

REGISTRATION RECONCILIATION PROCESS

At any time, a team registrar, coach or anyone on the team that 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 TM5Data folder by default
and email it as an attachment to

the AD Registrar or the AD Webmaster

you will receive a response shortly, which will contain a recon report
(if you have any data mismatches)
and instructions on correcting the problems found.