CLUB PORTAL INSTRUCTIONS

- 1) Go to USA Swimming website http://www.usaswimming.org
- 2) Sign in with your username and password. If you do not have one, follow the steps to create one.



3) Once logged in to USA Swimming, hover on Member Resources, then Club Portal Search



4) At the Club Portal Search window, put in the club code and click SEARCH

USA				SEVDUR .
				SUMMON
HOME ABOUT ME	MBER RESOURCES TIPS & TRAINING E	VENTS TIMES & TE	AMS NEWS	U.S. OLYMPIC JOURNEY
SWIM CLUBS	Home / Member Resources / Swim Cl	ubs / Club Portal Sea	ch	
Programs & Services Swimmers Parents Coaches Swim Clubs Types of Clubs Starting a Club Recognition Programs Club Marketing & Fundraising Business & Administration	CLUB PORTAL SEARCH Club Name Club Code City Zip Cod State Local Swim Committee (LSC) Club Recognition Leve Club Excellence Leve	: - All - : - All - : - All -	1	

5) After the SEARCH has been executed click on the CLUB PORTAL to go the Club Portal area

CLUB PORTAL SEARCH

Club Name:		
CI ABC :	ACAD	
City:		
Zip Code		
State:		
Local Swim Committee (LSC):	All	
Club Recognition Level:	All	
Club Excellence Level:	All	

SEARCH RESULTS

Club Name	City	State	Zip	Level	Options
ABC Swim Club			1	\$.—3	Club Portal
ABC Swill Club					LSC Portal

6) Note the blue tabs labeled Announcements, Practice Schedule, Upcoming Meets, Meet Results and Facilities. All of the contents of these tabs are viewable to the public. The Report tab (on the far right is only viewable if logged in as the Club Administrator.)

Home	Announcements	Practice Schedules	Upcoming Meets	Meet Results	Facilities	Reports
CLUE	INFO					
CLUB V	VEBSITE(S)					
http://w	ww.ABCSwimClub.com	1				

7) To log in as the Club Administrator, get the Club Portal password. The individual club determines who has this password. Then scroll to the bottom and click on Club Administrator Login

Joe Smith Sally Chalmers	
CLUB ADMINISTRATOR LOGIN	

8) Fill in the club password and click on Edit Club Portal. If you do not know your club portal password you may contact USA Swimming.

	Email				
Club Contact F	hone #:				
Pa	issword:				
f you do not know yo contact your club adr clubdevelopment@us	our club contact pl ninistrator or Club saswimming.org o	one number o Development r 🕮 👻 (719) 8	or club adminis at USA Swimr 166-3571 😮).	strator passwo ning	rd, please

- 9) Once logged in as the Club Administrator, follow the directions below to edit and update the blue tab areas.
- 10) To access the Club Recognition Program, click the appropriate button.
- 11) To access the Reports, click on the Reports tab

Home	Announcements	Practice Schedules	Upcoming Meets	Meet Results	Facilities	Reports
CLUE	INFO					
CLUB I You are	CRTAL ADMINISTR	RATION he Club Portal in E	dit Mode. While in e	dit mode you c	an do the foll	owing:
1. 0 2. A 3. A 4. A	reate or update your o .dd, edit and delete Ar .dd, edit and delete Pr .dd, edit and delete Up	club portal. To begin mouncements. To b actice Schedules. 1 ocoming Meets. To	n, <i>Click Here.</i> Degin, click on the A Fo begin, click on the begin, click on the I	nnouncements e Practice Sch Jpcoming Meet	tab above. edules tab ab ts tab above.	oove.
IOTE: Inless y Create	The Meet Results tab rou uncheck the "show or update club portal"	will pull all available v meet results" che above.	meets and results ckbox which you ca	rom USA Swin n find by clicki	nming's times ng on the link	database next to
LEAVE	CLUB PORTAL EDITOR I	MODE 🕨				
The Clui developi program provided this prog to achie program setting s GO TO	b Recognition program ng toward eligibility for s that demonstrate a by the club, and seve gram is purely optional ve. Recognition will be s including communic standards and encoura CLUB RECOGNITION ↓	is a multi-fiered pro- the Club Excellence commitment to impu- ral measures of org , the program will b given based on critic ation, education, ar- riging innovation to r	ogram created to re- ce program. This pro- roving the performar janizational and bus enefit all clubs by s teria specific to dever d participation acti- aise the level of US/	cognize clubs t gram will ident ice of their athli iness success etting standard eloping quality a ities. It will ben A Swimming m	hat are succe ify and recogr etes, the serv . While partici s and metrics age group bas lefit all member ember clubs.	essful and nize club ices pation in for clubs ed ar clubs by
CLUB I USA Sw apprecia	PROFILE & FACILIT imming is gathering c te you taking the time	Y ADMINISTRATI omprehensive data to fill out (and upda	ON about clubs on an a ate on a regular bas	nnual basis. V is) your <mark>club's</mark>	/e would very profile.	much
The faci facilities USA Sv	ities tab will display in your club uses, you r imming. Once your cl	formation and maps nust edit your club's nanges are approved	s of all facilities rela s profile (click on lin d, your club's faciliti	ted to your club k below) and si es will appear.	o. To specify v ubmit your ch	which anges to
GO TO	CLUB PROFILE 🕨					

12) Note the different kinds of reports that are available: Membership Trends, Club Athlete Roster, Club Non-Athlete Roster, and Club IMX Certificates. Each time you click on one of the reports, it goes to SWIMS and gets the most up to date info. Under the Club IMX Certificates, the club can print the certificates.

Home	Announcements	Practice Schedules	Upcoming Meets	Meet Results	Facilities	Reports
CLUE	REPORTS					
Club LSC Natio	Level Membership Tre Level Membership Tre nal Level Membership	nds Report (as of 8 nds Report (as of 8 Trends Report (as	3/31) /31) of 8/31)			
Club	Athlete Roster Non-athlete Roster					
Club	IMX Certificates					