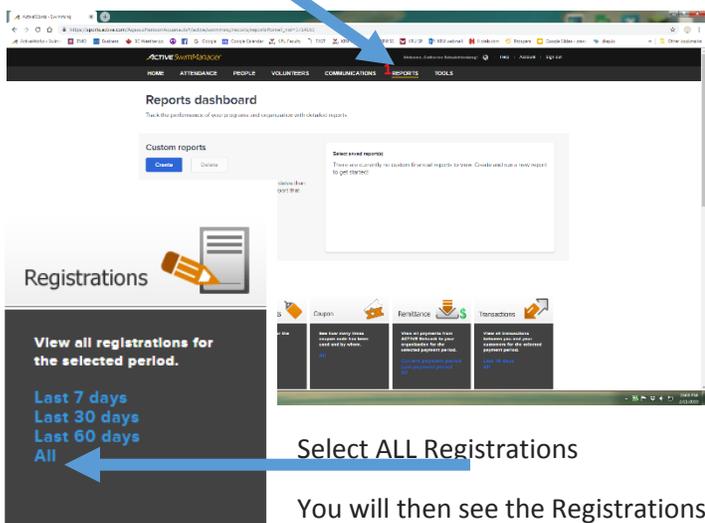


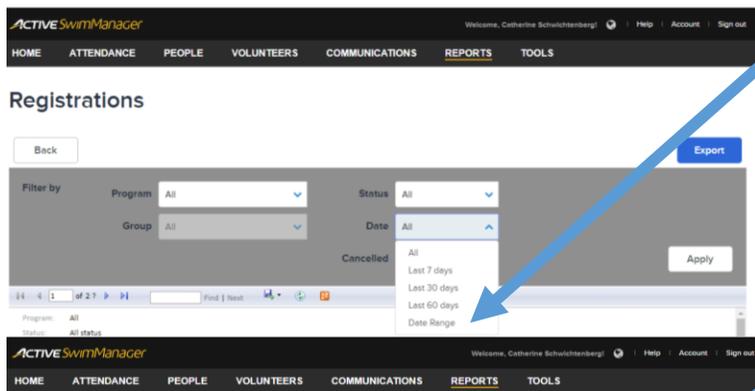
Exporting your Winter Database to your Regional Registrar
To send your winter database to your regional registrar, please do the following.

Open Active, Go to Reports and look for Standard Reports section of your reports page.



Select ALL Registrations

You will then see the Registrations Dashboard (dark grey box that Filters all registrations in Active).



1. Click the arrow on date and Select Date Range.
2. In the two calendar boxes that pop up, specify your first and last dates of athlete registration for fall/winter swimming.

For “Cancelled” leave it as “Not Including.”



3. Click the white “Apply” button
4. Click the Blue “Export” button.

Do not click these buttons

5. An excel document will download to your computer.
6. Open the excel and see if there are colours like the blue and orange stripes here. IF there are, the blue export button was not clicked. Please try again 😊.

7. Save your excel spreadsheet with the name of your club. EG AgassizHarrison AquanautsWinter2018.xlsx This is now your ‘club winter database’.

8. Review your list. You should have a header row at the top with titles for each column and after that just rows of swimmers. Please delete any rows without swimmer names and delete duplicate swimmers.

Exporting your Winter Database to your Regional Registrar

9. If you don't have a "season" column please add one and mark each swimmer as either WW or WS

Swimming after October 1 AND also Swam May 1 – Sept 30 2018	WS
Swimming after October 1 and DID NOT swim between May 1 – Sept 30, 2018	WW

Deleting unwanted columns: *Fun Fact: there are about 88 columns and **we only need 13 of them.***

- For winter BCSSA office only needs: **Season, Athlete First Name, Athlete last Name, Swimmer ID, Gender, Date of Birth, Parent's Name, Home phone, Cell Phone, Address, city, postal code and email.**
- **Please note:** We do NOT need registration ID we DO need Swimmer ID
- If there are multiple addresses, phone numbers etc. We only need one - the home one. In cases of kids in two homes, just pick one address.
- We also don't need to see how much they paid, any medical information, or who their emergency contacts are.

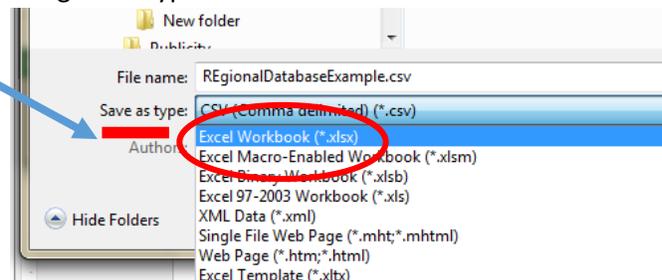
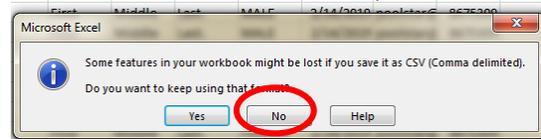
Please note, when saving please save as XLSX (not csv).

See image: It wants to save my example as

REgionalDataaseExample.csv which is "type" CSV, but I will change it to type "Excel Workbook"

All done, please send to your friendly regional registrar.

☺Thank you for all you are doing for our region!



Frequently asked Questions:

Winter registrations:

1. Why do we need them? **Answer:** *To pay their insurance.*
2. Who is a winter athlete? **Answer:** *Every coach and athlete who participates in a BCSSA sport from October 1 – April 30. AKA: Fall maintenance, Winter maintenance, Winter fit, fall fit*
3. Why does our registration have to include swimmers who already swam in the summer? **Answer** *We need to know who is in the water over winter for our insurers. : If one of your winter/fall athletes puts in a claim and we don't have them listed there are insurer problems.*
4. Why are the rates different for people who started swimming in May 2018 and those who started after October 1 2018? **Answer:** *\$35 covers the entire year; \$20.00 is for those who didn't swim in the summer and therefore fewer hours of swimming.*

THANK YOU!