

2015
Lake Erie Swimming, Inc.
Electronic Registration and Electronic Meet Entry

PART 1 – Electronic Registration

GETTING READY FOR NEW REGISTRATION YEAR

- If you have a new club registrar or want additional training, contact Pam Cook and a workshop will be arranged.
- If you don't already have Team Manager 5.0, call Hy-tek (866-456-5111 or 252-633-5111) and get it.
- If you have Team Manager 5.0, update your current version to the latest one. To update your current version:
 - Connect to Internet
 - Open Team Manager
 - Click on Check for Updates and follow instructions
- **Registration for 2015 begins 9/1/14 – Hy-tek will recognize that system date, set your batch number back to 0.**
- **Do not send the following to the LSC registrar: birth certificates, hard copy of athlete application forms**

SUGGESTED PROCESSING TIMELINE

September	Add new swimmers to your TM database and export a registration file
Oct-Nov	Renew old swimmers in the database and export registration files (Some teams send their new, renewals and changes all in one batch in Sept or Oct.)
March	After high school season, enter as new or renew high school swimmers in TM database and export registration file
May	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.

Individual Seasonal Membership – Use Code 3 in Team Manager.

Seasonal membership starts the day they are registered by the LSC registrar and continues for 150 days (i.e. begins 10/1/11, ends 2/28/12). **LESI no longer has Seasonal 1 membership (TM code 1).**

Formatting Standards

In order to have your data look the same when you receive reports, follow the following standards:

- Enter last name, first name with normal capitalization, first letter capital, rest lower case – i.e. Pamela P Cook
- For new swimmers, use birth certificates to enter legal first and last name with correct birth date

BEGINNING TEAM MANAGER – SETUP, TEAM AND ATHLETES

1. SETTING UP YOUR DATABASE (skip if you already have an existing database)

1. Open Team Manager
2. Click on FILE – NEW
3. Give a File Name for your database – i.e. Walleyes (for Lake Erie Walleyes)
4. 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

2. ENTERING YOUR TEAM (skip if you have an existing database)

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.

3. 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

4. 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 birth date
 - c. Enter gender
 - d. Click on Team 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, 3 for individual seasonal
 - ii. Default year is current registration year
 - 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.

5. RE-REGISTERING SWIMMERS (assumes an existing database)

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, 3 for individual seasonal (LE no longer has Seasonal 1)
 - ii. Default year is current registration year
 - 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.

6. 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 registration exported file (ZIP file) and the TM Batch report (PDF file) as an attachment
8. Send through regular mail, the following items:
 - a. One check to cover the transactions on the exported file
 - b. Transfer forms for changed athletes

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

Note: Some teams have preferred to send a large check at beginning of year (which is held like an escrow account) and then include the batch report in the ZIP file with the exported registration file. When the Registration Coordinator receives a zip file that contains both the registration file and batch report and there is a credit balance, the registration file will be processed immediately.

7. 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

1. HOW TO IMPORT A MEET EVENT FILE (This file contains all the events for a meet and sets up the meet in Team Manager when you import the 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 window.
 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

2. 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

3. 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
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.

4. 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.

5. ENTERING ATHLETE RESULTS FROM A MEET (MANUALLY)

1. From Team Manager Main Menu Screen, click on MEETS, the 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)

6. 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. LESI lists unattached swimmers as UUSC, USTRS, etc. so you can input any unattached swimmers by referencing this standard. 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.

SWIMS/CLUB Reconciliation

Using Team Manager to create a SD3 file

- Use Team Manager 3.0F version or above
- Choose File – Export – Registration Reconciliation
- Choose TEAM in the Team Manager database that you wish to export
- Choose the drive and directory of where to put the exported file
- The exported file will be a zip file with the following name format: TMRegRec_VRTX_LE_001
- Email or send this file to the LSC Registrar. The LSC registrar will need to unzip the file and then use the Meet Recon feature of SWIMS to import the file and produce the exception list which can be sent back to the club to make corrections

Using Team Manager to receive a RE1 file

- The club registrar requests the LSC Registrar to send the club an RE1 file from SWIMS
- Open Team Manager and choose Reports – Administrative – Athletes
- Click on Registration ID Exception tab
- Choose which TEAM you want to verify and choose if inactive swimmers are to be included
- Check any other options that are desired
- Click CREATE REPORT
- Click on where the RE1 file is and click OK
- Exception List will appear on the screen – print or save it
- Correct any items on the exception list