

Adirondack Swimming Registration Submittal Process

When a Club Registrar submits a group of registrations, the following is required;

1. Electronic Batch File for Athlete Registrations ... emailed as attachment or directly load to holding tank
2. Batch Report from the Exported Registration Batch, saved as PDF file ... emailed as an attachment*
3. Birth Certificate copies for new athlete members included in batch ... mailed or a clean scan emailed
4. Non-Athlete Registration Forms ... mailed or a clean scan emailed
5. Club Registration Form ... mailed or a clean scan emailed
6. Athlete Transfer Forms ... mailed or a clean scan emailed
7. Registration Batch Checklist ... mailed or a clean scan emailed
8. Team Check for registrations included on summary ... mailed

***Both Team Manager and Team Unify can directly save reports to PDF format.**

Team Unify uses Dates to identify Batch Exports

Team Manager uses Batch Numbers ... Batch Reports MUST be generated AFTER the Batch is Exported.

Batch Reports will be required for every Batch File Submitted, even if there is only 1 athlete included.

Be sure to keep in mind that this process does not eliminate the need to produce USA Swimming Registration Forms for your athletes. All clubs should have something available which parents must sign (physically or digitally), giving permission for their children to participate. It is strongly suggested that these signed forms are retained for at least the period covered by the registration or until the athlete renews the next season. If you are in doubt of your club procedures regarding forms and retention, you should seek legal advice.