

Using Hytek Team Manager To Submit Your Athlete Registration To Florida Swimming, Inc.

- Open **TEAM MANAGER**
- Under **SETUP / PREFERENCES / Registration Preferences**
If you have the most recent version of TM (Release 4.0), the 2010 USA Swimming fee of \$56 should already be set. If you are running version of TM that is NOT 4.0, you can trick the system for the math to work. You will have to edit the LSC fees below (+\$1 each) to allow for the USA Swimming increase.
 1. The LSC (FL) Registration Fee is \$10.00
 2. The Seasonal LSC (FL) Registration Fee is \$7.50 (May 1 to Aug 28)

If you print out blank forms from your computer to use for team registrations, make sure you make checks payable to your team. Send one (1) check to Florida Swimming for all registrations.

- Click **ATHLETES**
An open database of all your athletes will appear on the screen in a spreadsheet format.

ATHLETE'S NAME: Always use the LEGAL first name of the athlete for registration purposes. Always include the middle initial when available. Check the spelling of the last name.

BIRTH DATE: Fill in the birth date.

CONTACT INFORMATION MUST BE COMPLETED IN ORDER TO EXPORT

MAILING ADDRESS: Fill in the proper mailing address for the athlete showing on the top line. Be sure that City, State and Zip code are also complete.

HOME phone number: Complete or type in unlisted. The program will not allow you to export without something in this field.

IT IS IMPERATIVE THAT YOU INCLUDE THE AREA CODE WHEN ENTERING THE PHONE NUMBER. DO NOT ENCLOSE THE AREA CODE WITH ANY BRACKETS OR PARENTHESES. ENTER PHONE NUMBER WITH DASHES ONLY, IE 317-237-5780.

- Click on **“REGISTRATION”**. This pop-up will confirm many items as below.

Registration Date

Seasonal: Click on N – Year Round if your swimmer is swimming year round. Click on 1- Season 1 for Florida's only offered seasonal membership. Valid dates are April 1- August 28, 2010.

FINA Federation: This is in reference to international swimming affiliation.

USA Swimming affiliation, disability, ethnicity: The answers for this section should be transferred from the USA Swimming registration form signed by the parent or legal guardian.

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STATUS: This area tells the database the current status of the athlete.

New: Click this if athlete is first time member of your team.

Renewal: Click this if the athlete already exists in your database and is renewing for the current registration year.

Change: Click this if you are changing an athlete's information, such as address or phone, correcting a birth date or correcting a name spelling.

Delete: Click this and it permanently removes the athlete from your database.

Inactive: Click this and your athlete becomes inactive. This can be used for college swimmers who return for the summer, summer only swimmers or high school athletes who return after their season. **REMEMBER:** If you mark an athlete as 'Inactive', the athlete will not appear on any program generated meet entries.

Upon completion of this screen, click "OK" and you will be returned to the Athlete Spreadsheet.

TO ACTUALLY EXPORT A FILE TO SEND TO FLORIDA SWIMMING VIA EMAIL ATTACHMENT

- Open **REPORTS**.

Click on "ADMINISTRATIVE" and select "REGISTRATION". **This will generate the printed report that needs to be submitted.**

Click on what you are sending in, ie. RENEWALS, NEW, CHANGES, DELETIONS, etc. Check the last page to see that your totals equal your input.

This report will be assigned a Batch number by Team Manager so that registrations already received will not be duplicated.

Up at the top of the screen, there is an envelope with a red arrow pointing down into it. (It's just to the LEFT of the 100%). You can save that file as a WORD DOCUMENT to submit via email (flsoffice2@aol.com) along with the actual registration file (below instructions).

If you run the report BEFORE you export the reg. file below, the header will state that these are Registrations Not Yet Exported. This is OK.

You can export the file first and then run the report and the batch number will appear on the report. The report with the batch number will show you exactly who went through on the export.

If there was someone missing, you'll simply have to register and proceed with another export and another report.

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- Open **FILE**.
Click on “**EXPORT**” and select “**REGISTRATION.**”
This will generate the file that you need to e-mail to the office (flsoffice2@aol.com).

If you email the report along with the file – GREAT! Registrations will not actually be processed until the batch report, fees and birth certificate (if required) are received at the Florida Swimming office.

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BELOW IS THE HELP TEXT FROM HY-TEK

Export Registration

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A swim organization may want to set up a process to periodically register athletes. This registration may take place at the team level and then each team would export the registration information for the athletes to a central Registration Database. The Export Registration feature allows a team to mail or e-mail a registration file that contains specific registration information about each athlete. The particular Athlete registration setup and export in TM is specifically designed to accommodate **USA Swimming's National Registration** process. Click [Here](#) to find out how to enter registration information about each swimmer.

From the TEAM MANAGER Main Menu Bar, click on **File** then **Export** then **Registration**. If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive. If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory.

Export Registration

Export to Drive: c:

Export to Directory: C:\

- TMIIIData
- Meet_Results-2005_Speedo_CA-NV_S
- MeetResults-2005 NC BRSL Heartbrea
- MeetResults-WestchesterORCASYMC

Registration Options

Include New Registrations

Include Renewals

Include Changes

Include Deletes

Batch #: 0

Last Batch Exported: 0

Report of Swimmers to be Exported

Reset Next Batch Number to 1

Athlete Export Filters

LSC: []

Team: ION-SC

Group: []

Subgroup: []

WM Group: []

WM Subgroup: []

School Year: []

All

Male

Female

Include Inactive Athletes

Include Athletes

Export only the Swimmers who changed their Registration Status since the Last Export (Recommended)

Export ALL Swimmers (based on the Team/Group filters chosen) for whom Registration has been set up. Those swimmers for which the Registration has changed since the last export will be exported and others will be exported as RENEW. Please check out the Teams/Maintenance/Registration Status feature for more options for this choice.

OK

Cancel

You may customize the Athlete filter choices by **Gender**, **LSC**, **Team**, **Group**, **Subgroup**, and **School Year** or leave these filter choices blank to include ALL athletes.

Select Swimmers with a registration status of **New**, **Renew**, **Delete**, or **Change** or any combination of those four as well as the **Batch Number** for the export.

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Swimmers will be exported in the NEXT batch if:

- Their contact mailing and home phone numbers have been entered.

AND

- Either their Registration Status has changed since the last export

OR

- They have been specifically declared to be included by editing the swimmer from the Athlete Browser, clicking on the Registration button, then clicking OK and answering Yes to the export confirmation choice.

You really have two ways of exporting registration information:

1. Specify Batch 0

You have two choices when exporting swimmers for a new batch. On each Export, TM will assign the next sequential Batch Number to the new export - this Batch Number is **remembered** in case you want to re-export those swimmers again.


Include Athletes

Export only the Swimmers who changed their Registration Status since the Last Export (Recommended)

Export ALL Swimmers (based on the Team/Group filters chosen) for whom Registration has been set up. Those swimmers for which the Registration has changed since the last export will be exported and others will be exported as RENEW. Please check out the Teams/Maintenance/Registration Status feature for more options for this choice.

- If you wish to export ONLY swimmers that have changed their registration status since the last batch export, specify a Batch Number of 0 and choose the first radio button. For example, click the **New**, **Renew** and the **Change** boxes and TM will export any swimmer who has changed their Registration Status since the last export to a New, Renew or Change status. This is our **Recommended** choice.
- Click on the 2nd radio button choice and TM will not only export swimmers that have changed their registration status since the last batch export (as in the first choice), but will also change the Registration Status to **Renew** for any other swimmer for which Registration has been set up (except those with a Delete status) and then export those swimmers too. This choice is designed to export a complete batch of new and previously registered swimmers, usually at the beginning of the registration period.



Click on the  button when selecting Batch 0 to get a list of all of the swimmers that are a candidate for this export.