

SECTION 3: SWIMMER REGISTRATION

3.1 Overview of Swimmer List

The Club Registrar has access to different capabilities on swimmer page is:

Filters – Located at the top, the Club Register can utilize the different filters to search for specific swimmers. These filters include season, group type, registration type and swimmer registration status.

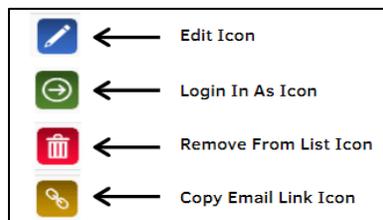
Main Menu Buttons – Located at the top are various buttons that can perform different functions. Specific instructions to utilize these different buttons will be discussed later in this section.



Declarations – The declarations column of the swimmer’s menu now will feature different icons to represent a swimmer’s declaration for Canadian citizenship, Indigenous Status and Impairment.



Action Buttons – The action buttons located under the *Action* column prompt the RTR to perform different functions.



3.2 Swimmer Status

3.2.1 List of Different Swimmers' Status

Every swimmer entered in the system will have a status listed in their profile. This status defines where the swimmer registration sits in the RTR.

- **Inactive** – The swimmer is registered, but the swimmer was manually moved to inactive.
- **Pending** – The swimmer profile is entered in the system, but registration has not been initiated.
- **Invoice Pending** – The swimmer has been placed in a category and requires an invoice to be generated.
- **Pending PSO Approval** – The invoice has not been paid to the PSO.
- **Account Pending** – The invoice has been paid, but the Primary Contact has not confirmed swimmer information.



- **Registered** – Registration has been completed; invoice is paid, and swimmer account updated.

Other possible statuses include:

- **Completed** – This occurs when the swimmer view is on a previous season.
- **Deceased** – In the unfortunate event of a death,
- **Upgrade Pending** – The swimmers registration category has been upgraded and is waiting on an invoice to be generated and paid.
- **Suspended** – Swimmer whose registration has been suspended due to disciplinary action initiated and/or approved by Swimming Canada and the PSO.

3.2.2 Viewing the Different Statuses

1. Located in the top right-hand corner of the **Swimmers** page, will be the number of swimmers with each swimmer status will be listed as well as the total number of swimmers on the swimmers list.
2. Using the **All Statuses** button, select the desired status in which you want to view from the drop-down menu then click the **Apply Filters** button.

Invoice Pending : 9
PSO Pending : 4
Account Pending : 1
Registered : 5
All Swimmers : 37

3.3 Reviewing Swimmer Registration List

It is recommended that prior to the process of adding new swimmers for the current season, Club Registrars should first review the club's current swimmer registration list to remove swimmers who will not be returning.

Swimmers can be removed from the registration list in one of two ways:

1. Next to the Swimmer ID's box, select the check box of all the swimmers you wish to remove from the registration list.

WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)

EN FR

UPDATES | MY INFO | CLUB INFO | MANAGE USERS | **SWIMMERS** | GROUPS | COACHES | INVOICES | REPORT | SUPPORT REQUEST | LOGOUT

EMILIA NEWMAN

Swimmer List

2021-2022 --All Reg Type-- --All Groups-- All statuses Apply Filters Export to CSV

Add Swimmers Move to Category Move To New Group Remove Swimmers Change Status Resend Login Info

ID	Swimmer	Gender	DOB	Category	Group	Registered	Status	Account Updated	Declarations	Actions
<input checked="" type="checkbox"/>	129159632	Loucks_SBL, Rick	Male	1986-01-01			Pending			[Icons]
<input checked="" type="checkbox"/>	129209637	Newman, Erica	Female	1994-05-17	Masters - Testing	2021-08-31	Registered	✓	[Icons]	[Icons]
<input type="checkbox"/>	129186004	Test, Race Again	Male	1979-01-01	Masters - Testing	2021-11-03	Registered	✓	[Icons]	[Icons]

Showing 1 to 3 of 3 entries

Invoice Pending : 0
PSO Pending : 0
Account Pending : 0
Registered : 2
All Swimmers : 3

2. Once all swimmers have been selected, press the **Remove Swimmers** button.



WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)

EN FR

UPDATES MY INFO CLUB INFO MANAGE USERS **SWIMMERS** GROUPS COACHES INVOICES REPORT SUPPORT REQUEST LOGOUT ERICA NEWMAN

Swimmer List

2021-2022 --All Reg Type-- --All Groups-- All statuses Apply Filters Export to CSV

Add Swimmers Move to Category Move To New Group **Remove Swimmers** Change Status Resend Login Info

ID	Swimmer	Gender	DOB	Category	Group	Registered	Status	Account Updated	Declarations	Actions
<input checked="" type="checkbox"/>	129159632 Loucks_S81, Rick	Male	1986-01-01				Pending		(+)(-)(A)(B)(C)	[edit][delete][refresh]
<input checked="" type="checkbox"/>	129209637 Newman, Erica	Female	1994-05-17	Masters - Testing		2021-08-31	Registered	✓	(+)(-)	[edit][delete][refresh]
<input type="checkbox"/>	129186004 Test, Race Again	Male	1979-01-01	Masters - Testing		2021-11-03	Registered	✓	(+)(-)	[edit][delete][refresh]

Showing 1 to 3 of 3 entries

3. A prompt will then pop up and will ask you to confirm if all swimmer(s) in the drop-down menu should be removed. Click **Yes** to remove the swimmers from the swimmers list.
4. To remove swimmers individually, you can select **Remove from List**  under the Actions column of the swimmer you wish to remove from the registration list.

Note: Removing Swimmers from the Swimmer list does not delete them from the RTR. A swimmer that has been removed can be re-added at a later date.

3.4 Adding Previously Registered Swimmers

A previously registered swimmer is classified as a swimmer who was registered with any club affiliated with Swimming Canada but does not appear on your club's swimmer registration list.

Note: Before registering swimmers, please make sure you have the following information for each returning swimmer: name, gender, date of birth or Swimmer ID #. Be sure to have the current primary contact email to update if needed.

1. Previously registered swimmers can be added to your swimmer list utilizing the **Add Swimmers** button located at the top of the main menu page.

WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)

EN FR

UPDATES MY INFO CLUB INFO MANAGE USERS **SWIMMERS** GROUPS COACHES INVOICES REPORT SUPPORT REQUEST LOGOUT ERICA NEWMAN

Swimmer List

2021-2022 --All Reg Type-- --All Groups-- All statuses Apply Filters Export to CSV

Add Swimmers Move to Category Move To New Group Remove Swimmers Change Status Resend Login Info

ID	Swimmer	Gender	DOB	Category	Group	Registered	Status	Account Updated	Declarations	Actions
<input type="checkbox"/>	129159632 Loucks_S81, Rick	Male	1986-01-01				Pending		(+)(-)(A)(B)(C)	[edit][delete][refresh]
<input checked="" type="checkbox"/>	129209637 Newman, Erica	Female	1994-05-17	Masters - Testing		2021-08-31	Registered	✓	(+)(-)	[edit][delete][refresh]
<input type="checkbox"/>	129186004 Test, Race Again	Male	1979-01-01	Masters - Testing		2021-11-03	Registered	✓	(+)(-)	[edit][delete][refresh]

Showing 1 to 3 of 3 entries



- Input the individual's Swimmer ID **OR** fill in the name, gender and date of birth to fields then click **Add** to find the swimmer's account. You can use the [Swimmer Lookup](#) tool to search for the swimmer.

Register New Swimmers ✖

NEW SWIMMERS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address
 RETURNING SWIMMERS – Please enter Swimmer ID **OR** First Name, Last Name, Gender, Date of Birth and Email Address.

[CSV Template](#) Choose File No file chosen [Import From Excel](#)

Swimmer ID: 12906875d Last Name: First Name: Gender: Male Female Date Of Birth: E-mail Address:

[Add](#)

OR

Register New Swimmers

NEW SWIMMERS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address
 RETURNING SWIMMERS – Please enter Swimmer ID **OR** First Name, Last Name, Gender, Date of Birth and Email Address.

[CSV Template](#) Choose File No file chosen [Import From Excel](#)

Swimmer ID: Last Name: Testing First Name: Swimmer Gender: Male Female Date Of Birth: Aug-11-2000 E-mail Address: test@swimmer.com

[Add](#)

IMPORTANT: If there is a duplicate result of a swimmer with different Swimmer ID numbers, please contact the PSO and report the duplication. The PSO can merge the two accounts if they both belong to the same swimmer. Do not add this swimmer until this is resolved.

- Once the desired swimmer has appeared, click the **Add to Swimmers List** button to have the swimmer added to the club's swimmer list.
 - If the swimmer was previously registered with another club, the club code will show in the category next to the select link.

IMPORTANT: When adding a swimmer who is listed under another club, the system will initiate a transfer request to the releasing club (this will only count as the swimmers first transfer of the season if they are already registered with an Age Group Club). To initiate the transfer, click on the **Select** located next to the releasing club followed by **Send Transfer Request** to complete the request.

Confirmation ✖

The Swimmer(s) listed below that you are trying to add to your Swimmer List have been previously registered in one of the following situations:

- 1.Swimmer previously registered with another club (Transfer Required)
- 2.Swimmer previously registered with your club (No Transfer Required)

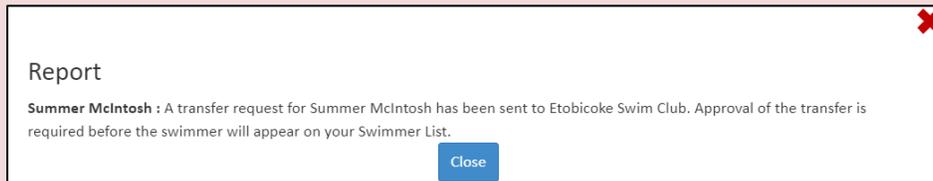
Click "Select" next to the club code, then click "Add to Swimmers List/Send Transfer Request" to initiate the process. Swimmers not requiring a transfer will appear on the Swimmers List with a status of "Pending". If a swimmer requires a transfer, the transfer request will be sent to the club listed below.

ID	Swimmer	Gender	DOB	Age Group Club	University	Masters Club	Swimmer
129076151	Summer, McIntosh	Female	08-18-2006	ESWIM Select	Select	Select	

[Add to Swimmers List/Send Transfer Request](#)



A prompt will appear confirming the transfer request has been completed.



The swimmer will not show on your **Swimmers List** until the releasing club and PSO have approved the transfer.

Para Swimmers: When adding a new swimmer who has a para classification, do not enter the classification code in the last name. The National Registrar will enter any classification codes and the Swimmers name field only allows Alpha characters because of this restriction. Please visit <https://www.swimming.ca/fr/ressources/paranotation/classification-para-natation/> for more information on the classification process and follow-up with the head coach of the club.

Classification codes must be entered with an Underscore Character in your team management software for the swimmer to pass validation for meet entry. (i.e., Lastname_S10SB9). The code is added in the RTR by the para-classifier and will display automatically on the Swimmer's last name.

3.5 Adding New Swimmers

New swimmers are considered swimmers who have never been associated with any club registered with Swimming Canada. To add a new swimmer into the RTR you will require the following contact details from the swimmer:

- Full Name
- Date of Birth
- Gender
- Email Address

3.5.1 Manually Adding New Swimmers

1. Once on the main menu page for **Swimmers**, click the **Add Swimmers** button.

Showing 1 to 3 of 3 entries



- To add a single individual swimmer, simply enter all required contact details then click **Add**.

Register New Swimmers ✖

NEW SWIMMERS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address
RETURNING SWIMMERS – Please enter Swimmer ID **OR** First Name, Last Name, Gender, Date of Birth and Email Address.

[CSV Template](#) No file chosen

Swimmer ID Last Name First Name Gender Male Female Date Of Birth E-mail Address

- The swimmer's name and information will appear in a table below.

Note: This process can be done for one individual swimmer or can be completed for multiple swimmers at one time. Simply repeat step 2 until all new swimmers have been added then proceed to step 4 to complete the addition process.

- Once the details have been confirmed complete the process by clicking on the **Add to Swimmers List** button.

Register New Swimmers ✖

NEW SWIMMERS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address
RETURNING SWIMMERS – Please enter Swimmer ID **OR** First Name, Last Name, Gender, Date of Birth and Email Address.

[CSV Template](#) No file chosen

Swimmer ID Last Name First Name Gender Male Female Date Of Birth E-mail Address

Once all swimmers have been added, please confirm all contact details are correct then click "Add to Swimmer List"

Swimmer	Gender	DOB	Email
Test User Guide	Male	2005-02-09	support@swimming.ca

Note: Should you choose the exit the registration page seen above midway through adding a new swimmer, a prompt will appear confirming if you want to continue with exiting the page and not completing the addition of the swimmer to your club's registration list.

- Close the register new swimmers tab once finished. All newly added names will appear on your club's swimmer registration list with a status of **Pending**.



3.5.2 Adding Multiple New Swimmers using the Excel Upload Feature

The Club Registrar can add multiple swimmers at once by completing the supplied Excel template and uploading the file to the RTR.

1. Once on the main menu page for **Swimmers**, select the **Add Swimmers** button.

ID	Swimmer	Gender	DOB	Category	Group	Registered	Status	Account Updated	Declarations	Actions
129159632	Loucks_SB1, Rick	Male	1986-01-01				Pending		(+)	[Edit] [Delete] [Refresh]
129209637	Newman, Erica	Female	1994-05-17	Masters - Testing		2021-08-31	Registered	✓	(+)	[Edit] [Delete] [Refresh]
129186004	Test, Race Again	Male	1979-01-01	Masters - Testing		2021-11-03	Registered	✓	(+)	[Edit] [Delete] [Refresh]

2. Download the Excel document by selecting the CSV template button. The template will then be downloaded to the Downloads section of your computer's desktop.

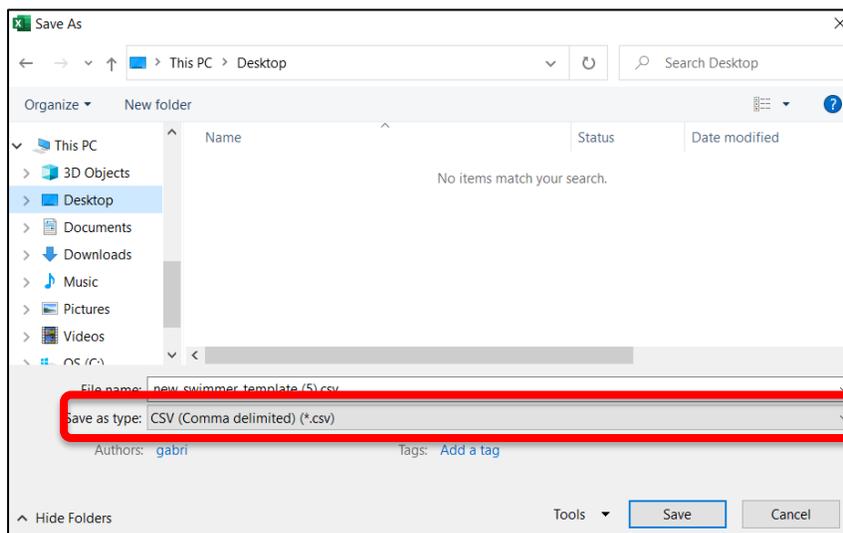
	A	B	C	D	E	F	G
1	Last Name	First Name	Gender(male/female)	DOB(yyyy-mm-dd)	Email Address		
2							
3							
4							
5							
6							
7							

3. Open the Excel document and fill in all required contact information for each new swimmer you wish to add to the club's swimmer list.

Note: You will be unable to upload your Excel file if column headings have been edited, fields have been left empty, additional columns have been added or if the file is saved in a format other than CSV.



- Once all information has been filled in, ensure that you save the file as CSV file.



- Once complete, save the Excel document to your computer as a CSV file. Upload your filled out template from your desktop by first selecting **Choose File** button. Once the file has been uploaded, select **Import From Excel (CSV only)** to upload the swimmer information

Register New Swimmers

NEW SWIMMERS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address
RETURNING SWIMMERS - Please enter Swimmer ID OR First Name, Last Name, Gender, Date of Birth and Email Address.

CSV Template: **Choose File** No file chosen | **Import From Excel (CSV only)**

Swimmer ID: Last Name: First Name: Gender: Male Female Date Of Birth: E-mail Address:

Add

Note: You will be unable to upload your Excel file if column headings have been edited, fields have been left empty, additional columns have been added or if the file is saved in a format other than CSV

- The swimmer(s) name and information will appear in a table below. Once the details have been confirmed complete the process by clicking on the **Add to Swimmers List** button.

Register New Swimmers

NEW SWIMMERS - Please enter First Name, Last Name, Gender, Date of Birth, and Email Address
RETURNING SWIMMERS - Please enter Swimmer ID OR First Name, Last Name, Gender, Date of Birth and Email Address.

CSV Template: No file chosen |

Swimmer ID: Last Name: First Name: Gender: Male Female Date Of Birth: E-mail Address:

Once all swimmers have been added, please confirm all contact details and consent then click "Add to Swimmers List"

Last Name	First Name	Gender	DOB	Email
Test	DN	Male	2000-01-02	userguide@test.com
Test	AB	Female	2001-02-03	userguide@test.com
Test	QC	Male	2002-03-04	userguide@test.com

3 swimmers imported from csv file |



7. Close the register new swimmers tab once finished. All newly added swimmers will appear on your club's swimmer list with a status of *Pending*.

3.6 Editing Swimmer's Information

The club registrar can edit swimmer information for swimmers on the Swimmers List.

1. Click the blue **Edit** pencil icon located under the Action column.

ID	Swimmer	Gender	DOB	Category	Group	Registered	Status	Account Updated	Declarations	Actions
<input type="checkbox"/> New	Test, Swimmer	Female	2002-06-02	Masters - Testing			PSO Pending			

2. Once selected a new window will appear displaying the swimmer's contact and primary contact information. Update all information and click **Update** once complete.

Edit Swimmer

Last Name: Account
First Name: RTR Test
Gender: Female
Date Of Birth: 2001-07-05

Aboriginal: Not Applicable
Impairment: Not Applicable
Citizenship: Canadian Citizen

Primary Contact: Swimming Canada
Email: support@swimming.ca
Phone: 6132601348
Address: 307 Gilmour St

City: Ottawa
Country: Canada
Prov: ON
Postal: K2P 0P7

Update

3.7 Swimmer Registration

The steps of the registration process for the club registrar are:

1. Assign a registration category.
2. Generate the invoice(s) for all swimmers.
3. Submit payment to the PSO as per the provincial procedure.
4. Verify the Primary Contact has confirmed swimmer information online.

Step 1: Assigning Swimmers to a Registration Category

At the start of every new season, all previously registered and new swimmers on the swimmer's list will have a *Pending* status and will need to be assigned to a registration category.

1. Select the checkbox located next to the swimmer(s) ID number that you wish to assign a category then click **Move to Category**.

ID	Swimmer	Gender	DOB	Category	Group	Registered	Status	Account Updated	Declarations	Actions
<input type="checkbox"/>	Leahs, REX, REX	Male	1990-01-01				Pending			
<input type="checkbox"/>	Newman, ERIC	Female	1994-09-11	Masters - Testing		2010-08-11	Registered			
<input type="checkbox"/>	Yee, REX, AGNES	Male	1979-01-01	Masters - Testing		2012-11-01	Registered			



2. A pop-up window will appear with the selected swimmer(s) names in the drop-down menu on the left and the different registration categories located in the menu on the right.

3. Select the appropriate registration category for each swimmer then press the **Move** button to save the change.

The chosen swimmers will now be in the selected registration category and their status will change to **Invoice Pending**.

Note: Once swimmers have been assigned a registration category, an email prompt will be sent to the individual beginning the registration process outlined in [Step 4](#).

Step 2: Generating Swimmer Invoices

1. Select **Invoices / Swimmer Invoices** from the main menu.

2. Using the checkboxes, select the swimmers to be added to the invoice.



- When all the swimmers have been selected, press the **Generate Invoice** button.

Swimmer Invoices

Select swimmers to place on this invoice, then press "Generate Invoice" button

New Registrations

[Generate Invoice](#)

ID	Name	Category	Cost	Status	Return to Pending
129199960	ON 3 Test	Masters - Testing	10	Invoice Pending	

Upgraded Registrations

There are no pending Invoices in the system.

Invoices Summary

Season: 2020-2021 [Export](#)

Invoice No	Date	Due	Paid	Date Paid	Status	Actions
SNC2084341	07/08/2021	\$105.00	\$0.00		Pending PSO Approval	
SNC2084340	07/07/2021	\$220.00	\$0.00		Pending PSO Approval	
SNC2084339	07/06/2021	\$0.00	\$210.00	07/06/2021	Paid	
SNC2084336	07/01/2021	\$105.00	\$0.00		Pending PSO Approval	
SNC2084335	06/24/2021	\$0.00	\$0.00		Deleted	
SNC2084334	06/24/2021	\$0.00	\$0.00		Deleted	
SNC2084333	06/24/2021	\$0.00	\$0.00		Deleted	

- The invoice will appear and can then be printed or downloaded as a PDF. The invoice will also appear in the **Invoices Summary** section with a status of **Pending PSO Approval**. The system will send an email notification to the PSO about the generated invoice.

Tips:

- To change the swimmer registration category prior to generating an invoice, select the Return to Pending icon and the swimmer will return to the Swimmers List without a registration category.
- The Club Registrar can edit and remove swimmers from an invoice that is Pending PSO Approval status. Swimmers removed from an invoice are returned to Invoice Pending status.
- The Club Registrar can delete an invoice that is Pending PSO Approval status. All swimmers on the deleted invoice will be returned to Pending status.
- In the Invoices Summary, Invoices can be viewed by clicking on the Invoice Number.

Step 3: Submit payment to the PSO as per the provincial procedure.

After the invoice has been generated, make payment to the PSO as instructed on the invoice. The invoice will remain **Pending PSO Approval** status until payment has been received and processed by the PSO.

Step 4: Completing Swimmer Requirements

For a swimmer to finish the registration process and their status as **Registered**, they must complete the following either by clicking on the link in the confirmation of registration emails or logging into the RTR:

- Validate their personal and contact information.
- Sign the Acknowledgement and Assumption of Risk Form
- Consent to Swimming Canada's policies

A green checkmark will appear under the **Accounts Updated** column of the Swimmer Registration list for those who have completed the above.



Note: The Club Registrar can re-send the registration email to the Primary Contact to prompt them to complete the registration information. To do this:

1. Open the Swimmers List.
2. Select the swimmers using the checkboxes to send the email too.
3. Use the **Resend Login Info** button at the top of the list.

Alternatively, using the Copy Link button  located under the **Actions** column. This would allow the Club Registrar to copy and paste the same link into an email for the Primary Contact.

3.8 Swimmer Transfers

A swimmer transfer is when a swimmer is moving from one club to another, both inside the province or nationwide. A list of both in and out transfer requests are managed on the **Transfers** page. Swimming Canada and the PSOs require an approval of both the 'releasing' Club and 'releasing' PSO for a transfer to be completed. For further information on the procedures and rules of swimmer transfers, refer to the National Registration Procedures and Rules manual located in the resources section of <http://swimming.ca/registration>.

3.8.1 Transfers to the Club

From **Transfers** on the main menu, the transfer will be displayed in the list, with a status of **Pending**. An email is sent to the 'releasing' Club. When the 'releasing' Club approves the transfer, the status will change to **Club Approved**.

The PSO is notified and must approve the transfer. The status will be updated to;

- i. Completed (if the 1st transfer in a season)
- ii. PSO Approved (if this is the 2nd or subsequent transfer)

If the swimmer is on a second transfer and the "unattached period" has ended, the swimmer transfer will be completed with the swimmer appearing on the **Swimmers List**. Swimmers during a second transfer in the "unattached period" must compete as the unattached Provincial code used by the PSO. Rules surrounding transfers are found in **Transfers** on the Registration Procedures and Rules Manual located at <http://swimming.ca/registration>.

Swimmer transfers can be initiated in one of two ways; either through the **Add Swimmers** button as outlined in [Section 3.4](#) or through using the **Request Transfer** button located on the Transfer page.

Note: If you are transferring a swimmer from a different category (example: from Age Group Club to Summer Club) you MUST use the **Request Transfer** feature to initiate a transfer.



To use the request transfer function, follow the steps outlined below:

1. Select the **Transfer** tab from the main menu then select the **Request Transfer** button.

Transfers

Season:

ID	Name	From	To	Request Date	Effective Date	Status	Transfer Count	Approve
<input type="checkbox"/>		ESWIM	SNCSTAFF	Jul 15 2021		Pending		

2. Search the swimmer in which you want to initiate a transfer for by inputting their last name and date of birth on the **Transfers Search** page and click **Show**.

Transfers Search

* Mandatory Fields

Athlete Last Name *

Date Of Birth *

3. If in the system, the searched swimmer will appear. Select **Transfer Request** to initiate the request.

Transfers Search

We have found the following results in our database

* Mandatory Fields

Athlete Last Name *

Date Of Birth *

Be sure to carefully select the correct Club and Membership Type that the swimmer is transferring from.

A swimmer may retain Masters or University or College (Quebec) registration with a different Club than their Age Group registration.

Name	DOB	Address	Swimmer ID	Age Group Club	Master	University	Summer
				NYAC Competitive - Open	Transfer Request	Transfer Request	

IMPORTANT: After the PSO approves the transfer, an email is generated, reminding the registrar to update any of the email addresses associated with the parent account.

Within a swimming season, the following registration category and status rules apply once the transfer is complete:

- Swimmers transferring within the province will appear on the **Swimmers List** with the same registration category and status they had in their prior club. Review the **Swimmers List** and ensure all swimmers are in the correct category, move swimmers and generate an invoice if required.



- Swimmers transferring from a different PSO, will show as **Pending** on the **Swimmers List** and the swimmer must be registered, an invoice generated and paid with the PSO to complete the transfer.

3.8.2 Transfer out of the club

If a current or previously registered swimmer wishes to register with another club, the Club Registrar will receive a transfer notification by email when the new club has initiated the registration.

Note: It is suggested that transfer requests are handled immediately. For rules surrounding transfers, please refer to the Registration Procedures and Rules manual located at <http://swimming.ca/registration>.

1. To approve the transfer, please login to the Club Registrar account, select the **Transfers** page and click on the **Approve** button in the transfer list.
 - a. The progress of the transfer is displayed in the Status column.
2. If there are reasons to deny a transfer, contact the PSO for assistance.

3.9 Update Roster on Team Manager Program

The swimmer information in the club's team manager program must match the data in the RTR in order for meet entries to be accepted and results to correctly post. Once all swimmers are registered for the season, the Club Registrar Should produce a **Team Manager Report** for the person responsible for maintaining the team roster on their team manager program (HyTek, Splash, Team Unify, etc.).

To produce this report, go to **Reports > Team Manager Report**, then click **Create PDF**

The Club Registrar can save report as a PDF and forward to the Team Manager or person responsible for updating the roster in the club's Team Management program.

Team Roster - Club Name As of Date 31-08-2016						
<input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Create PDF"/>						
ID	Last Name	First Name	Gender	DOB	Member Class	Updated
120000000	Swimmer	Name	Female	Nov 14 2002	Competitive	Oct 14 2015

Because the Club Registrar exports the information to import into the Team Manager Program used by the club, a **Team Roster** or **Entry File** can be validated against the swimmer data in the RTR using the **Swimmers > Roster Check** option. Fill in the required fields and click **Validate**. The results will also be displayed on-screen.

Instructions:

1. Export an athlete roster from your Team Manager software (**Hytek Zip** or **Splash Tab Delimited**) and save to your computer.
2. Enter your contact and Club information.
3. Click the browse button and select the athlete roster file you had saved on your computer.
4. Click on **Validate**.

Name: *

Email: *

Select province: *

Select Club: *

Select Roster File: *



3.10 Swimmer Lookup

The swimmer lookup tool allows the Club Registrar to search current and historical swimmer registration information in the RTR.

1. To access the Swimmer Lookup tool, go to the **Swimmers > Swimmer Lookup**
2. Once selected, the Swimmers Lookup menu will be displayed.
 - a. Swimmers can be searched based off ID Number, Last Name, or First Name.

Swimmer Lookup Logged in as Test Account

Please confirm the correct information with the club before making changes to your results file.

ID: Last Name: First Name: Current Season Historical *search by one or more fields: