South Dakota Swimming Electronic Registration

Revised June 2008

Formatting Standards & Codes

In order to have your data look the same when you receive reports, follow the following standards: Enter last name, first name with normal capitalization, first letter capital, rest lower case.

Registration Codes are: N = year round athletes, 1 = seasonal athletes, 3 = individual season.

South Dakota allows individual season swimmers anytime. The seasonal membership starts the day they are registered by the LSC Registration/Membership Chair and continues for 150 days.

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Initial Set Up of HyTek Team Manager (TM)

To Check for HyTek updates click on Updates in the Tool Bar.

Setting Up Your Database

1. Upgrade TM to Tm 4.0 or purchase TM from http://www.hy-tekltd.com
2. Open Team Manager
3. Click on FILE – NEW
4. Give a File Name for your database (it is best if you use your team's name)
5. In Preferences, click to have only the following with a check mark:
    a. Check gender designation
    b. For Default Team Registration – Choose USS
    c. For Default Team Type – Choose AGE for Age Group
    d. For Default Citizenship – choose USA
    e. For Meet Age-Up Date, click first day of meet
    f. For System Age-Up Date, click on current date
    g. Click OK

Entering Your Team

1. In Team Manager, click on TEAMS, click on ADD
2. In Team Code, enter your team name.
3. Complete the information in Mailing Information for the coach – enter as much information as you have
4. Click on X in **second row** of top right corner to go back to main menu screen.

Using an Existing HyTek Team Manager Database

To Check for HyTek updates click on Updates in the Tool Bar.

Starting New Registration Year

This resets all members in database so they are ready to be renewed for new registration year.

1. Click on TEAMS on Main Menu
2. Click on MAINTENANCE
3. Click on REGISTRATION STATUS
4. Under "FROM STATUS", check "ALL TEAMS"
5. Under "TO STATUS" check X
6. Click on OK
7. Click on CANCEL
8. Click on CLOSE

Entering New Athletes

1. In Team Manager Main Menu screen, click on ATHLETES, click ADD
2. Enter the following information for each athlete:
    a. Last Name, First Name, Middle Initial (enter in lower and upper case as appropriate – i.e. Susan M Doe) Enter this info as it appears on the birth certificate, driver's license, etc.
    b. Enter birth date.
    c. Enter gender.
    d. Click on Team I to specify which team.
    e. Click on BUILD ID button – this is necessary to create an USA ID.
    f. 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 athlete; 1 for seasonal athlete; 3 for individual seasonal.
        ii. Specify which year.
        iii. Click on OK to close the Athlete Registration window.
3. Click OK to close the Athlete Information window
4. Follow steps 2-3 for each athlete that you will enter in your database.
5. When all athletes have been entered, click on X in top right corner of Athlete window to return to Team Manager Main Menu Screen.

Re-Newing Athletes

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 athlete; 1 for seasonal athlete; 3 for individual seasonal.
        ii. Specify which year
        iii. 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.

Printing Forms For Re-Newing Athletes

1. Click on ATHLETE from Main Menu
2. Double-Click on an athlete to bring up Athlete Information window
3. Click on REGISTRATION button
4. Click on Print Form icon
5. You must do this for each athlete

(Do not need to send the SD Membership/Registration Chair if sending copy of printed roster from last year. You may want to keep these for your own records.)

To Create & Send Registration File To Registration/Membership Chair

1. Click on FILE on Main Menu
2. Click on EXPORT
3. Click on REGISTRATION
4. On EXPORT REGISTRATIONS screen, click only those that apply:
    a. Include New Registrations
    b. Include Renewals
    c. Include Changes
    d. Include Deletes
    e. Click OK

    (For example: if you only have new registrations, you should only click new registrations – not all of those listed above).
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 to: **sherry.miller@sio.midco.com**.
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. Complete the SD Registration Summary Sheet.

The exported file will not be processed until the hard copy and check arrive through regular mail. The exported file may sit in a holding tank waiting processing.

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.

Pre & Post Meet Recon Reports in HyTek Meet Manager

<u>To create a pre-meet or post-meet recon report</u>

1. Click FILE.
2. Click Export.
3. Click USA-S Registration.
4. Click OK.

(This is using Meet Manager 2.0Fg)