

Southern California Swimming 2013 Online USA Swimming Renewal

For the 2013 registration year (September 1, 2012-August 31, 2013) Southern California Swimming will accept club **RENEWAL** of **returning** swimmers online through Hy-Tek or Team Unify.

To participate in this program a Club must:

1. Notify Southern California Swimming of your intent to use online **RENEWAL** by 07/01/12 via e-mail at office@socalswim.org.
2. When renewing athletes from your club, you will need to export from Hy-tek /Active Network Team Manager a Registration file (found under "File" then "export" – this is a .zip file), OR generate the Registration electronic file from Team Unify.
3. You need to PRINT OUT the file you created.
4. Send the electronic file to Southern California Swimming as an attachment to an e-mail to office@socalswim.org. The subject line should read
“(Your Team Code) – online renewals”
5. Send the printed version of the file and mail with a check for the full amount of the registrations on the list to: Southern California Swimming, PO Box 30530, Santa Barbara, CA 93130-0530

The athletes will be **RENEWED** when Southern California Swimming receives the print version and money to match the electronic file. The electronic file, the print version, and money must match perfectly, or the material will be **returned to you** to start over. **Remember:** This protocol is for athletes on your team renewing to your team only.

**Do not use this protocol for NEW athletes
or athletes transferring to you from another club**