

Knowledge Base — Correcting a swimmer's name or information

For coaches: fixing a misspelled name, a wrong birthdate or a missing USA-Swimming number, and what a change does to past results.

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Misspelled name? Missing USA-Swimming number? Wrong birthdate on a swimmer who's now in the wrong age group? You can fix all of that yourself from the Coach portal.

Where to make the change

1. Sign in and open the **Coach portal**.
2. Under **My teams**, click your club.
3. On the **Roster** tab, find the swimmer and click the small **edit** link next to their name.
4. Make your changes and click **Save swimmer**.

You'll see a green **Saved** message at the top when it's done.

You can edit any swimmer on a club you coach. If a swimmer isn't on your roster, you won't be able to open them — contact support instead.

What's on the edit page

The page has tabs. **Identity, Address & contact, Registration and Medical are all one form** — change things across several tabs, then click **Save swimmer** once and everything saves together.

Identity — the one you'll use most

Field	Notes
First name / Last name	Required. Use their legal name — it has to match what's on entries and registration.
Middle initial	One letter.
Preferred name	Put nicknames here ("Katie"), not in the first-name field.
Gender	Used for events and age-group placement.
Date of birth	Drives their age and age-group placement.
USA-S #	Their USA-Swimming registration number. Worth filling in for every swimmer — see below.
Grade / class	e.g. 10 or SO .

The other tabs

- **Address & contact** — mailing address, swimmer email and phone numbers.
- **Registration** — citizenship, high-school grad year, registration date, and unattached / attached dates if the swimmer transferred from another club.
- **Medical** — doctor name and phone, plus general notes.
- **Contacts** — parents and emergency contacts (this tab saves on its own).
- **Parent access** — invite a parent or guardian by email so they can see their swimmer's times.

Correcting a misspelled name

Just fix the spelling and save. **Their past results follow them automatically** — it's the same swimmer record, so every entry, result and best time stays attached. You don't need to re-upload anything.

If the misspelling created a **second swimmer** (the same person listed twice), fixing the name isn't enough — you need to merge the two records. See the **Merging duplicate swimmers** guide.

Careful with gender and date of birth

The page warns you about this, and it's worth repeating:

Changing **gender** or **date of birth** can change age-group placement in past meets — only edit to correct a genuine error.

If a swimmer swam a 11-12 event and you change their birthdate, they may no longer look eligible for the event they already swam. That's fine when you're correcting a real typo, which is exactly what this is for. Don't use it to work around an age-group rule.

Filling in a missing USA-Swimming number

This is the most valuable thing you can fix. The USA-Swimming number is how we recognise the same swimmer across meets, clubs and uploaded files. With it filled in:

- results files match the right swimmer instead of creating a new one
- best times stay in one place
- duplicate records mostly stop happening

If you've just uploaded results, the **Review data** screen lists every swimmer in that meet missing a USA-S number, birthdate or gender — a ready-made to-do list.

Other roster housekeeping

- **Add athlete** — the button on the Roster tab adds a swimmer by hand.
- **Deactivate / Activate** — for swimmers who've left or are sitting out a season. It keeps their history but takes them out of the active roster. Use this rather than trying to delete someone.
- **Download roster** — exports your roster so you can check it against your team software.
- **View public profile** — see what everyone else sees for that swimmer.

What you can't change here

Thing	How to fix it
A time or result that's wrong	Times come from the meet's results file. Ask the meet host to correct and re-upload, or contact support.
A swimmer who exists twice	Merge them — see Merging duplicate swimmers .
A swimmer on another club's roster	Contact support, or ask that club's coach.
Your team name or code	The team admin edits club details; contact us if the code itself is wrong.

Need help?

Open a support ticket from the Coach portal, or email **support@meetdirector.online** with the swimmer's name, your team code, and what needs correcting.

MeetDirector Online · Need a hand? Open a ticket at support.meetdirector.online.