



**ACTIVE Works Swimming  
USA Swimming batch submission instructions**

**March 4, 2019**

# ACTIVE Network, LLC

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## **About ACTIVE Network, LLC**

ACTIVE Network, LLC is a technology and media company that helps millions of people find and register for things to do and helps organizations increase participation in their activities and events.

For more information about ACTIVE Network, LLC products and services, please visit [ACTIVEnetwork.com](http://ACTIVEnetwork.com).

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## Connecting to the USA Swimming Member Data Validation Service

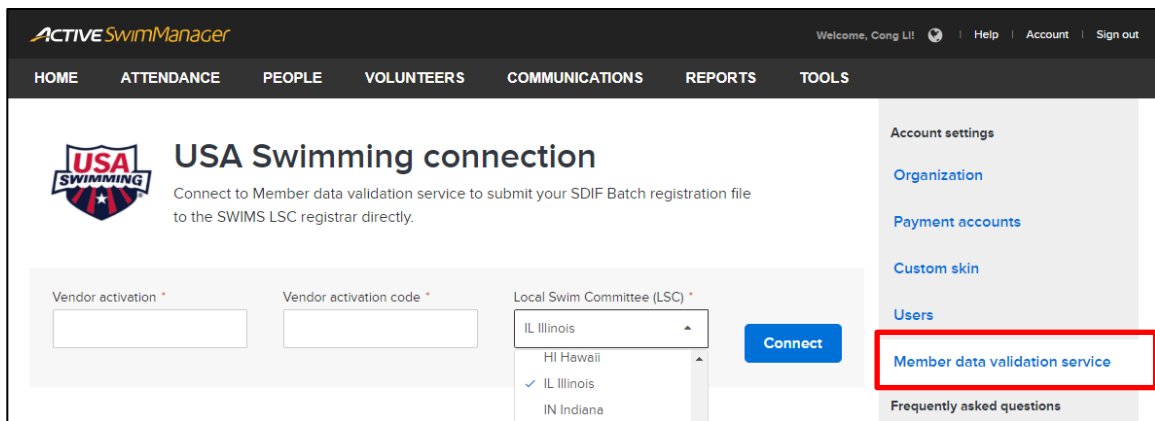
USA Swimming-affiliated clubs can now connect to the USA Swimming **Member data validation service** from within ACTIVEWorks Swimming to validate and submit athlete registration batches.

Before a club can connect to the **Member data validation service**, it must go through vendor activation and obtain a **Vendor activation code** from the USA Swimming [Member Data Validation Service – Vendor Activation website](#). For instructions on obtaining a **Vendor activation code**, please follow the procedure at:

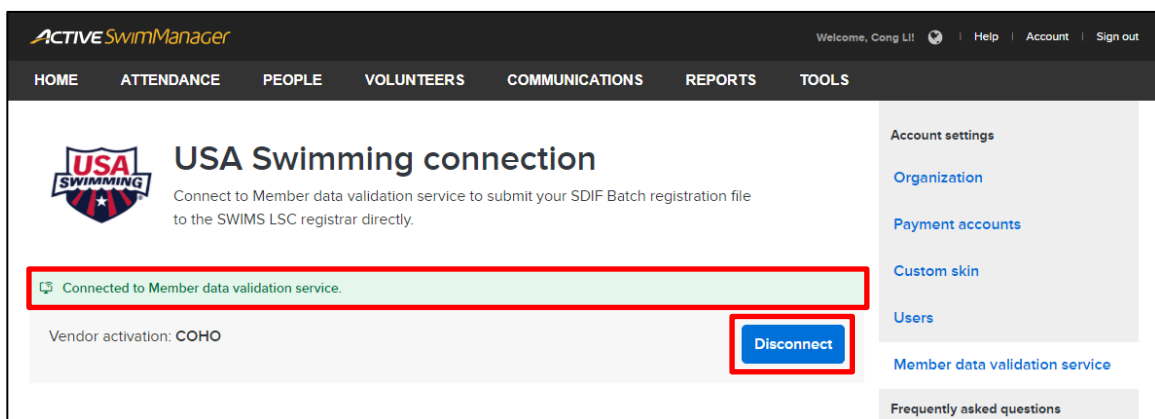
<https://www.usaswimming.org/docs/default-source/clubsdocuments/online-services/mdvs-activate-a-vendor-instructions.pdf>

To connect to the USA Swimming **Member data validation service**:

1. Click the **Account > Account settings > Member data validation service** link.



2. Enter the **Vendor activation** and **Vendor activation code**.
3. Select the club's **Local Swim Committee (LSC)**.
4. Click the **Connect** button.
  - After successfully connecting to the **Member data validation service**, the message **Connected to Member data validation service** appears.
  - To disconnect from the **Member data validation service**, click the **Disconnect** button.



## Validating a batch

Once a club is connected to the **Member data validation service**, coaches can first validate a batch of athlete information against the SWIMS database, before submitting the registration batch.

To validate the athletes in a batch:

1. Click the **REPORTS** tab > **USA-S Registrations** > **Ready for new batch** link.
2. Select the required **Program**.

The screenshot shows the ACTIVE SwimManager interface. The top navigation bar includes 'HOME', 'ATTENDANCE', 'PEOPLE', 'VOLUNTEERS', 'COMMUNICATIONS', 'REPORTS', and 'TOOLS'. The 'REPORTS' tab is active. The main content area is titled 'USA Swimming Registrations' and shows '2 athlete(s) are ready for a new batch'. A table lists the athletes:

ATHLETE	BIRTHDATE	GENDER	AGE	MEMBERSHIP TYPE	STATUS	ACTIONS
Ella G Dillard 072902ELLDILL	7/29/2002	FEMALE	16	Flex Membership	New	<a href="#">Edit</a> <a href="#">Remove from batch</a>
Ella G Dillard 072902ELLDILL	7/29/2002	FEMALE	16		New	<a href="#">Edit</a> <a href="#">Remove from batch</a>

A dropdown menu is open over the table, showing options: 'Validate batch', 'Submit batch', and 'Download batch'. The 'Validate batch' option is highlighted with a red box.

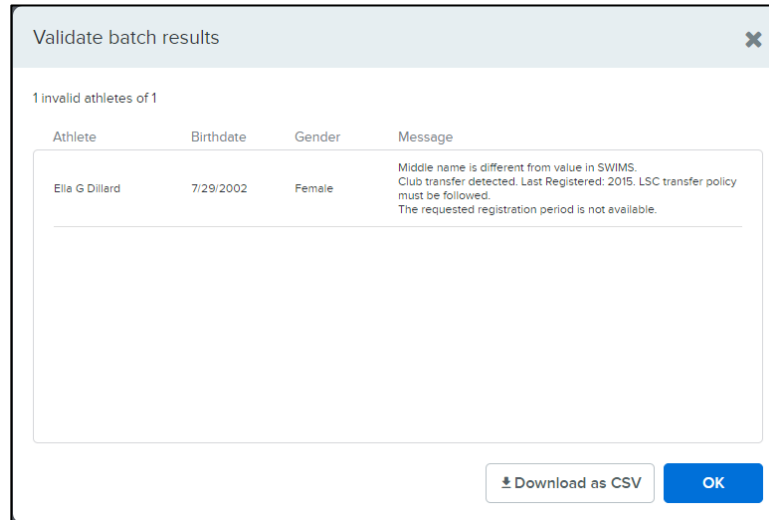
3. Click the > **Validate batch** link.
4. In the **Validate batch** popup, verify the number of athletes, then click the **Validate** button.

The 'Validate batch' popup window contains the following text:

2 athletes information will be validated through USA Swimming API. This process may take a few minutes.

Buttons:

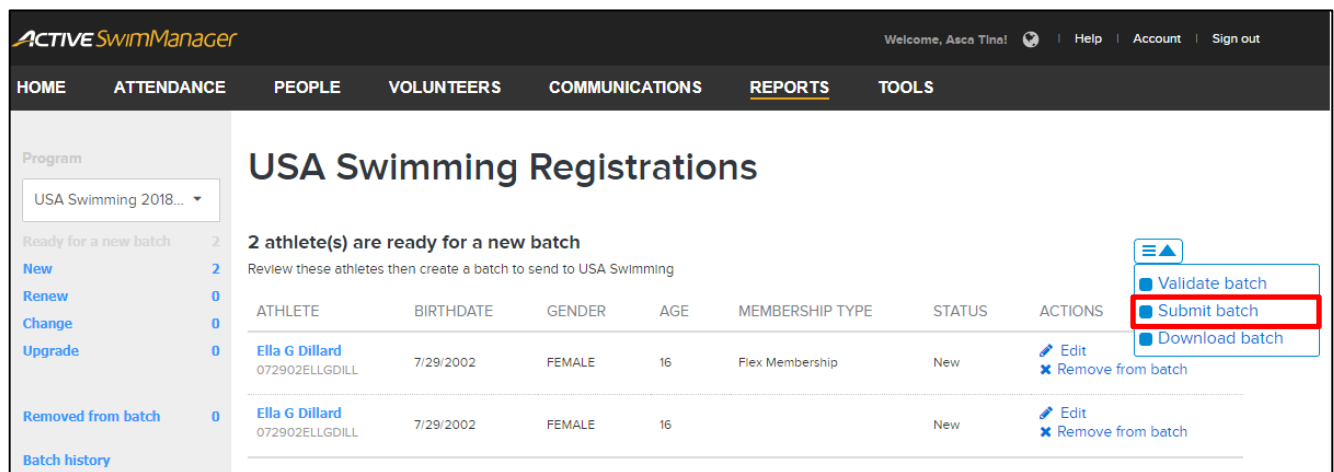
5. Athletes with invalid or missing information are listed in the **Validate batch results** window.
  - To open an athlete's detail page and edit their personal information, click the athlete's name.
  - To download a list of athletes with invalid information, click the **Download as CSV** button.



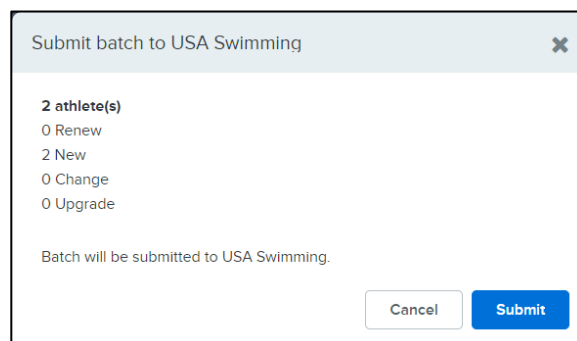
## Submitting a batch

Once personal information for athletes in the batch has been validated and corrected, to submit the batch:

1. Click the > **Submit batch** button.



2. In the **Submit batch to USA Swimming** popup, verify the number of athletes, then click the **Submit** button.



## Checking the status of submitted batches

To check the progress of batch file submissions:

1. Click the **REPORTS** tab > **USA-S Registrations** > **Batch history** link.
2. Select the required **Program**.
  - Submitted batch status is displayed in the **FILE STATUS** column (**Pending, Processing started, Complete** or **Deleted**).

ACTIVE SwimManager

Welcome, INT Test! | Help | Account | Sign out

HOME ATTENDANCE PEOPLE VOLUNTEERS COMMUNICATIONS **REPORTS** TOOLS

Program: Flex

### USA Swimming Registrations

Batch history

These exported batches have been downloaded to your computer as an electronic .SD3 file and a printable summary. [What is next?](#)

BATCH	TOTAL ATHLETES	NEW	RENEW	CHANGE	UPGRADE	FILE STATUS	ACTIONS
Batch 1, 10/24/2018	1	1	0	0	0	Pending	<a href="#">View athletes</a> <a href="#">Download</a>

- If a listed batch is a previously downloaded but unsubmitted batch, then to submit the batch to USA Swimming, click the **FILE STATUS** > **Submit** link

ACTIVE SwimManager

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HOME ATTENDANCE PEOPLE VOLUNTEERS COMMUNICATIONS **REPORTS** TOOLS

Program: USA-S 515

### USA Swimming Registrations

Batch history

These exported batches have been downloaded to your computer as an electronic .SD3 file and a printable summary. [What is next?](#)

BATCH	TOTAL ATHLETES	NEW	RENEW	CHANGE	UPGRADE	FILE STATUS	ACTIONS
Batch 1, 1/1/2019	7	7	0	0	0	Submit	<a href="#">View athletes</a> <a href="#">Download</a>