

TM setting up new codes for the financial year and updating competitive swimmers

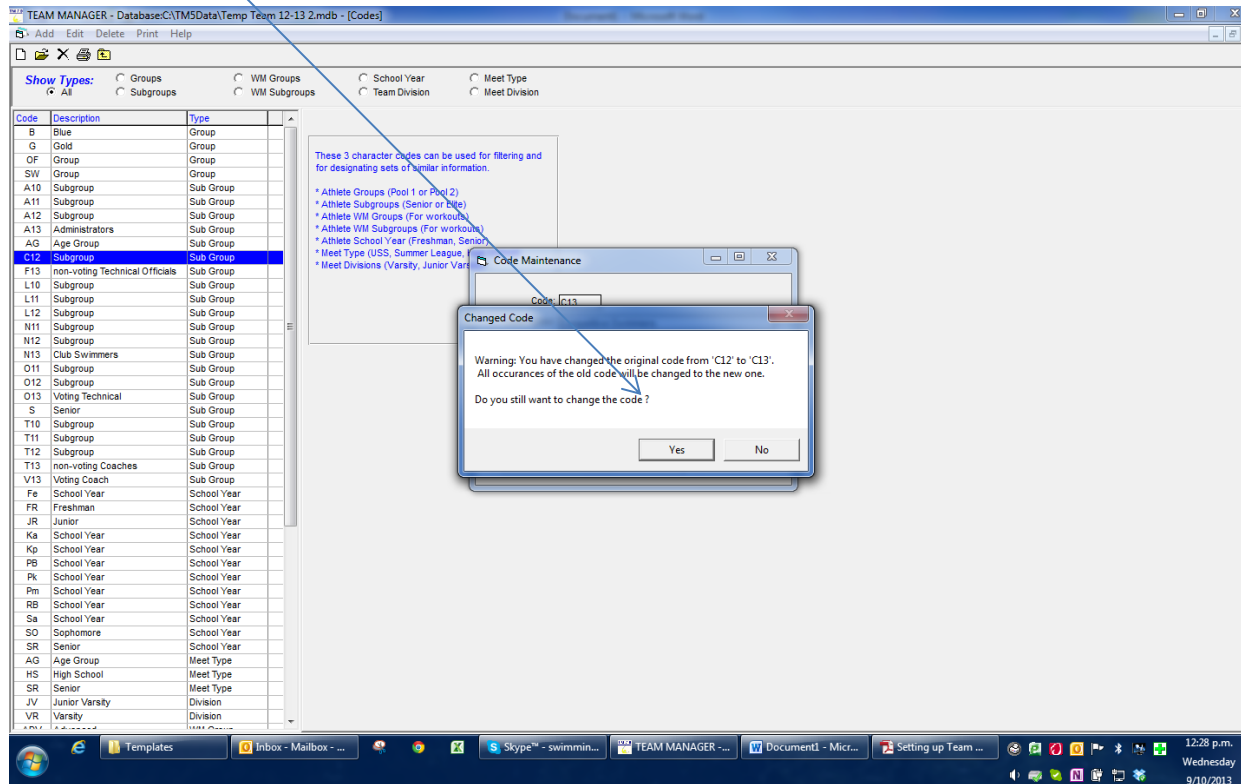


To change all those that were C12 swimmers and have paid their registration fees → highlight C12 and double click → change C12 to C13

The screenshot shows the TEAM MANAGER application window. The main window displays a list of codes and their descriptions. The code C12 is highlighted. A 'Code Maintenance' dialog box is open, showing the code C13 and the description 'Competitive Swimmers'. The dialog box has a 'Code' field with 'C13' and a 'Description' field with 'Competitive Swimmers'. There are radio buttons for 'Code Types' including Group, Subgroup, WM Group, WM Subgroup, School Year, Meet Type, Meet Division, and Team Division. The 'Subgroup' radio button is selected. The dialog box has 'OK' and 'Cancel' buttons.

Code	Description	Type
B	Blue	Group
G	Gold	Group
OF	Group	Group
SW	Group	Group
A10	Subgroup	Sub Group
A11	Subgroup	Sub Group
A12	Subgroup	Sub Group
A13	Administrators	Sub Group
AG	Age Group	Sub Group
C12	Subgroup	Sub Group
F13	non-voting Technical Officials	Sub Group
L10	Subgroup	Sub Group
L11	Subgroup	Sub Group
L12	Subgroup	Sub Group
N11	Subgroup	Sub Group
N12	Subgroup	Sub Group
N13	Club Swimmers	Sub Group
O11	Subgroup	Sub Group
O12	Subgroup	Sub Group
O13	Voting Technical	Sub Group
S	Senior	Sub Group
T10	Subgroup	Sub Group
T11	Subgroup	Sub Group
T12	Subgroup	Sub Group
T13	non-voting Coaches	Sub Group
V13	Voting Coach	Sub Group
F	Freshman	School Year
FR	Freshman	School Year
JR	Junior	School Year
Ka	School Year	School Year
Kp	School Year	School Year
PB	School Year	School Year
Pk	School Year	School Year
Pm	School Year	School Year
RB	School Year	School Year
Sa	School Year	School Year
SO	Sophomore	School Year
SR	Senior	School Year
AG	Age Group	Meet Type
HS	High School	Meet Type
SR	Senior	Meet Type
JV	Junior Varsity	Division
VR	Varsity	Division

This message will appear - press Yes if all registration fees have been paid and this will update all those who are competitive swimmers to C13



Warning:

Ensure you check that all swimmers are showing in the correct list for the 1st return. Once registered they remain there for the full financial Year. Any swimmer that changes their status after the first registration period can be made 'Inactive' but must show on the report. Read the information provide to ensure you include inactive swimmers in your return. This applies to technical officials, coaches etc. as well.