



MEMBERSHIP and SEEDING NUMBERS NOW AVAILABLE FROM HEADQUARTERS!

Now you can download a master list of skiers and their ranking list/seeding values! Download the Registration Template from USA Water Ski's Internet web site (usawaterski.org) – it's in an easy to use Excel spreadsheet format. Use the template to register and seed entries for your tournament.

The Registration Template gives you accurate information!

- Official membership numbers
- Correct age divisions for your specific tournament
- Correct spelling of skier names as in USA Water Ski master records
- Seeding values for all three events as updated within the last 24 hours
- Performance rankings for all three events as updated within the last 24 hours

The Registration Template gives you useful information!

- Flag skiers who are entered into your tournament, using the slalom/trick/jump columns
- Seed the tournament
- Produce the registration list for WSTIMS (the computer scoring program)
- Track the number of entrants for each event (already built into the spreadsheet)
- Keep track of the registrar's own additional information, using the Excel features
- Sort and print the participant list in various ways, as meets your needs

Download a new Registration Template for each tournament. Divisions will automatically be updated as appropriate after Nationals, even if you download before Nationals.

Use the Registration Template to verify that memberships are current. If you receive entries for inactive memberships, please direct these skiers to the USA Water Ski website at least a week beforehand. USA Water Ski offers instant membership enrollment at www.usawaterski.org.

How to Download the Registration Template:

1. Obtain your user name and password from the tournament approval letter in your USA Water Ski tournament kit. If you cannot find this letter, contact Derek Koch, USA Water Ski Headquarters at dkoch@usawaterski.org or 1-800-533-2972, Ext. 120
2. Go to USA Water Ski's web site at www.usawaterski.org.
3. Click on "Sanctioning Information" on the left.
4. Find the box that says "Registration Download" and click on "click here".
5. On the USA Water Ski Admin Screen, enter your user name and password provided on your tournament approval letter.

6. Read the next screen and click on the link to the left, "Create Registration Template".
7. The next screen presents a menu of states to select from according to where your skiers reside.
 - You can select up to 5 states each time you download.
 - To select multiple states, hold down your keyboard's Control Key as you click each state.
 - You may also check foreign skiers and open boxes to include their information in the template.
8. Click the "Next" button to create the Registration Template.
9. At the next screen,
 - RIGHT-CLICK (right button of your mouse) on "Right Click Here".
 - From the pop-up window, select "Save As" or "Save Target As" from that menu.
10. Choose the location in your computer where you want to store the Registration Template.
 - You may need to use the dialogue boxes on your screen to navigate to where you want the Registration Template to download.
 - After you have chosen a suitable location, save the Registration Template there.

Download a new Registration Template for each tournament, since ages and divisions change, and memberships get updated.

Registrars and Scorers – Call up the downloaded Registration Template in Excel. The first page will show you how to use the Template. At the bottom of the spreadsheet, click on the tabs to see either the active members, or the inactive memberships.

Use the columns for slalom, trick, and jump to indicate whether a skier on the Template is entered into your tournament. The scoring program (WSTIMS) will ignore the skiers on the Template who are not flagged as entered. You do not have to delete skiers who are not entered. To use the "find" feature in Excel to quickly locate your skiers, hold the Control key down and hit "F" (for find).

Scorers will need to save the Registration Template into a format that WSTIMS can use. Detailed instructions for that are contained on the Registration Template itself.

**THANK YOU FOR YOUR CONTRIBUTION TO THE SPORT OF
WATER SKIING!**