**2012**
**Wisconsin Swimming, Inc.**
**Electronic Registration**

**Formatting Standards**
In order to have your data look the same when you receive reports, follow the following standards:
- Enter last name, first name with normal capitalization, first letter capital, rest lower case –  i.e. Carol A Graham


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**The HELP menu of your program will give the best directions for its use!!**


**\*\*\*BEFORE YOU START A NEW REGISTRATION YEAR\*\*\***


**TEAM MANGER**
This resets all members in database so they are ready to be renewed for new registration year.

1. Click on TEAMS on Main Menu
2. Click on MAINTENANCE
3. Click on REGISTRATION STATUS
4. Under "FROM STATUS", check "ALL "
5. Under "TO STATUS" check X
6. Click on OK
7. Click on CANCEL
8. Click on CLOSE

**BUSINESS MANAGER**
This resets all members in database so they are ready to be renewed for new registration year.

1. Click on ACCOUNTS on Main Menu
2. Click on GLOBAL
3. Click on REGISTRATION STATUS
4. Under "FROM STATUS", check "ALL "
5. Under "TO STATUS" check X
6. Click on OK
7. Click on CANCEL
8. Click on CLOSE