

**2011**  
**Oklahoma Swimming, Inc.**  
**Electronic Registration Instructions**

## Part I - Electronic Registration

### Getting Ready for 2011 Registration Year

- Reset Team Manager for 2011 year and verify that the batch numbers will begin with #1.
- If you don't already have Team Manager 4.0, call Hy-Tek (866/456-5111) and get it. Also check and make sure you have all the updates that are currently available.  
To update your current version:  
Connect to Internet  
Open Team Manager  
Click on Check for Updates and follow instructions.
- **When adding or renewing your first athletes for 2011, unlike previous years you DO NOT have to do anything but make sure the 2011 box is checked (this is the default). Registration for 2011 begins 9/1/2010 - Hy-Tek will recognize that system date, set your batch number back to "0".**

### Suggested Processing Timeline

September, 2010	Add new swimmers to your TM database and export to registration file
Oct - Nov. 2010	Renew old swimmers in the database and export registration file (Some teams send their new, renewals and charges all in one batch, this is acceptable)
March, 2011	After high school season, enter as new or renew high school swimmers in TM that have not registered and export registration file.
May, 2011	Add as new and renew in TM database any swimmers that have not been previously registered. These may be swimmers that are year-round or seasonal.

### **Individual Seasonal Membership**

Seasonal membership starts November 1, 2010 and continues through March 15, 2011 or May 1, 2011 through August 15, 2011.

### **Formatting Standards**

In order to have your data look the same when you receive reports, follow this standard:

Enter last name, first name with normal capitalization, first letter capital, rest lower case: Carole L. Lee

For new swimmers, use birth certificates to enter LEGAL first and last name with

correct birth date. You can enter a preferred name and that will print on the card, but swimmers must be registered by legal given name, i.e. William not Billy.