

REGISTRATION RECONCILIATION PROCESS

Team Manager Users Only

At any time, a team registrar, coach or anyone on the team who uses the Team Manager Database, may have their file verified against the SWIMS Database.

From the Team Manager main screen, from the "File" menu
Select Export -> Registration Reconciliation.

Export this file to a folder on your hard drive
Team Manager uses your TMxData folder by default
and email it as an attachment to

the AD Registrar or the AD Sanction/Times Chair

once processed, you will receive a SWIMS recon report
(if you have any data mismatches or expired registrations)
and instructions on correcting the problems found.