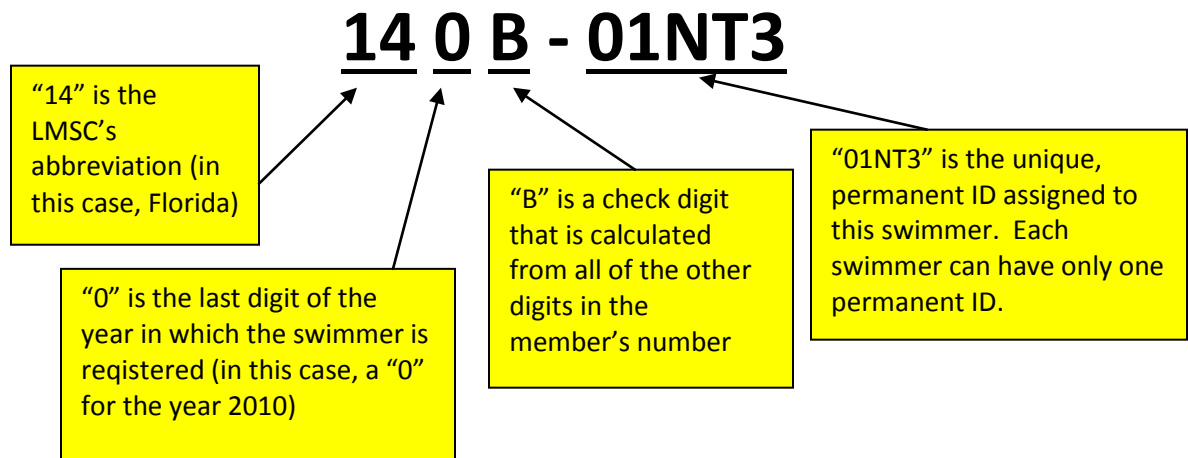


Registering Swimmers

The USMS Permanent ID and its Importance

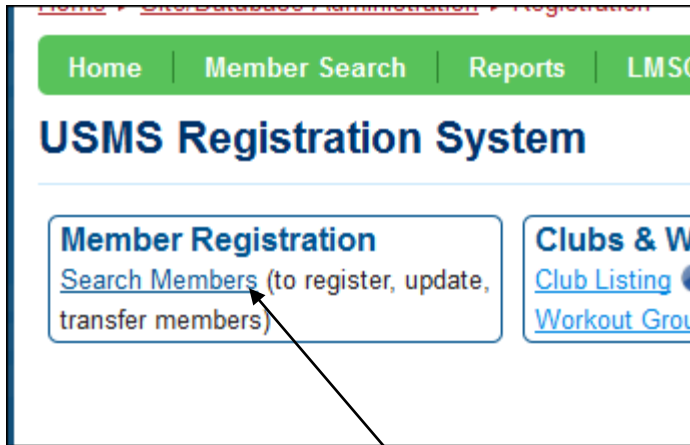
Each member of USMS is assigned a membership number. For a member whose ID number is 140B-01NT3, this number is made up of the following components:



The swimmer's permanent ID is used to track him throughout the USMS database. Meet results, for example, can be tied to a person even if she changes her name. A swimmer can register with a slightly different name from year to year, which is fine as long as she is tied to that permanent ID. One of the registrar's **most important functions** is to help ensure that a swimmer is not already in our database before adding her as a new member (and assigning a new permanent ID).

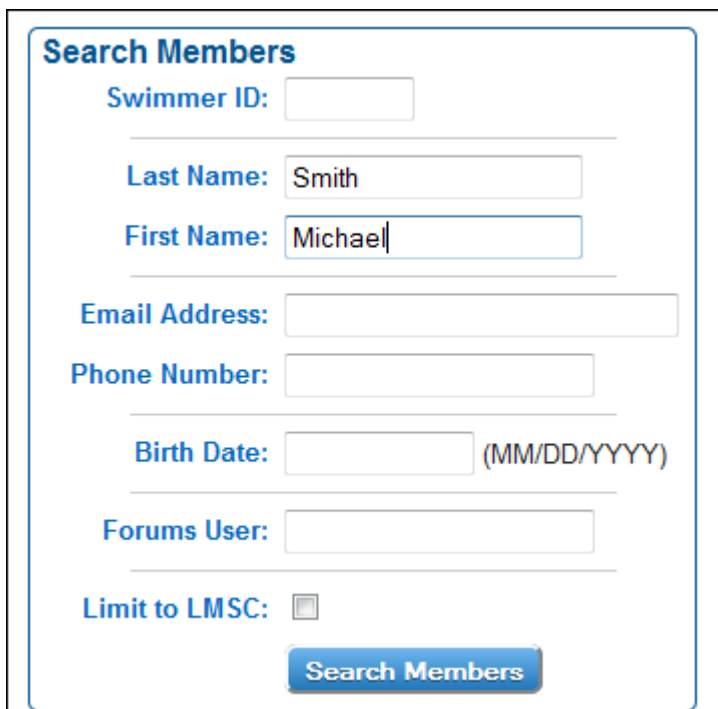
Registering a New Swimmer

Let's say you receive a paper registration form from Michael J. Smith, birthdate 6/18/1972. You must first check to see whether he is already in our database.



Select "Search Members" to register a new member

You can search on various fields. The more fields that are filled in, the more the search will be restricted. It's better not to restrict the search too much, unless the swimmer has a very common name. In our particular case, "Smith" is such a common last name that the entire first name of Michael will be included in the search.



Search Members

Swimmer ID:

Last Name:

First Name:

Email Address:

Phone Number:

Birth Date: (MM/DD/YYYY)

Forums User:

Limit to LMSC:

Below are the results of the search (birthdates have been hidden). There are two Michael J. Smiths, and neither is a current (2010) member. Compare their birthdates to what is on the registration form.

[Register a new member for 2010](#)

Member Search Results						
	Last Name, First	Club	LMSC	Reg. Year	USMS Number	Birthdate
1	<u>Smith, Michael J</u>	PNA	36	2009	369V-065MW	07/20/1973
2	<u>Smith, Michael R</u>	WMAC	20	2003	203P-01RFS	02/10/1983
3	<u>Smith, Michael D</u>	FACT	14	2013	143B-02S6T	02/10/1979
4	<u>Smith, Michael A</u>	BMST	55	2012	552U-07RBA	03/10/1957
5	<u>Smith, Michael A</u>	SERC	38	2008	388J-05YZH	09/10/1971
6	<u>Smith, Michael</u>	IMSC	26	2005	265V-0075G	07/10/1984
7	<u>Smith, Michael J</u>	UNAT	21	2011	2117-07AGP	06/10/1989
8	<u>Smith, Michael</u>	NAAC	9	2013	093Z-077BS	07/10/1981
9	<u>Smith, Michael R</u>	UNAT	50	2004	504J-0282G	03/10/1960
10	<u>Smith, Michael D</u>	RMST	10	2013	103Z-036G7	12/10/1975
11	<u>Smith, Michael A</u>	CTM	33	2009	3393-06DG3	04/10/1976
12	<u>Smith, Michael A</u>	NIAG	4	2012	042H-01X8J	01/10/1978
13	<u>Smith, Michael P</u>	TBAM	14	2013	1436-02U1Y	03/10/1974
14	<u>Smith, Michael</u>	PNA	36	2009	369P-064ZV	07/10/1973
15	<u>Smith, Michael P</u>	NMMS	42	2004	424B-01KNJ	08/10/1967
16	<u>Smith, Michael B</u>	EXCM	10	2013	103T-07CET	10/10/1978

If neither birthdate is a match, try a search on Mike Smith. Many members register with a shortened version of their names.

[Register a new member for 2010](#)

Member Search Results						
	Last Name, First	Club	LMSC	Reg. Year	USMS Number	Birthdate
1	<u>Smith, Mike J</u>	AQUM	38	2012	3820-06FNJ	01/10/1972
2	<u>Smith, Mike</u>	UNAT	33	2005	335R-03E59	08/10/1975
3	<u>Smith, Mike</u>	MICH	19	2013	193W-07M7B	12/10/1971
4	<u>Smith, Mike</u>	NEM	2	2013	0233-066WS	10/10/1987
5	<u>Smith, Mike J</u>	CATM	14	2006	146K-02U5R	03/10/1974
6	<u>Smith, Mike</u>		26		00PMM	12/10/1983

The search on Mike Smith produced five more names, two of which have “J” as their middle initial. Again, check their birthdates.

Let’s pretend that none of the names in the database appear to be “our” Mike J. Smith. In that case, you would add him as a new member.

Limit to LMSC:

Search Members

[Register a new member for 2013](#)

LMSC	Reg. Year	USMS Number	Birth Date
------	-----------	-------------	------------

Fill in the swimmer’s address and birthdate information. This particular swimmer wants to be registered with the Illinois Masters club (IM). All registered clubs appear in a pull-down list.

Member Identification

First Name: Michael

Middle Initial: J

Last Name: Smith

Suffix:

Birth Date: 06/18/1972 41

Gender: Male Female

Mailing Information

Country Abbr: US [Search Countries](#)

Street: 1313 Mockingbird Ln

City: Mockingbird Heights

State: Illinois (IL)

Zip Code: 77777

Contact Information

Primary Phone: 212-555-1212

Contact via Text?

Secondary Phone:

Contact via Text?

Alternate Phone:

Contact via Text?

Email Address (P): email@email.com

Email Address (S):

Club Information

Print Card?

LMSC: Illinois

Club:

- Unattached
- Academy Bullets Masters (ABM)
- Chicago Athletic Clubs Masters (WLAC)
- Chicago Masters Swim Club (CHGO)
- Danville Y Silver Dolphins (DANY)
- Decatur Swim Club (DSC)
- Elgin Blue Wave Swim Team (ELG)
- Galter Swim Club (GLTR)
- Illinois Masters (IM)**
- Illinois Valley YMCA White Caps (IVWC)
- Joliet Park District Blue Tides (JPD)
- Libertyville Masters (LIB)
- LifeTime Illinois (LTIL)
- Mt Greenwood Masters Swim Team (MGM)

Member Affiliations

Certified swimming official

Coach

Exclusions

Exclude from Sponsor Mail

Exclude from SWIMMER Magazine

Exclude from Birthday Emails

Attach Note to Member Update

Advance to PAYMENT

Abort/Cancel

This club has registered workout groups. The swimmer swims with the Fossil Fish (FF) workout group. Choose the workout group from the pull-down list.

Club Information

Print Card?

LMSC: Illinois

Club: Illinois Masters (IM) ▼

WO Group:

- East Bank Club (EBC)
- Evanston Northshore Masters (EVM)
- Flying Carp Swimming (FCS)
- Fossil Fish (FF)**
- Glenbrook Aquatics (GA)
- Gold Coast Aquatics (GCA)
- Gray Sharks Leaning Tower YMCA (GS)
- Harbor Hurricanes (HH)
- Independent (IND)
- Lakeshore Athletic Club (LSAC)
- Lattof YMCA Masters (LATT)

When you are done with this page, click to advance to the Payment page.

[Advance to PAYMENT](#)

[Abort/Cancel](#)

Member 2013 Registration Payment - USMS Registration

Mailing Address [Edit](#)
Michael J Smith
1313 Mockingbird Ln
Mockingbird Heights, IL 77777
US

Born on 06/18/1972 (Age 41)

Contact Information [Edit](#)
Primary Email: email@email.com
Primary Phone: (212) 555-1212
-NOT OK to contact via Text

Club Information [Edit](#)
Member does not need a printed card.

LMSC: Illinois
Club: Illinois Masters (IM)
WO Group: Fossil Fish (FF)

Affiliations & Exclusions
None Entered

Attach Note to Registration

If you notice that you made an error in any of the biographical data, click the "Edit" link to go back one page to correct it (you will lose any payment info you have already entered below)

Fees Collected

USMS Fee: \$ 28.00
LMSC Fee: \$ 5.00
LMSC Discount: \$ 0.00
Donation - USMS: \$ 0.00
Donation - ISHOF: \$ 3.00
Total Charge: \$ 36.00

Registration Information

Registration Year: 2013
Date of Registration: 09/05/2013
Date of Payment: 09/05/2013

Payment Information

Payment Method: Check to LMSC
Amount Received: \$ 36.00
Check Number: 9876
Check Payor:
Check Memo:

Continue to the next page for an explanation of the payment section...

Fees Collected	Registration Information	Payment Information
USMS Fee: \$ 28.00	Registration Year: 2013	Payment Method: Check to LMSC
LMSC Fee: \$ 5.00	Date of Registration: 09/05/2013	Amount Received: \$ 36.00
LMSC Discount: \$ 0.00	Date of Payment: 09/05/2013	Check Number: 9876
Donation - USMS: \$ 0.00		Check Payor:
Donation - ISHOF: \$ 3.00		Check Memo:
Total Charge: \$ 36.00		

The Illinois LMSC fee and the USMS fee are all automatically filled in. You must type in any donations (such as the \$3.00 shown here)

Change this date if you know the swimmer registered as part of a deck entry at a meet

Type in the check amount

Note the "Date of Registration" box. If you know that the swimmer registered as part of a deck entry at a swim meet, enter the date of the swim meet in the box. This is IMPORTANT for insurance and meet results reasons. If you leave the date as the default (the day you enter the registration) it will look like the swimmer was not a member when he swam in the meet.

When you are done entering information, click the "Register" button.

For someone with a common name, or with a birthdate that matches someone already in the database, you may be asked to verify that the person you are entering is really a "new" person and not someone already in the database. The screen will look like this (some personal information is not shown for privacy reasons):

Duplicate USMS Members found in the database
27 Members

First Name	Last Name	Phone	Address
Michael	Smith	(626) [REDACTED]	ino Street Altadena, CA, 91001 [REDACTED]
Mycal	Smyth	(209) [REDACTED]	Modesto, CA, 95356 [REDACTED]
Michael	Smyth	(646) [REDACTED]	New York, NY, 10003 [REDACTED]
Michael	Smith	(212) 555-1212	1313 Mockingbird Ln Mockingbird Heights, VT, 77777 xyz@123

Enter Original Person

Override and register anyway

If you are confident that there is no "match" to a previous member, select "Override and register anyway" and click "Submit"

Once you have submitted the member's data, you will be taken back to the initial registration screen. Note that the new swimmer's name is now at the top of the list of recently-modified members. Note that his new USMS number is displayed (213F-0902E):

Michael Smith has been successfully REGISTERED.

Search Members

Swimmer ID:

Last Name:

First Name:

Email Address:

Phone Number:

Birth Date: (MM/DD/YYYY)

Forums User:

Hit to LMSC:

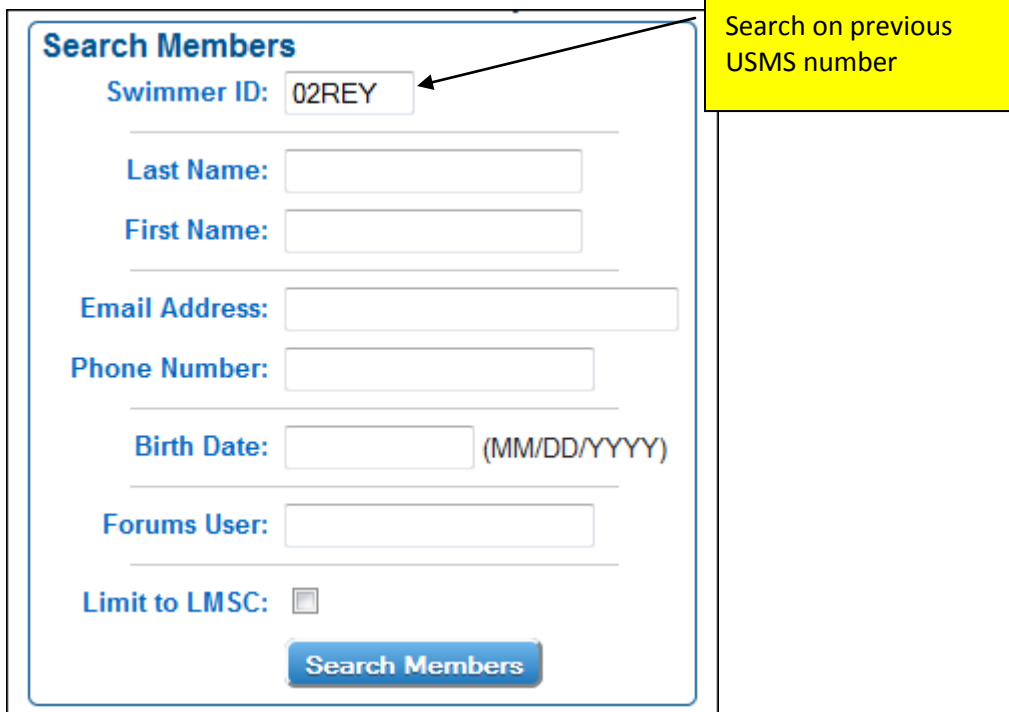
Search Members

The new member's name and USMS number appear here

Members With Recent Activity						
	Last Name, First	USMS Number	Club	LMSC	Birth Date	Reg. Date
1	Smith, Michael	213F-0902E	IM	21	06/18/1972	9/5/2013
2	Vander Jeugdt, Dan	217 -0002X	IM	21	04/10/1900	

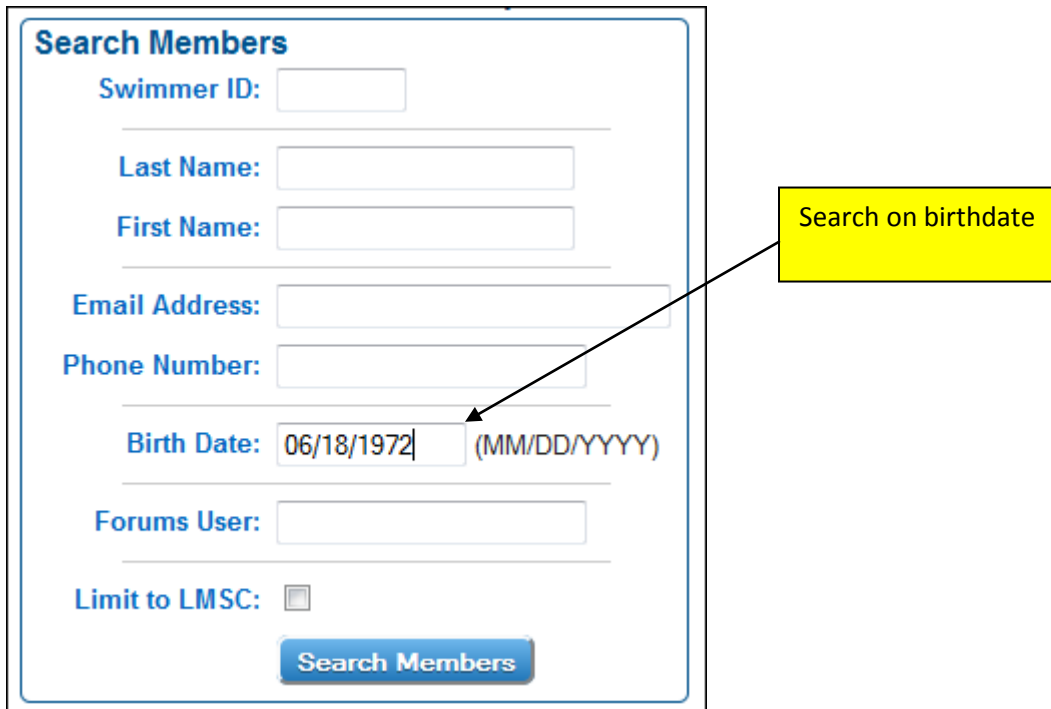
Renewing a Swimmer who was Previously Registered

If you know the swimmer was previously registered, and you have the swimmer's previous USMS number, you can search on the USMS ID.



The screenshot shows a web form titled "Search Members". The "Swimmer ID:" field contains the text "02REY". A yellow callout box with the text "Search on previous USMS number" has an arrow pointing to this field. Other fields include "Last Name:", "First Name:", "Email Address:", "Phone Number:", "Birth Date:" (with a "(MM/DD/YYYY)" format hint), "Forums User:", and a "Limit to LMSC:" checkbox. A blue "Search Members" button is at the bottom.

Or, you can search by birthdate...



The screenshot shows the same "Search Members" form. The "Birth Date:" field contains the text "06/18/1972". A yellow callout box with the text "Search on birthdate" has an arrow pointing to this field. The "Swimmer ID:" field is empty. Other fields and the "Search Members" button are the same as in the previous screenshot.

Search Members

Swimmer ID:

Last Name:

First Name:

Email Address:

Phone Number:

Birth Date: (MM/DD/YYYY)

Forums User:


Limit to LMSC:

Search Members

If you know the swimmer was last registered in your LMSC, you can restrict the search to only your LMSC. This will provide fewer results.

Once you find the member's record, it will be populated with the data from the last time he was registered. The process from here is similar to that for a new swimmer.

If a valid email address was entered as part of the registration, a receipt will be automatically emailed to the new member. Here is what the receipt looks like:



Transaction ID #530 for **Individual Registration** on 09/05/2013.

Michael J Smith

Contact Information: 1313 Mockingbird Ln
Mockingbird Heights, IL 77777 USA

Description of Purchase: U.S. Masters Swimming Individual Registration

Transaction ID: #530

Date/Time Processed: 09/05/2013 11:54:19am

Payment For	Charge
USMS Registration Fee	\$28.00
Hall of Fame Donation	\$3.00
LMSC Fee	\$5.00
Total: \$36.00	

****PAID**** \$36.00 using a Check to LMSC (#9876) on 09/05/2013.