

SWIMS/CLUB Reconciliation

Using Team Manager to create a SD3 file

- Use Team Manager 4.0 version (Lower versions are no longer supported by Hy-tek)
- 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