

Removing IDs from the Team Manager File

To remove the ID, you need to click on the 'Athletes' tab from the main screen of Team Manager, select an athlete (they will be highlighted in blue). Select Edit from the top menu options and the following screen will appear. You will need to remove the members' registration number from the **ID#** section.

The screenshot shows the 'Athlete Information' window with the following details:

- Athlete Information:**
 - Last Name: Smith
 - Preferred Name: [Empty]
 - ID #: [Empty] (indicated by a blue arrow)
 - Gender (M,F): M
 - First Name: John
 - Birthdate: 19/02/1999
 - Age: 13
 - Athlete Cell: [Empty]
 - Athlete E-Mail: [Empty]
- Primary Mailing Information:**
 - Father's Last: [Empty]
 - Mother's Last: [Empty]
 - Father's First: [Empty]
 - Mother's First: [Empty]
 - Mailing Address: [Empty]
 - City: [Empty]
 - State: [Empty]
 - Postal Code: [Empty]
 - Country: [Empty]
 - Mail to: [Empty] (with note: 'Fill in 'Mail To' if different from first names and last name')
- Member of:**
 - Team 1: 00000-QLD
 - Team 2: [Empty]
 - Team 3: [Empty]
 - Group: [Empty]
 - Subgroup: [Empty]
 - WM Group: [Empty]
 - WM Subgroup: [Empty]
 - School Yr: [Empty]
- Primary Contact Information:**
 - Home Phone: [Empty]
 - FAX: [Empty]
 - Office Phone: [Empty]
 - E-Mail: [Empty]
 - Cell: [Empty]
 - Mother Office Phone: [Empty]
 - Mother Cell: [Empty]
- Buttons:** Build ID, Swap Mother/Father Names, Tele, E-mail, Use Primary for Mailing (selected), Use Secondary for Mailing, Use Both, Inactive, Registration, Recruiting, OK, Cancel.

The purpose of deleting these is that it will make it easier for a host club to identify non-registered swimmers and all membership numbers for masters members competing at their meet, will be entered into their Meet Manager program as soon as they import the RE1 file. It will also prevent the problem of incorrect IDs being entered.