: Somewhere on your hard drive (perhaps My Documents, create a folder called "Exported Registrations" and then save all exported registration files to this folder
6. Create a printed copy of the export file (see below) and make a copy for your records
7. Email the Registration Coordinator the exported file as an attachment
8. Send through regular mail, the following items:
 - a. Printed copy of exported file
 - b. One check to cover the transactions on the exported file
 - c. Any birth certificates/drives licenses, etc. for new swimmers - NOT NEEDED BY SE

The exported file will not be processed until the hardcopy and check arrive through regular mail. The exported file sits in a holding tank awaiting processing. **AFTER YOU EMAIL THE FILE, DROP THE HARD COPY AND CHECK IN THE MAIL THE SAME DAY.**

TO MAKE A PRINTED COPY OF THE EXPORTED REGISTRATION FILE

1. Click on REPORTS – ADMINISTRATIVE – REGISTRATION
2. Click on: New Registrations, Renewals, Changes, Deletes – it will produce a separate page for each of these items
3. Enter Batch # of last exported batch – this number appears on screen
4. Click on correct year.
5. Click OK
6. Click on printer icon after viewing report on screen.
7. **MAKE A COPY OF THE REPORT FOR YOUR RECORDS**

PART II – ELECTRONIC MEET ENTRY

HOW TO IMPORT A MEET EVENT FILE

1. Download the meet event file from the website. **Remember where you put the file.**
2. From Team Manager Main Menu, choose FILE – IMPORT – MEET EVENTS
1. In Import Events window, change Look IN to correct drive and directory and click on file to use.
2. Click OPEN.
3. Click Ok to unzipped files windowl.
4. Double-click the “hyv” file in the Import Events window, Click OK , Click OK

THE MEET IS NOW ENTERED INTO YOUR TEAM MANAGER DATABASE

VIEWING THE MEET

1. From Team Manager Main Menu Screen, click MEETS
2. Double-click the Meet file
3. Check over what the meet defaults are.
4. Click OK.

FOR EACH MEET YOU PLAN TO ATTEND, YOU WILL DOWNLOAD THE APPROPRIATE MEET EVENT FILE

CREATING A MEET ENTRY FILE

1. Click on Meets and select the Meet
2. Click on Entries, Choose to enter athletes either by event or by athlete name.
3. Choose your team from Choose For Team on second row from top - enter unattached swimmers as UNATTACHED.
4. If you chose Entries by Event, click on each event. The swimmers who are eligible to swim the event will appear in the lower half of the window with their best time in the event. To enter them in the event, click on the Entrd box.
5. After entering the athletes in the events, click on the X in the second row in the top right corner to return to Meet window.
6. Click on Print. Click on Meet Entry Report. In Meet Entry window, click on Team and choose your team. Click on Create Report box on bottom right.
7. Check over your meet entry report making sure all athletes have been entered in the proper event. Make any changes as appropriate.

EXPORTING THE MEET ENTRY FILE

1. Click on the X in the second row on the top right corner to go back to the main menu.
2. Click on File – Export – Meet Entries.
3. Choose the Meet (if it does not appear in the Meet window)
4. Click on Export to Drive to choose where you will store the meet entry file.
5. Attach the exported file to an email and email to the meet computer entry person. Mail printed copy of export file and check to cover meet entry fees to meet host.

ENTERING ATHLETE RESULTS FROM A MEET (MANUALLY)

1. From Team Manager Main Menu Screen, click on MEETS, then click on appropriate meet name.
2. From menu, click on RESULTS, it will ask you if you want to copy entry events to results events, click YES.
3. Enter the Team by clicking on down arrow next to TEAM.
4. The athletes will appear in the top screen and the events will be listed in the lower screen. Click on an athlete and enter the times in the appropriate event on the lower screen. (When entering minutes (for 500FR) enter as 6:23.12 with the colon after the minutes and the period after the seconds)

ENTERING ATHLETE RESULTS FROM A MEET(ELECTRONICALLY)

1. Download the Team Manager results file from the website.
2. From Main Menu, Click on File – Import – Results
3. On the Import Results window, type in your team name (i.e. USC, STRS, GAS, etc.) on ONE TEAM box. This will only input your team's results. If you want to add swimmer's you don't have in your database, click on "Add New Teams/Athletes".
4. After the import has taken place, click CLOSE.
5. Click on Athletes, then click on a specific athlete.
6. Click on Results and it will list the results loaded for that particular swimmer event.