

1. Back up your Team Manager Database. Know where it's saved. In case of emergency you can always restore back to this point with no lost data.
2. Run the Athlete Roster report in SwimTopia. Select Generate Report and then choose the "Download Roster for Team Manager" option.
3. Import the roster into Team Manager. Check both boxes. (Overlay existing administrative info and Update/Add Athlete TM Group)
4. In Team Manager, view athlete list by "Last entered" and check the box for "show inactive"
5. Check or un-check inactive swimmers as needed. Reasons could be a swimmer who registered this year who didn't swim for your team last year.
6. You will have duplicate entries in TM. Usual reasons are that the parent used a nickname in the first name box or added a middle initial that wasn't there before or messed up their own kid's birthday. Best practice is to modify the OLD record on the TM side (last updated date helps with this) to match the NEW record from ST. You'll then be given the option to merge the athletes.
7. Not a bad idea to download a new roster from ST at this point and import it to be sure your athletes all match up correctly. Print a roster from TM and be sure the swimmer counts and names match.
8. Manually delete all old swimmer numbers one at a time by swimmer. (Note: It is extremely helpful to the data entry teams at meets if you number athletes by age group, not alphabetically by team.)
9. Assign age groups. Again, manually by swimmer.
10. The league needs a roster before kids hit the water. Any kid who touches a toe in the water must pay league insurance and dues, so pro-rate accordingly for your coaching time, processing fees and league dues. Back up your Team Manager Database. Know where it's saved. In case of emergency you can always restore back to this point with no lost data.

THANKS to Susan Driever of Lake Olympia!  
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