

USMS Convention—Dearborn, Michigan 2006

Committee Name: Workshop 1, Registration Roundtable	Session #: 1	Report #: Workshop 1
Minutes recorded by: George Simon	Date/time of meeting: Thursday, 9/14	

Committee Chair: Leo Letendre & George Simon	Vice Chair(s): n/a	
Number of committee members present: n/a	Absent: n/a	Number of other delegates present: 32
Committee members present (list all, including chair and vice chair): n/a		

Minutes

The meeting was called to order at 7:00 pm.

The meeting was held in the round for discussions regarding the registration software, commonly known as “Leoware.” The purpose of the meeting was to have a wish list for inclusions in future versions of “Leoware” and to share ideas between registrars as to how they handle their day-to-day operations.

Several of the items requested for inclusion in future versions was a display of the donation fields on the main data entry page, as well as the ability to view the donations, including donations for LMSC foundations, prior to making the transmittals. Leo indicated several of these items were already implemented, such as listing the donations by entering Reports/LMSC/Contributions and selecting the dates desired to be displayed where a file will be created. Many of those present didn’t know that this function did not exist. Also requested was to display the sequence number on the update page.

Leo said there were also some special Function Keys and that he would make a list that can be sent to all registrars available. Registration Chair will send this list as well as some tips for registrars as part of normal communications to registrars.

Much discussion was regarding the need for adding Places to Swim with the workout groups when clubs are listed in the database.

Ideas were shared among the registrars, such as the availability of preprinted/stamped windowed envelopes available from the US Post Office that are just a few cents more than purchasing stamps and envelopes individually, both in a #9 and #10 size for sending the registration cards to members. Shipment from the USPO is faster if a person uses a personal credit card rather than a check.

For those swimmers that overpay their fee during the discount period (September/October), Julie Heather has found that providing a coupon for a \$10 discount if they register prior to February 28th, rather than having the treasurer to write a refund check, her experience is that most of the swimmers renew their membership on a timely basis.

Discussion was held on printing problems with those registrars that use laser or inkjet printers. The printers will only print three of the four cards per sheet. Registrars were reminded to take these problems into account when requesting their cards this year; also, it was requested that registrars be surveyed as to the make and model of printer that they use for printing their cards.

Club registrations will be required prior to a member using online registration; a suggestion for getting clubs to register prior to the November 1st date when new memberships can be accepted is to offer a \$10 discount to clubs whose renewal is received by October 31st, and almost all of the LMSC’s 60 clubs renewed before November 1st.

The meeting was adjourned at 8:35pm.

Tasks for the Upcoming Year

- 1.
- 2.