

SAAA Swimmer Registration (as of 2/19/21)

Insurance Coverage: Swimmers are not considered registered (and thus are not insured) until the SAAA Admin Secretary receives your complete updated roster. All required information must be included for a swimmer to be registered.

Teams must register swimmers BEFORE they can begin practicing. Training sessions, including practices, dryland, group meetings, etc., are not official SAAA approved events (and thus are not insured activities) if ANY of the participating swimmers are not properly registered with SAAA. Uninsured/unregistered swimmers invalidate the insurance of insured/registered swimmers.

Training sessions, including practices, dryland, group meetings, etc., must be directly supervised by a currently registered SAAA coach. This means that the coach's name and all current certifications (including the background check) must be on file with the SAAA Admin Secretary.

Waiver Form:

It is each team's responsibility to keep a copy of the signed SAAA Waiver Form for each swimmer in a binder. This binder should still be present at all practices, meets, invitationals, and championships.

Birth Certificates: Teams will still collect a copy of the birth certificate for each swimmer. These will be used to double check information before submitting registrations. The copies will remain with each team until the end of the season and must be readily available should SAAA need to double check spelling, DOB, etc.

Registration Deadline: The final day to submit swimmer registrations for the 2021 summer season will be Saturday, June 19th.

Payment:

1. Your team is responsible for paying for any submitted swimmers. SAAA will not give any refunds.
2. The cost of swimmer registration is \$25 per swimmer.
3. Your team will submit two checks (made out to SAAA) during the season.
 - a. The first check will cover all swimmers registrations submitted by April 30th. This check needs to be received by the SAAA Admin Secretary by April 30th. Teams that submit a check in April do not pay for additional registrations until the end of the season.

- b. Teams that don't have swimmers in the water in April will submit their first check to the Admin Secretary by May 31st.
- c. Payment for any remaining swimmers will be made before the end of the season. Details will be announced later.

Athlete Transfers/ Switching Teams: A swimmer (or parent) who desires to change his/her team affiliation within the SAAA must submit a written request to the SAAA President stating a) the team they are currently registered with, b) the team they would like to switch to, and c) a brief explanation or reason for the change. If the Executive Board approves the switch, the swimmer will still be required to participate in the minimum number of required meets for their new team to be eligible for Championships. A swimmer may only change teams once during the course of a season.

Registration Instructions

1. Open Meet Manager. Install any updates if needed.
2. File> Open/ New. Select a file name that you will use to register swimmers for this season, such as "OV Reg 2021". Note that this database will be used for your team registrations only. Do not mix your registration file with other rosters. You will still download a separate athlete roster from the SAAA website for your meets.
3. Fill in any necessary information:
 - a. Meet Name: Your team's Registration
 - b. Facility Name: Your home pool
 - c. City, State, Zip, and country
 - d. Start date, end date, entry open date, and entry deadline do not matter.
 - e. Age-Up Date must be set to 06/01/21
 - f. ID Format should be set to USAS- USA Swimming
 - g. Host LSC should be set to AZ
 - h. Meet type, meet style, course, and DQ codes don't matter.

Meet Set-up

* Meet Name : Oro Valley Registration

* Facility Name : Oro Valley Aquatic Center

Address :
Address :

* City : Oro Valley

* State / Province : AZ

* Country : USA

* Postal Code : 85737

Sanction # :

Start Date : 02/09/21

End Date : 02/09/21

Age-Up Date : 06/01/21

Entry Open Date : 02/09/21

Entry Deadline : 02/09/21

ID Format

USAS - USA Swimming

SNZ - Swimming New Zealand

SSA - Swimming South Africa

AUS - Australian Swimming

BS - British Swimming

BCSSA - Canadian League

USMS - US Masters

Other

* Host LSC : AZ

Base Country USA

Altitude in Feet :

Default Touch Pads at both ends :

Class

Age Group

Senior / Open

High School

College

YMCA

Masters

Disabled

Timers Connected to this Computer

One timer Two timers

Timer 1 Name

Pool 1

Timer 2 Name

Pool 2

Meet Type

Standard

- Divisions -

By Event

By Team

By Entry

Flighted

Time Standards

Div by Time Std

Meet Style

Standard

2 Team Dual

3+ Team Dbl Dual

*** Course**

LC Meters

SC Meters

Yards

DQ Codes

Custom DQ Codes

USA-S DQ Codes Sep 2009

USA-S DQ Codes Nov 2013

FINA DQ Codes

UK-ASA DQ Codes May 2010

UK-ASA DQ Codes Feb 2014

OK

4. If you get a screen asking about publishing to meet mobile, ignore/ close the screen.
5. Select “Teams” from the top menu bar. You only need to fill in your team abbreviation, LSC, and team name. All of the other fields don’t matter.

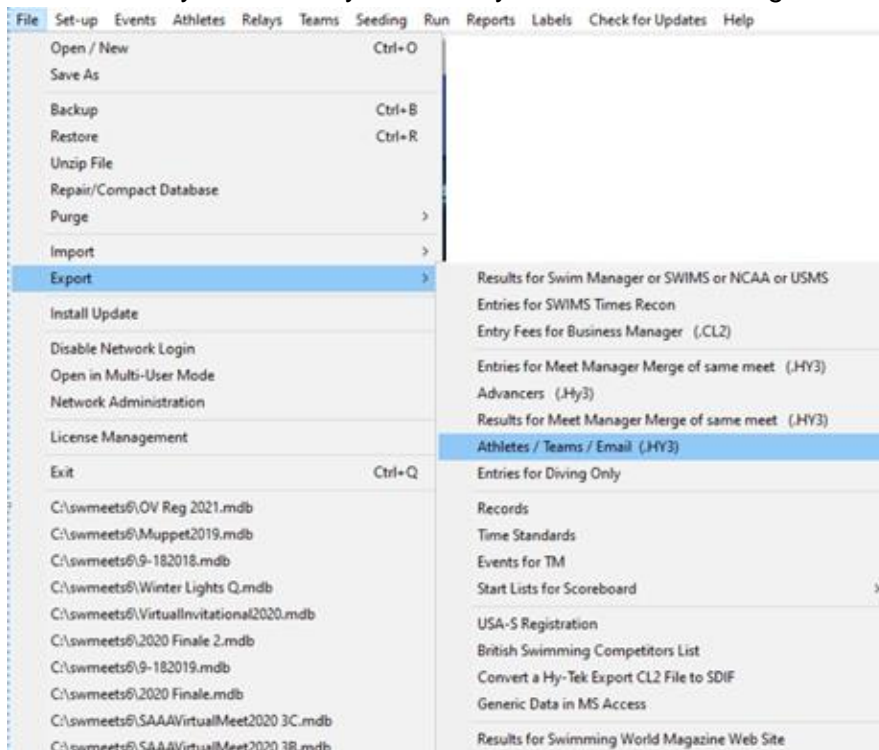
6. Select “Athletes” from the top menu bar. This should bring you to your roster screen.
7. Select “Add” from the top menu bar.
 - a. Fill in the last name, LEGAL first name, and middle initial AS APPEARS ON THE BIRTH CERTIFICATE.
 - b. If they have a preferred first name, fill it in. This is the name that will usually appear on meet programs or timer sheets.
 - c. Make sure you fill in the correct birth date. Double check the date with the birth certificate. The age should appear based on the June 1st age up date.
 - d. Make sure the gender and team names are correct. If the Reg ID# hasn’t appeared yet, click ‘build ID’. Make sure the ID is correct.

ENTRIES		ELIGIBLE EVENTS	
Event #	Entry Time	Event #	Event Name
		0	None

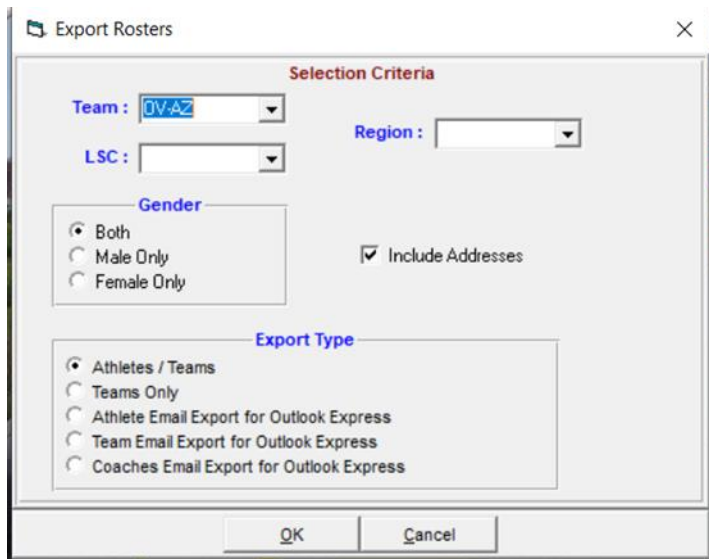
8. Once you have this information correct, click “Contact” at the top of the add new athlete box.
 - a. You need to fill in an address, city, state, postal code, country, home phone number, emergency contact, and emergency phone number.

9. Repeat steps 6 through 8 for additional swimmers.

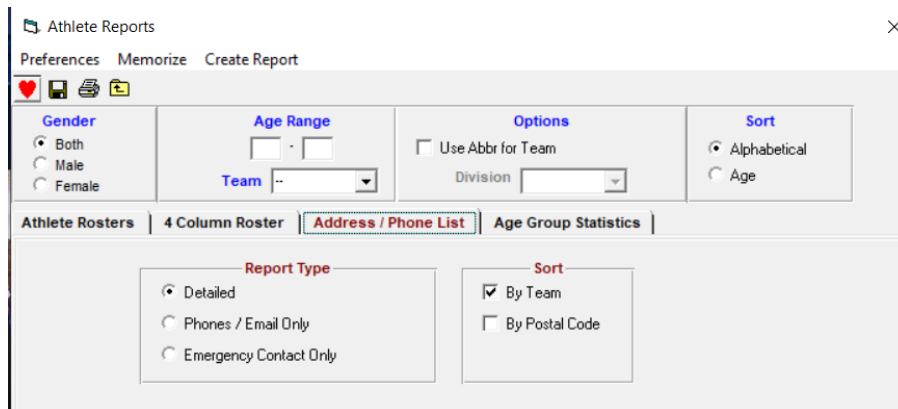
10. When you are ready to submit your swimmers for registration, File>Export>Athletes.



- a. Make sure to select your team, both genders, that you include addresses, and that you’re exporting the Athletes/Teams



- b. Remember where you save this file to.
11. From the top menu, select Reports> Athlete Rosters. Choose “Address /Phone List”, “Detailed” and “By Team”. Create the report and save it as a PDF with your team as part of the file name.
- a. Review the PDF to make sure addresses and contact info are available for each swimmer.



12. Email the athlete export file and the PDF to the Admin Secretary.