

## Monthly Registrar Tasks

- 1) View and clear notes sent to you from members
- 2) View and clear notes entered by the National Staff
- 3) Clear the New Online Registrations list
- 4) Clear the card-printing queue
- 5) Clear the donation letter queue

### 1) VIEWING AND CLEARING NOTES SENT TO YOU FROM MEMBERS

When swimmers register online, they have the ability to write comments for the registrar to read. Some of these notes require action on the part of the registrar, so they should be viewed on a regular basis.

**Alerts**

- 21 [National Office Notes](#)
- 6 [Member notes](#)
- 107 [Cards to Print](#)
- 27 [LMSC Donation Letters to Print](#)
- 177 [Recent online member registrations](#)
- 13 [Recent club registrations](#)

From the home page, select  
"member notes"



You will see a list of the notes left for you by your swimmers:

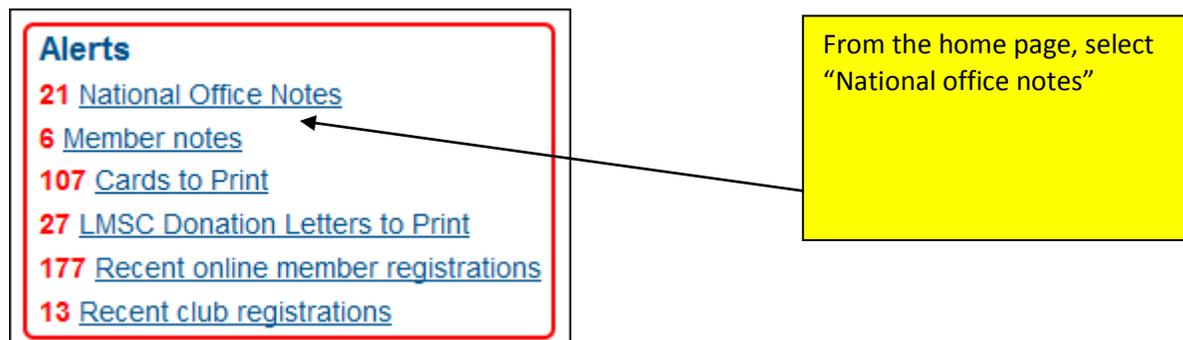
LMSC	Club	NoteText	Source	Author	Added	
55	HHAC	We paid to get coaching certification and now you want us to pay to be "recognized" as a coach. For \$30 I get a \$10 discount on further certification? Seriously?	Member	N/A	01/03/2014	<input type="checkbox"/>
55	UC55	I live in Mt Pleasant and do not see any teams to join on your list. If there is one please let me know and change my selection from unattached..Thanks	Member	N/A	12/19/2013	<input type="checkbox"/>
55	UC55	Was swimming for Carolina Aquatics Masters - I did not see them on list. Would like to rejoin when they renew.	Member	N/A	12/17/2013	<input type="checkbox"/>
55	PALM	Can we somehow fund and schedule an annual meet in Charleston. We had one when I first joined Masters and I did compete. I prefer not to travel for a meet.	Member	N/A	12/03/2013	<input type="checkbox"/>

Review each note and, where necessary, take the appropriate action. This may require you to send an email to the member. Once you feel that a particular note has been resolved, clear it from the list using the "Resolve" checkbox.

## 2) VIEWING AND CLEARING NOTES ENTERED BY THE NATIONAL STAFF

The national staff sometimes leaves notes in a member's record. If the member calls, for example, and requests not to receive sponsor mail, the staff member will go into that member's record and check the appropriate box. The staff member will then enter a note indicating what was done.

From the main Club Assistant page, select "View Notes in a member's record" or "notes from USMS National":



You will see a list of the notes entered by the national staff:

55	SMRT	Address updated per magazine NCOA list.	System	Anna Lea Matysek	01/10/2014	<input type="checkbox"/>
55	PALM	Address updated per magazine NCOA list.	System	Anna Lea Matysek	01/10/2014	<input type="checkbox"/>
55	PALM	Removed stray space from the start of the last name.	National	Jim Matysek	12/30/2013	<input type="checkbox"/>
55	HHAC	Please drop Jill Bradley as she passed away this past May losing her six plus year fight against ovarian cancer she loved swimming.	National	Tracy Grilli	11/15/2013	<input type="checkbox"/>
55	BMST	mailto:pcfaherty@charter.net - bounced	National	Tracy Grilli	11/14/2013	<input type="checkbox"/>
55	COLM	mailto:rratterree@sc.rr.com - bounced	National	Tracy Grilli	11/14/2013	<input type="checkbox"/>
55	SWYS	mailto:catfishdrifter@aol.com - bounced	National	Tracy Grilli	11/14/2013	<input type="checkbox"/>

Most of these notes do not require action on the part of the registrar; they are there more for your information. If the note refers to a bounced email, if possible try to contact the member to determine their correct email address. Once you have viewed the note, clear it from the list using the "Resolve" checkbox.

### Commonly used abbreviations:

ANK: Address not known

FOE: Forwarding Order Expired

LNA: Left no address

NDA: Non-deliverable address

UTF: Unable to Forward

AC: Address change

MO: Membership office

N/D issue: November/December issue (also J/F, M/A, M/J, J/A, S/O)

### 3) CLEARING THE NEW ONLINE REGISTRATIONS LIST

On the home page there is a link called "Recent online member registrations".

**Alerts**

- 21** [National Office Notes](#)
- 6** [Member notes](#)
- 107** [Cards to Print](#)
- 27** [LMSC Donation Letters to Print](#)
- 177** [Recent online member registrations](#)
- 13** [Recent club registrations](#)

From the home page,  
select "Recent online  
member registrations"

It's a useful tool for you to see, at a glance, how many new registrations you've received since the last time you cleared the list. A swimmer's name gets added to this list when he registers or renews online.

Recent Online Member Registrations								
USMS Number	First Name	Last Name	Club	Address	City	State	Reg. Date	Clear
554F-01MEJ	David	A	UC55		L	SC	01/10/2014	<input type="checkbox"/>
5545-094MS	Darren	G	HHAC		H	SC	01/09/2014	<input type="checkbox"/>
554S-01GV2	Margaret	H	GS		M	SC	01/09/2014	<input type="checkbox"/>
5543-088TM	Troy	M	GS		T	SC	01/09/2014	<input type="checkbox"/>
5544-08E08	Taylor	M	GS		T	SC	01/09/2014	<input type="checkbox"/>
5546-08B0B	Dwayne	S	UC55		H	SC	01/09/2014	<input type="checkbox"/>

It's easy to clear the list. From the main page, click "New Online Registrations". You can select "check all" to check all of the boxes in the list, or select individual names to remove. At the bottom of the page click the button that says, "Clear Recent Registrations."

Clear Recent Registrations

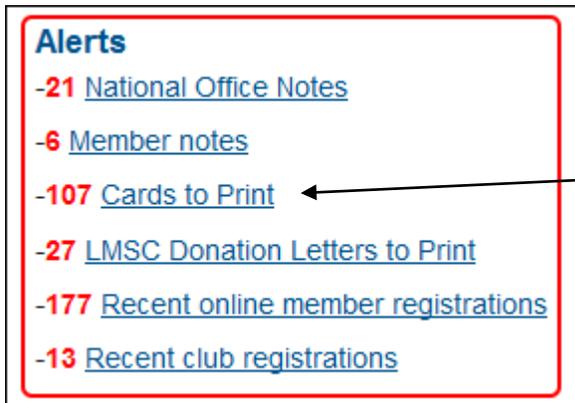
Abort/Cancel

So why do you need to clear this box? We've discovered that the box stays checked forever until it's cleared. So, for example, if a swimmer registered in 2009 but the registrar never cleared him from the New Online Registrations list, his box is still checked. Now say that that swimmer moves to a different part of the country and registers with his new LMSC on a paper form. When the registrar enters his registration, he'll show up in the list as a "new online registration". This is because the box in his record wasn't cleared by the previous registrar.

Even if you don't utilize the New Online Registrations list, please view it and clear it on a routine basis.

#### 4) CLEARING THE CARD-PRINTING QUEUE

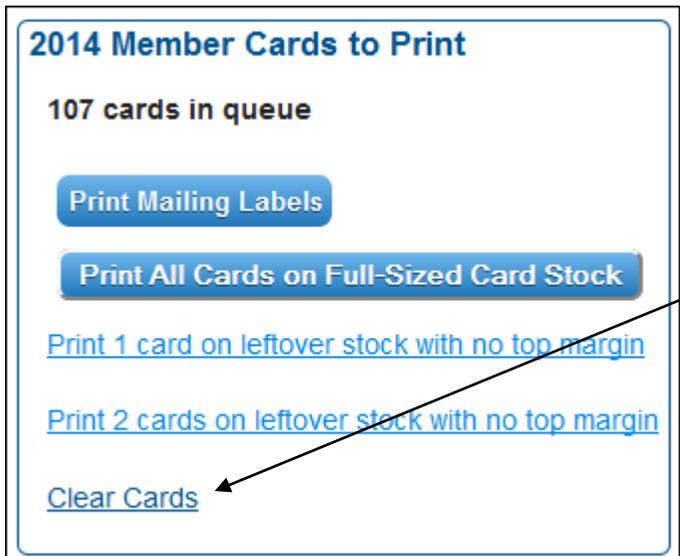
It's a good practice to clear your card-printing queue after you've successfully printed a batch of cards. If you don't clear it, the cards will remain in the queue, and newer cards will be added to the queue. The next time you print cards you'll end up printing some of the same ones again.



**Alerts**

- 21 [National Office Notes](#)
- 6 [Member notes](#)
- 107 [Cards to Print](#)
- 27 [LMSC Donation Letters to Print](#)
- 177 [Recent online member registrations](#)
- 13 [Recent club registrations](#)

Select "Cards to print"



**2014 Member Cards to Print**

107 cards in queue

[Print Mailing Labels](#)

[Print All Cards on Full-Sized Card Stock](#)

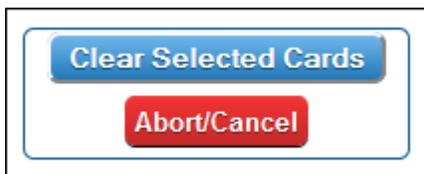
[Print 1 card on leftover stock with no top margin](#)

[Print 2 cards on leftover stock with no top margin](#)

[Clear Cards](#)

Select "Clear cards"

All boxes will be checked by default. If you wish to clear them all, leave all boxes checked and then select "Clear Selected Cards."

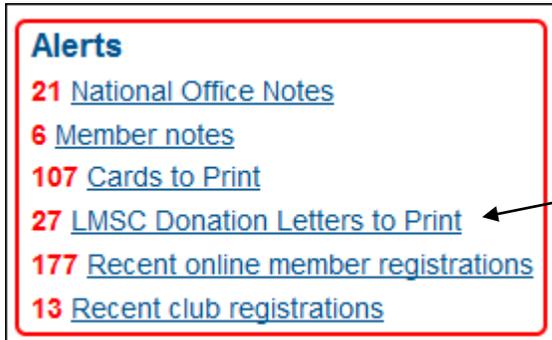


[Clear Selected Cards](#)

[Abort/Cancel](#)

## 5) CLEARING THE DONATION LETTER QUEUE

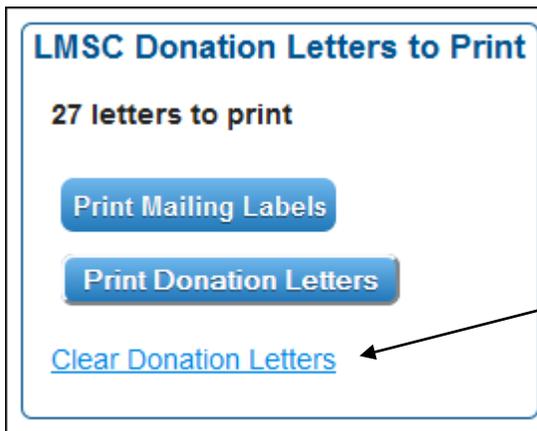
As with the card-printing queue, please clear the "donation letters" queue on a routine basis. To clear the queue, from the home page select "LMSC donation letters to print."



A screenshot of an 'Alerts' menu with a red border. The menu items are listed with counts and links:

- 21 [National Office Notes](#)
- 6 [Member notes](#)
- 107 [Cards to Print](#)
- 27 [LMSC Donation Letters to Print](#)
- 177 [Recent online member registrations](#)
- 13 [Recent club registrations](#)

Select "Donation letters to print"



A screenshot of the 'LMSC Donation Letters to Print' page with a blue border. It shows the following content:

**LMSC Donation Letters to Print**

27 letters to print

[Print Mailing Labels](#)

[Print Donation Letters](#)

[Clear Donation Letters](#)

Select "Clear donation letters"

###