



2025 USA Swimming Annual Summit

Registrar Track

This comprehensive training workshop provides an enhanced learning experience, focusing on all aspects of SWIMS to support registrar success. Participants will gain in-depth knowledge and hands-on guidance in key areas, including reporting, time validation, coach certifications, athlete merges and transfers, processing foreign athlete forms, and more. Designed to equip registrars with the tools and confidence needed to navigate SWIMS effectively, this track ensures attendees are fully prepared to manage their responsibilities with efficiency and accuracy.

Friday, September 26		
Track Sessions		
7-8:15 a.m.	Breakfast Buffet	Rocky Mountain Event Center
8 a.m.-6 p.m.	Ready Room	Atrium
8:30-10 a.m.	Reporting, Times, Reconciliations, and Results <i>Presenters: Eric Stimson, Ty Gibbs</i> <i>Audience: Registrar Track</i>	Evergreen E & F
10:30 a.m.-12 p.m.	Registration / Membership Guide and LSC Management <i>Presenter: Susan McDonald</i> <i>Audience: Registrar Track</i>	Evergreen E & F
12:30-1:30 p.m.	USA Swimming Foundation Awards Luncheon <i>Presenter: USA Swimming Foundation</i> <i>Audience: All RSVP'd Attendees</i>	Rocky Mountain Event Center
2-3:30 p.m.	Membership Requirements and Certifications <i>Presenters: Marco Greico, Denise Thomas</i> <i>Audience: Registrar Track</i>	Evergreen E & F
4-5:30 p.m.	Registrar Breakout Sessions <i>Audience: Registrar Track</i>	Evergreen E & F, Rocky Mountain Event Center
<i>Dinner on your own.</i>		
8-9:30 p.m.	Movie Viewing – <i>When Everyone Swims</i> <i>Audience: All Attendees</i>	Evergreen C

Session 1

Registration / Membership Guide and LSC Management - This track offers a comprehensive review of the registration process, membership guidelines, and best practices for managing your LSC effectively.

Session 2

Reporting, Times, Reconciliations and Results - This track will include creating, interpreting, and applying reports effectively, as well as managing meet data—from time submissions and reconciling discrepancies to generating official results. Learn how to ensure data integrity and meet compliance standards.

Session 3

Member Requirements and Certifications - This track covers member compliance and certification requirements, updates to approved courses and best practices for managing member status.

Session 4

Four break-out sessions:

- Registration / Reconciliation Process including OMR workflows, bulk renewals, and third-party integrations
- New Club Creation and Management
- Meet Recons and Results
- Assigning Roles and Access Levels