

Registration Report

[How to Export Registration
Registration Exception Report
How to Add or Edit Athletes](#)

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 particular Athlete registration setup, report, 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.

To print or preview a report of current Athlete Registrations or Application Forms, click on **Reports** from the Main Menu Bar and then **Administrative** and **Registration**.

Registration Report

Report Format

Report Format Application Form Format - 2 per Page

Report Options

Include New Registrations To report a previously exported batch, select the batch # of the group you wish to print. A Batch number of 0 will only export Registrations that have not been exported in a previous batch.

Include Renewals

Include Changes

Include Deletes

Include "X" Status Swimmers

Batch #: Last Batch Exported: 1

Report Filters

Specific Team: Specific Group:

Specific Subgroup:

Specific School Year:

Year 2005 Year 2006

You can filter this report by Team, Group, Subgroup, or School Year. You really have **two options** for this report.

1. **Registration List:** You can include one or more of the registration classifications.

Batch Number 0

If you enter a Batch Number of "0", TM will list all swimmers who are candidates for the next export - that is, any swimmers who have changed their registration status since the last export,

any new swimmers who have had registration declared, and any edited swimmers who have been declared to include in the next subsequent export. If a swimmer does not have all of the mandatory registration information specified (like contact information), TM will indicate on the report that this swimmer **WILL NOT** be exported until that information is corrected.

Batch Number Other Than 0

If you enter a Batch Number other than "0", TM will list those swimmers that were previously exported under that Batch Number. Please note that if a swimmer was exported under Batch #5, for example, and then subsequently changed their status or re-exported under Batch #7, if you list Batch #5 again, that swimmer WILL NOT be included in that list since they have a new export Batch Number.

- 2. **Application Form:** Click on the **Print Application Forms instead of Report** check box and TM will print the application form for the swimmers that have been selected - 2 to a page.

Click on the **Create Report** button and TM will provide a report preview of the Registration Report or Application card.

NOTE: Between June 1 and August 31, TM will let you choose whether you want the Registration year header on reports to indicate the current registration year (in the case you want to register some new swimmers) or the next registration year (in the case you want to get an early start or next year's registration). The USA Swimming registration year is from September 1 through August 31.

USA SWIMMING

Registration Date - Office Use Only

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2006 ATHLETE REGISTRATION APPLICATION

LSC - NI

PLEASE PRINT - COMPLETE ALL INFORMATION

LAST NAME	LEGAL FIRST NAME	MIDDLE NAME
GUION	BETHANY	G

PREFERRED NAME	DATE OF BIRTH	SEX	AGE	CLUB CODE	NAME OF CLUB YOU REPRESENT
	9/10/1988	F	12	CCRR	Carwell County River Racers

MAILING ADDRESS

6770 KATY LN.

U.S. CITIZEN? YES NO

CITY	STATE	ZIP
MONROE	NY	16335

ARE YOU A MEMBER OF ANOTHER FINA FEDERATION? YES NO

TELEPHONE NO.

554-8896

IF YES, WHICH FEDERATION: _____

DISABILITY

A. Legally Blind or Visually Impaired

B. Deaf or Hard of Hearing

C. Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment

D. Cognitive Disability such as mental retardation, autism, severe learning disorder

ETHNICITY (In accordance with U.S. Census Bureau guidelines, you may make up to two choices if appropriate):

Q. African American

R. Asian or Pacific Islander

S. Caucasian

T. Hispanic

U. Native American

V. Other

W. Decline

MAKE CHECK PAYABLE TO:

Niagara Swimming

MAIL APPLICATION & PAYMENT TO:

Niagara Swimming

P.O. Box 12345

Bradley, NY 13344

USA Swimming Fee	\$42.00
LSC Fee	\$25.00
TOTAL DUE	\$67.00

Year Last Registered _____

If You Registered With A Different USA Swimming Club In 2005, Enter That Club Code LSC Code _____ And The Date Of Your Last Competition Representing That Club

SIGN HERE _____

(Signature of Athlete, Parent, or Guardian)

USA Swimming occasionally makes its membership list available to its marketing partners. Please notify USA Swimming's Member Services Dept at 719/866-4578 if you do not wish to receive these mailings.

Annual Membership Dues of \$42.00 or more include \$2 for a 1-year subscription to SPLASH.

dwarfism, spinal injury,
mobility impairment

D. Cognitive Disability such as
mental retardation, autism,
severe learning disorder

Year Last Registered _____

If You Registered With A Different USA Swimming Club In 2005, Enter That Club Code
LSC Code _____ And The Date Of Your Last Competition Representing That Club

SIGN HERE

(Signature of Athlete, Parent, or Guardian)

- S. Caucasian
- T. Hispanic
- U. Native American
- V. Other
- W. Decline

P.O. Box 12345
Bradley, NY 13344

USA Swimming Fee	\$42.00
LSC Fee	\$25.00
TOTAL DUE	\$67.00

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You can click on the **Export** icon at the top of the Print Preview screen to export the report in various formats like Excel, Word, HTML, CSV, etc. You can click on the **Printer Setup** icon to change various printer setup options. And you can click on the **Printer** icon and TM will print the report to the selected printer.