

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, 1 - season 1, etc.
 - ii. 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 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/drivers licenses, etc. for new swimmers (if applicable)
 - d. 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 THE HARD COPY AND 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**

Ellen Gashler:
But send file ~~now~~ until (hard copy ↓) # is received