Add a New Athlete

Click on **Athletes** from the Main Menu Bar and then click on **Add** from the Athlete Browser or click on the **Add New Athlete** icon.

You have the option to provide just the basic administrative information about the athlete like name, gender, team, group, school year, WM Group, WM Subgroup, etc.

If you are entering **age group** swimmers, it is important to enter the swimmer's **birth date**. TM will calculate the swimmer's **age** based on the birth date and the System Age-up-date that you entered in the System Preferences section. TM will also build the Registration ID if you declared this Team as using a specific registration when you set it up. Or, you can click on the **Build ID** button to generate a Registration ID based on the **type of registration** you selected for the athlete's Team. For example, if you selected USA-S Registration for the athlete's team, when you click on Build ID, TM will build the 14 character Registration ID in the format required by USA Swimming using the swimmer's birth date and name.

High School - If you are entering High School, be sure to enter their **School Year**. You can customize how you describe a School Year by adding a School Year Code - click Here for more information on how to add Codes. For example, you may want to enter School Year Codes of FR, SO, JR, and SR or 9, 10, 11, and 12. Click Here for more information about setting up a High School or College Team.

You may also include:

- The athlete's **cell** telephone number and/or **Email** address.

- Two sets of **Mailing** and **Contact** Information - Primary and Secondary with each having telephone numbers and email addresses. Click on the appropriate tab to enter the information.

- Click on the **Medical** tab to enter medical information important to this swimmer.

- Click on the **Custom** tab and enter information for up to 8 Custom Field names. Click Here to find out how to set up your Custom Athlete Field names.

- Click on the **Email Export** tab to opt in which email addresses that you want to be included in the Export/Athlete Email feature from the Export Athlete menu. For example, you might want to maintain the athlete, father and mother email addresses for each swimmer but only opt in the mother's email address when creating an email address list for Outlook.

Click on the **Use Sibling Information** button to duplicate the contact, mailing, and some medical contact information from a previously entered member of the same family.

Click on the **Inactive** box to declare this athlete as "inactive" and he/she will not show on any of the Browsers or Reports unless you specifically request TM to "Show Inactive Athletes". You can get a list of all of your inactive athletes by running the Athletes Report and clicking on the "**Include Inactive Athletes ONLY**" button.

Click on the **OK** button to save the information that you have entered about this athlete.

Edit an Athlete

To edit an athlete's information, click on **Athlete** from the TM Main Menu Bar and highlight the athlete in the Athlete Browser you wish to edit. Then either double click on the athlete's name or click on **Edit** or the **Edit icon**. Then make the changes as you wish and click on the **OK** button to save those changes in your TM Database.