

All Adirondack Swimming Teams

USA Swimming Athlete Registration Instructions

Team Manager 6 or Compatible Software is Required for 2012

As Most AD Clubs use Team Manager, basic instructions follow

Be certain to obtain the latest update before using. Click the "Check for Updates" selection.

NOTE: Team Manager 5 has been "Sunsetted"

Before doing any 2012 Registrations, your club MUST upgrade to Team Manager 6

ALL Athletes who have Never Been Registered in Adirondack or Were Last Registered in Adirondack Before 2005, MUST provide a copy of their Legal ID (Birth Certificate) to be kept on file with the Adirondack Registrar. If no Birth Certificate is available, Naturalization Papers, Baptismal Certificate or Passport will be accepted.

Hospital Certificates are NOT Legal Documents and are NOT accepted.

SUMMARY OF REGISTRATION PROCESS

DETAILED INSTRUCTIONS FOLLOW

1. INSTALL AND UPDATE TEAM MANAGER to most current release.
2. SET UP TEAM MANAGER PREFERENCES AS INDICATED IN INSTRUCTIONS BELOW.
3. ENTER OR IMPORT ATHLETE DATA
4. REGISTER EACH ATHLETE USING THE "REGISTRATION" WINDOW
5. PRINT ATHLETE REGISTRATION FORMS AND HAVE THEM SIGNED
6. BE ABSOLUTELY CERTAIN TO CLICK "OK" TO SAVE THE REGISTRATION
7. WHEN YOU ARE READY TO SEND REGISTRATIONS, EXPORT A BATCH TO SEND
8. PRINT A BATCH REPORT **AFTER THE BATCH IS EXPORTED**
9. OBTAIN A TEAM REGISTRARS BATCH SUMMARY FORM FROM AD WEB SITE
10. COMPLETE THE SUMMARY FORM
11. OBTAIN A TEAM CHECK FOR PAYMENT OF REGISTRATIONS
12. INCLUDE ANY NON-ATHLETE REGISTRATIONS, CLUB REGISTRATIONS OR TRANSFERS
13. EMAIL THE BATCH FILE TO THE LSC REGISTRAR
You can copy the file to a Floppy or CD and include in the package if you choose
13. MAIL THE PAPER PACKAGE TO THE LSC REGISTRAR

DO NOT SEND IN A MANNER WHICH REQUIRES A SIGNATURE OF RECEIPT

THE LSC REGISTRAR WILL NOT PROCESS ANY REGISTRATIONS

WITH MISSING REQUIRED PAPERWORK

OR

WITH IMPROPERLY COMPLETED PAPERWORK

OR

WITH MISSING OR INCOMPLETE PAYMENT

All Adirondack Swimming Teams

Athlete Registration Instructions Using Team Manager to Register Athletes for USA Swimming

Step 1; Set Up Team Manager Preferences Properly;

Select "Setup" -> "Preferences" -> "System" **(DO THIS 1 TIME ONLY)**
Default Team Registration ... USS (USA Swimming)
Default Team Type AGE (We are an Age Group League)
Default Citizenship USA (All AD Teams are in US)
Default LSC AD (We are Adirondack Swimming - AD)
Meet Age Up Meet Start Date
The program also requires a System Age Up Date...check "Always Age-up to Today".
Other Options have no impact on general entries. Use options you prefer.

Select "Setup" -> "Preferences" -> "Registration" **(DO THIS 1 TIME ONLY EACH SEASON)**
DATE - Leave Blank, (use the current date when on the Registration window).
LSC Fee for Adirondack Year Round is \$16.00 for 2012
LSC Fee for Adirondack Seasonal is \$11.00 for 2012
USA-S Fees are contained in Team Manager 6.0 (2012 - \$48 year round, \$28 seasonal)

CHECKS ARE PAYABLE TO - Adirondack Swimming, Inc
MAIL TO ADDRESS - Kathleen Furman
1007 Arapaho Path
Scotia, NY 12302

DO NOT USE YOUR TEAM NAME AND ADDRESS HERE, FILL IN AS SHOWN

Step 2; Under "ATHLETES" Use the following format to ADD (or Edit) swimmers in your teams database; USE LEGAL ID FOR THIS INFORMATION.

1. LEGAL FIRST NAME (NO Nicknames, etc) *The Preferred Name Field is for Nicknames.*
Do not enter a preferred name unless it is Different from the Legal Name.
2. MIDDLE INITIAL (*If the swimmer does NOT have a middle initial LEAVE FIELD BLANK*)
3. LAST NAME (*Use of apostrophes and dashes are OK, but Please, NO SPACES*)
4. ACCURATE DATE OF BIRTH (*Team Manager Will Automatically Calculate and enter Age*).

Step 3; After you have entered the above information, the USA Swimming ID will be automatically built for New Athletes and re-built for Edits when you click "OK".

If you are ever in doubt that you have a correct ID, you can click the "Build ID" button and the ID will be recreated using the information filled in. Do not manually fill in the ID field as this may cause an error.

USA Swimming ID's are assigned as follows;
Date of Birth in Month Day Year Format, Six (6) Characters (MMDDYY) +
First Three (3) Alpha Characters of the LEGAL First Name (FFF) + Middle Initial (M) +
First Four (4) Alpha Characters of the Last Name (LLLL)
Proper ID Format is MMDDYYFFFLLLL

Step 4; The "PRIMARY CONTACT" information AND Team 1 Code are Required to be filled in;

NAMES (parents names), ADDRESS, CITY, STATE, ZIP, COUNTRY, HOME PHONE, TEAM 1 CODE are REQUIRED and the other categories are not required for registration, but you may want to use them for your team. If you are keeping track of more than one club in your file, BE CERTAIN THAT ATHLETES WHO ARE USA SWIMMING REGISTERED USE THEIR USA SWIMMING TEAM CODE AS THEIR TEAM 1 CODE. Any other teams, such as YMCA teams, must use the Team 2 or 3 codes.

Step 5; After filling in the Primary Contact Information, Select “REGISTRATION” and fill in the following;

Required are - **DATE, CITIZEN OF, SEASONAL...N=Year Round, 1=Season 1, AD uses April 1st-August 28th, AD does not use a season 2, FINA FEDERATION** (we are “N”) and **STATUS**.

STATUS Selections

NEW is to be used ONLY for an athlete who has NEVER been USA-S Registered Before in ANY capacity

RENEW is for an athlete who has been registered USA-S in the past

CHANGE is to make a change in an athletes information, use ONLY after registration has taken place

DELETE is to de-activate an athlete

Optional are - DISABILITIES, ETHNICITY and are not required to be filled in.

BE CERTAIN TO INDICATE THE CORRECT REGISTRATION YEAR

Step 6; After The Registration Window Items are filled in, Select “PRINT FORM” and be absolutely certain to click the “OK” button to record the registration.

The Athlete or Parent Must Sign the Form. The Team Registrar should print an extra copy for their file. Attach the BIRTH CERTIFICATE COPY (if applicable) to the LSC copy and send with the Batch File and Batch Report along with appropriate payment for all registrations. Do NOT have each individual athlete issue a check to Adirondack. Teams must collect all fees that the team requires and then issue one (1) TEAM check for each Batch of registrations submitted, payable to Adirondack Swimming, Inc. Individual Parent Checks will not be accepted and these registrations will be returned unprocessed.

Step 7; Export an Electronic Batch (see specific instructions below)

Step 8; Send the following to the AD Registrar in One (1) Package.

1. Email the Batch File as an Attachment, to the AD Registrar.

You may send a floppy or CD with the file on it along with your paperwork if you choose.

2. Registration Batch Report ... (specific batch instructions follow on next page)

On Team Manager, Select REPORTS -> ADMINISTRATIVE -> REGISTRATION

EXPORT THE BATCH FIRST, print a report of the Batch you will include (AFTER THE EXPORT) and be sure to check the boxes for New, Renew, Change, Delete when generating the report.

3. A signed registration form, Printed from Team Manager, for each athlete included in the batch.

Be certain that the batch report and the registration forms match.

Hand written or corrected forms are not accepted.

4. A copy of each athletes Birth Certificate, if applicable, (or other acceptable Legal ID)

Naturalization Papers, Passport or Baptismal Certificate if Birth Certificate is not available

5. A copy of each Non-Athlete Registration Form that is included in the mailing.

Be sure to include your coach's certifications and be sure forms are completed.

6. A copy of your Team Registration Form if it is included in the mailing.

7. Any Team Transfer Forms you may have received from athletes.

8. A TEAM Check payable to Adirondack Swimming for the FULL amount of ALL Registrations.

No individual checks from parents, for registrations, will be accepted.

9. A Registration Summary Form.

All required Forms can be found on the AD Web Site under “Forms”

*****Athlete Registration takes place when the Adirondack Registrar Has possession of the items listed above, properly completed and ready for processing. Do not hold registrations as this will affect your insurance during practice and will cause athletes to be rejected from meets.**

*****Incomplete applications will be returned, unprocessed.**

***** Coach Applications without Current Cert Copies will be returned unprocessed.**

***** Club applications sent without properly registered and certified coach of record and safety coordinator will be returned, unprocessed.** Registration forms for these individuals must either have been processed in an earlier mailing or included with the Club application.

If a check for full payment is not included, the registrations will not be processed.

Adirondack Registrar

Kathleen Furman

1007 Arapaho Path
phone 518-384-0223

Scotia, NY 12302

Specific Instructions for Exporting a Batch...

Be Sure you have the most current Team Manager release ... Check for Updates...

If your release is older, obtain the newest update from the Hy-Tek Web Site and install it before exporting your batch. Connect to the Internet ... From Team Manager main screen, click the "Check for Updates" option and follow the instructions.

After you have completed an athlete registration period or session, a Batch must be exported.

THERE IS NO RE-DO AVAILABLE FOR EXPORTING A BATCH....

YOU CAN PREVIEW THE NEXT BATCH BY GOING TO "REPORTS"-> "ADMINISTRATIVE"-> "REGISTRATION" AND SELECT BATCH 0 (zero). BATCH 0 IS ALWAYS THE REGISTRATION INFORMATION THAT HAS CHANGED SINCE YOUR LAST EXPORTED BATCH, in other words, WHAT WILL BE EXPORTED ON YOUR NEXT BATCH. (YOU CAN LOOK AT A PREVIOUSLY EXPORTED BATCH BY USING ITS BATCH NUMBER.)

From the Main Team Manager Menu, click "File" then "Export" then "Registration".

NOTE: There are 2 features included on the Batch Export Window. Here you can run the "Batch 0" report to check the awaiting batch and you can now reset your Batch number. Resetting your Batch Number should be used at the beginning of each registration Season. Please do not reset within a season as this will create multiple different batches with the same number...

ALWAYS USE BATCH 0 (zero) for a new batch. New batches will be automatically numbered.

If you need to re-export a batch, you can select the appropriate batch number.

REMEMBER, changes made after exporting a Batch may affect the stored information in the last batch.

Check the appropriate boxes (new, renew, change, delete) *checking all of them is probably the best thing to do*, be sure you have AD in the LSC field and your proper Team Code in the team field. Export the new Batch to a folder on your computer (Team Manager will use the TM5Data by default) and then either email the file to the AD Registrar or copy the file to a floppy disk or CD for mailing to the AD Registrar if you prefer. After you have exported the batch, print the Batch Report to include with your paperwork which will be sent to the AD Registrar.

Do not include the reports generated from the Batch 0 (zero) reports as they are not numbered and Plainly State, **Registrations Not Yet Exported**. Take a look at your batch reports to be certain that they match the paperwork you are submitting.

TEAM REGISTRARS, it is important that you send your batches of registrations on a regular basis, even if you only have a few. Do not hold on to them as this may cause someone to be removed from a meet due to non-registration. USA Swimming is very serious about the verification of unregistered athletes. Athletes are NOT Registered until the Adirondack Registrar is in possession of your completed batch with full payment.

Adirondack Swimming will be verifying ALL meets for current registrations and correctness of data using the SWIMS Data. Non-registration or non-matching information will disqualify swimmers from meets.

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, select the "File" menu, then Select Export -> Registration Reconciliation. Export this file to a folder on your hard drive and email it as an attachment to the AD Webmaster or the LSC Registrar, 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.

If you have any questions regarding the process, please email or call webmaster Bill. He can answer many of the "How To" questions and can get you to someone to provide more help if He can't answer your question. email the AD Webmaster or call (518) 399-0494

Common Registration Questions and Problems

When Are Members Actually Registered?

No one is registered until the LSC Registrar has possession of all the required information, which has been properly completed. Batch File (on floppy or CD or email attachment), Batch Report which has been printed After The Export, Any Non-Athlete Registration forms (properly filled out with coach registrations also having copies of current certifications and Foundations of Coaching Exam results, if required, Any Club Registration forms, Any Team Transfer forms, a Batch Summary form, Birth Certificate copies, if applicable and FULL PAYMENT for ALL Included registrations on a Team Check.

The AD Registrar has been instructed that no Registration be processed unless full payment has been received. If you send a batch of 60 athletes and include payment for 50, the entire batch will not be processed until the balance is paid.

Who Needs to be Registered?

All Athletes, All Coaches, All Officials and Anyone Involved with Running a Sanctioned Meet MUST be Registered. It is HIGHLY RECOMMENDED that ALL of Your Club's BOARD MEMBERS be Registered. In the event of a lawsuit directed at your Club, Unregistered Board Members are ON THEIR OWN for ALL LEGAL EXPENSES. USA Swimming WILL NOT INSURE Unregistered Board Members and Adirondack will supply No Representation.

Registration Periods...Who is New?, Who is Renew?

The USA-S Registration, Standard, Full Year Renewal Period is the calendar year (Jan 1 to Dec 31). However, USA Swimming ceases taking registrations for the current year on August 31st. Beginning September 1st, any member registering will be registered from September 1st until December 31st of the following year.

Example;

Register between September 1, 2009 and August 31, 2010, your registration expires December 31, 2010.

LSC's are allowed to declare up to two (2), 150 day "Seasons" for Seasonal Registrations. **AD uses a Season 1, which we choose to cover the period of April 1st to August 28th.** AD does not use a Season 2. Please note, Seasonal Registrations are Not Allowed to Participate in Any Meets Above LSC Level (cannot go to Zones, Sectionals, Juniors, etc.).

NEW is for anyone who has NEVER BEEN USA SWIMMING REGISTERED IN ANY CAPACITY.

RENEW is Anyone registering who has been registered to USA Swimming in Any Capacity, in the past. If someone is joining your team, be sure to ask if they have ever swam on a USA-S club before. If you are registering a Non-Athlete who once was a registered Athlete Member, he/she is also RENEW.

Team Changes...What do I do and why?

When registering an athlete to your team, who has swam for another team, Register them to YOUR TEAM as a RENEWAL for the batch export. This allows the automated team transfer process in SWIMS to work properly. When SWIMS sees a team transfer, the athlete registration will be rejected and put in the AD Registrars Holding Tank. Upon the receipt of a Team Transfer Form, the AD Registrar will enter the information required for team transfers. Upon entering the date of last competition for the last team, SWIMS will calculate the 120 day waiting period and if necessary, automatically flip the athlete to UN or unattached. If the athlete has not fulfilled their waiting period, the AD Registrar will notify you to change the athlete to UN. On the 121st day, SWIMS will then automatically flip the athlete back to the new team and send a confirmation of this action to the AD Registrar. The Athlete's Status and Re-Attach Date will be printed on his/her USA-S ID Card.

If an athlete changes teams in USA Swimming, he/she is subject to the 120 day waiting period. The date that the athlete **COMPETED IN THE LAST USA-S SANCTIONED MEET FOR THE OLD TEAM** is the starting point of the waiting period and is required on the transfer form. FYI, we have all AD meets on file and SWIMS will provide ANY other meet information which we can check to see which meet the athlete participated in last. During the waiting period, the athlete is "Unattached" (code UN) and may only compete in individual events. The athlete must be entered as UN and may not earn team points or swim in any relays. You must add the Team Code UN in the LSC of AD to your Team Manager file. Any athlete who changes teams **MUST** fill out the Application for Transfer located on the AD Web Site under Forms. The USA-S SWIMS Database will NOT allow an athlete to be renewed unless the LSC Registrar approves the team change.

Team Registrars...ASK NEW (to your team) Athletes if they are coming from another team....

When processing a Transfer, our LSC Registrar informs the old team of the athlete's intent to transfer. If the athlete has left the old team under bad terms (owing money), the old team has the right to take legal action against the athlete. If this is done, (written proof is required), the athlete cannot join any new team in USA Swimming until they have satisfied the legal issue. The athlete is Not Prevented from swimming UN (unattached). *If an athlete has left a team owing money and the team decides not to take legal action, USA Swimming will NOT prevent the athlete from registering to the new club.*

Note: If an athlete decides they do not want to be affiliated with their current team, but has not decided on a new team, a transfer is necessary to change to UN (unattached). Without the transfer, their affiliation to the original team will not end.

Legal Names and Dates of Birth...Why can't I use "Liz" instead of Elizabeth?

The USA-S registration REQUIRES the use of Legal Names, including the Middle Initial and Dates of Birth. This is the name and date of birth that appear on the athlete's Legal ID. If the athlete has a nickname that they prefer, the Preferred Name field on the athlete information form in Team Manager is for that purpose and should be used Only for a name Different from the Legal Name. In any case, the Legal First Name, Middle Initial (*unless the athlete Legally has no middle name*), the Last Name and the Birth Date are REQUIRED.

Beginning in the 2005 registration season, Adirondack Voted to REQUIRE a copy of every athlete's Legal ID. Birth Certificate, Naturalization Papers, Baptismal Certificate or Passport is required with registration form. Once an athlete's Legal ID is on file with the LSC Registrar, subsequent copies when renewing for future years are not necessary.

Correct Addresses...Why do we need addresses?

USA Swimming is on a mission to get correct addresses on file for everyone. In 2003, over 35% of all the SPLASH magazines that were mailed, were returned for bad addresses. SWIMS rejects A Registration if ANY of the required information is missing. If you fail to complete the required information, your athlete will not be registered.

Non-Athletes and Teams...How do I register them?

Non-athlete and Team registration is performed using paper forms. Use Only the forms provided on the Adirondack Web Site under "FORMS" they are available in PDF format for All Forms and each includes specific instructions. At this time, the AD registrar must enter these manually, there is no way provided to do these on Team Manager.

Team Registrars, Check The Non-Athlete Forms BEFORE you send them to the AD Registrar. Name, Address, Home Phone, Date of Birth, Type of Registration (circle ALL that Apply) and New or Renew are REQUIRED (work phone, fax, email, ethnicity, etc. are optional).

For Coaches, we MUST have a copy of their current certifications and if the coach was First Time Registered as a Coach in USA-S 1999 or Later, he/she MUST have taken the "Coaches Level 1 Exam" (pre 2005) or the "Fundamentals of Coaching Exam" (for 2006 or later) BEFORE he/she can be registered for the Second Season. Complete Information is available on the "Coaches" link on our web site.

ALL NON-ATHLETES MUST HAVE A COMPLETED AND CURRENT CRIMINAL BACKGROUND CHECK (CBC) BEFORE THEY CAN BE REGISTERED NEW OR RENEWED. COACHES AND OFFICIALS MUST HAVE COMPLETED A LEVEL 2 CBC, ALL OTHER NON-ATHLETES MUST HAVE COMPLETED A LEVEL 1 CBC.

BEGINNING WITH THE 2012 SEASON, ALL NON-ATHLETES MUST HAVE ALSO COMPLETED THE ONLINE ATHLETE PROTECTION EXAM TO BE REGISTERED. NEW NON-ATHLETES HAVE A 30 DAY GRACE PERIOD TO COMPLETE THE EXAM AFTER THEY HAVE BEEN REGISTERED.

Refunds...John quit the team 3 weeks after he joined and wants a refund...

Once the AD Registrar has registered an athlete, non-athlete or club on SWIMS, Adirondack Is Billed for these Registrations and NO REFUNDS OR CREDITS FOR REGISTRATION FEES WILL BE ISSUED.

It is up to the individual club as to the refund policy of any other fees collected. Be certain that your refund policy is plainly stated in your paperwork.

Registration Rejections...Why didn't SWIMS register my athlete?

When a batch is uploaded to SWIMS, any renewal, change or delete registration that does not exactly match a record on SWIMS is rejected and put in to the AD Registrars Holding Tank. Also, New registrations are rejected if an exact match IS found in SWIMS. Corrections must be done manually and a Holding Tank Report will be emailed to the Team Registrar. If the data on the Holding Tank report you sent is correct, the AD Registrar will update SWIMS, if SWIMS is correct, you must update your Team Manager Database. No other action is required. Be certain that SWIMS has accepted registrations before doing any changes in Team Manager Registration (CHANGE option). It is not possible to make a change to someone who has not been registered in the first place.

Check Your Registration File with SWIMS...

Hy-Tek has included an option in Team Manager that allows a team registrar to export a file to the AD registrar for validating against SWIMS data. This process only takes a minute and it's a good idea to use this feature on occasion (especially after sending batches or importing Meet Results). Once created, the file is emailed to the AD registrar and she will run a program in SWIMS to see if SWIMS data differs from your Team Manager data. A "recon" report is produced and emailed to the team registrar and the team registrar and AD registrar must fix any differences.

To export the Recon File, from the Team Manager Main Menu, Select;

File -> Export -> Registration Reconciliation

Save this file to your computers hard drive and email it as an attachment to the AD registrar.

Consistency of Data...All users Must have the Same Data...

Although there is no requirement or need to keep separate databases, to help avoid problems, We would strongly suggest that the Team Registrar keep a separate Registration/Roster Database that only includes those athletes that are within the current registration period. If you have athletes on your roster who have not renewed or reregistered with your team, mark them Inactive but keep them on your roster until the registration period they were registered in ends (end of year). You can safely delete them at this time unless you are certain that they will be returning. The Team Registrar should keep the roster database free of meets, meet results and most important, other teams and team members. This is very easy to do and takes only a couple of extra minutes to maintain and export to the other users of the database.

After you have made numerous changes to your file, such as removing old athletes, Team Manager provides an option under the "FILE" button to "Repair/Compact Database", which is good to do periodically (not a daily process). The process cleans out the remaining old, unindexed, data and rebuilds your file. This will reduce the size of your file and make it work more efficiently.

Good Housekeeping....

Back up your data.....Back up your data.....Back up your data....

Did I say, Back up your data??? ... If not, Back up your data.

There's nothing worse than getting a virus or wondering why your computer is making that "funny noise" and realizing that it contained the only copy of your database in existence.....

At your Option...Each time you run a registration batch, Backup your Database as well and include that file along with the Registration batch in the email on the floppy or CD you mail to the AD Registrar. Your file will be stored on the AD computer for an extra measure of safety.

Note for Clubs Renewing Athletes...

USE THIS FEATURE ONLY WHEN BEGINNING A NEW REGISTRATION SEASON IT WILL RESET ALL OF YOUR REGISTRATION STATUS ITEMS.

There is a feature in Team Manager 4 that allows you to Pre-Print all of the registration forms for your current athletes in a single batch. Please keep in mind, registration forms submitted to the LSC Registrar must be printed from Team Manager and may not contain any hand written changes. You Must make all of your changes in Team Manager and print a corrected form to be included with a registration batch.

To use the feature;

1. Start Team Manager
2. Backup your File (just in case of a mistake)
3. Select the Option on the top of the screen that says "TEAMS"
4. On the Teams Screen, Select the top option that says "MAINTENANCE"
5. In the Maintenance window select "Registration Status"
6. You will have a window pop up that is titled "Team Update"
7. On the left column, select the "All" button.
8. On the right column, select the "X-NoReg" button.
9. Be sure your team code appears in the Team box and click "OK"

This will mark all of your athletes as Not Registered and reset the database.

You can now use the standard report option as follows;

1. From the Team Manager Main Screen, select "REPORTS"
2. From the drop down, select "Administrative"
3. From the drop down, select "Registration"
4. You will have a window pop up titled "Registration Reports"
5. Select the "Application Form Format"
6. Be certain that the "X-Status" box ONLY is checked.
7. Print.... You should get 2 forms per page which can be cut.

These forms can be brought to registration and used as is. Forms that are correct as printed may be signed by the athlete or parent and submitted with a batch to the LSC Registrar. If a form has errors, the data must be corrected using the Registration window and a new, correct form must be printed before submitting it to the LSC Registrar.

Registrars, please take a minute to check your files before printing the forms to be sure all required information has been filled in.

It would be advisable to have your files reconned before registration as well. This only takes a minute and could save a lot of time and aggravation afterwards. Use the "FILE" -> "EXPORT" -> "Registration Reconciliation" to export a file to send to have verified against SWIMS. Your data and SWIMS must match to avoid problems with meet entries.

Either the LSC Registrar or the Webmaster can run your recon. Email the file to either of them.