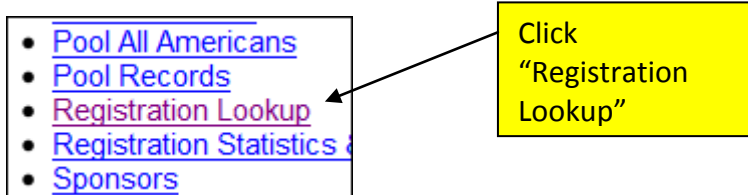


## Using the Registration Lookup Tool

You will occasionally need to look up a swimmer's registration history to determine their club membership on a particular date. You can use the Registration Lookup tool to do this.

Go to <https://www.usms.org/usmsadmin/>

If you have access to the tool, you will see it in your list:

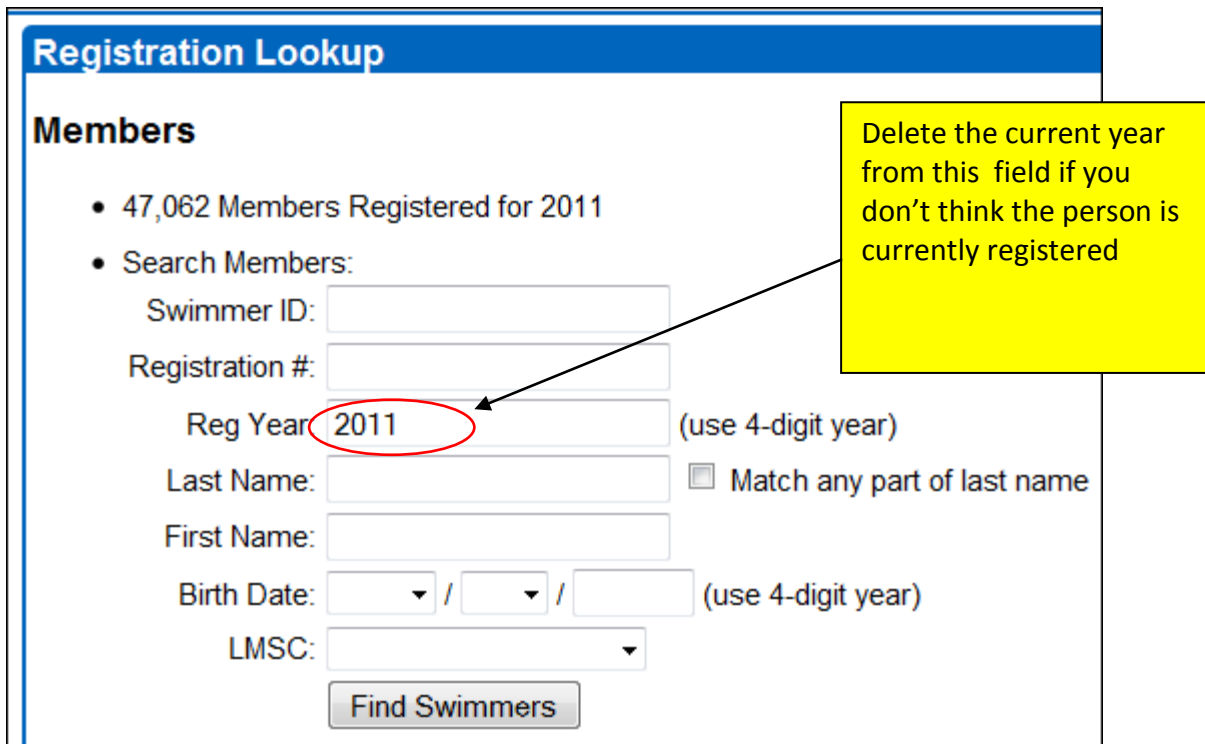


A screenshot of a navigation menu with the following items:

- [Pool All Americans](#)
- [Pool Records](#)
- [Registration Lookup](#)
- [Registration Statistics &](#)
- [Sponsors](#)

A yellow callout box with the text "Click 'Registration Lookup'" has an arrow pointing to the "Registration Lookup" link.

This brings you to a form:



The screenshot shows the "Registration Lookup" form with the following fields and options:

- Members**
  - 47,062 Members Registered for 2011
  - Search Members:
- Swimmer ID:
- Registration #:
- Reg Year:  (use 4-digit year)
- Last Name:   Match any part of last name
- First Name:
- Birth Date:  /  /  (use 4-digit year)
- LMSC:
- 

A yellow callout box with the text "Delete the current year from this field if you don't think the person is currently registered" has an arrow pointing to the "2011" value in the "Reg Year" field.

You can search on any of the fields displayed in the form. Searching by birth date is handy if you cannot find the member any other way.

Once you hit the “Find Swimmers” button you will be presented with a list of members who meet the search criteria. Find the correct person and select the “Reg History” link:

#	Swimmer	Club / LMSC
Year: 2011 ID: 01NPT Reg: 141Y-01NPT <a href="#">Reg History</a> <a href="#">Public Profile</a>	Matysek, Anna Lea Birthday: <input type="text"/> Sex: F <a href="mailto:annalea@usms.org">annalea@usms.org</a> Ph: (941) <input type="text"/>	<b>SYSM</b> Sarasota YMCA Sharks Florida LMSC

Results:

Annual Registrations				
Year	Reg #	Reg Date	LMSC	Club
2011	141Y-01NPT	2010-11-18	14 - Florida	SYSM (Sarasota YMCA Sharks)
2010	140W-01NPT	2009-12-09	14 - Florida	SYSM (Sarasota YMCA Sharks)
2009	2890-01NPT	2008-12-28	28 - Missouri Valley	MOVY (MOVY Masters)
2008	2882-01NPT	2007-11-28	28 - Missouri Valley	MOVY (MOVY Masters)
2007	287W-01NPT		28 - Missouri Valley	MOVY
2006	2863-01NPT	2005-12-03	28 - Missouri Valley	MOVY
2005	285Z-01NPT	2004-11-28	28 - Missouri Valley	MOVY
2004	2843-01NPT	2003-11-30	28 - Missouri Valley	MOVY
2003	283J-01NPT	2002-11-18	28 - Missouri Valley	MOVY
2002	282-00001	2001-11-27	28 - Missouri Valley	MOVY

Using the Registration Lookup tools will probably answer most of the questions that arise when uploading meet results. If not, contact your LMSC registrar.