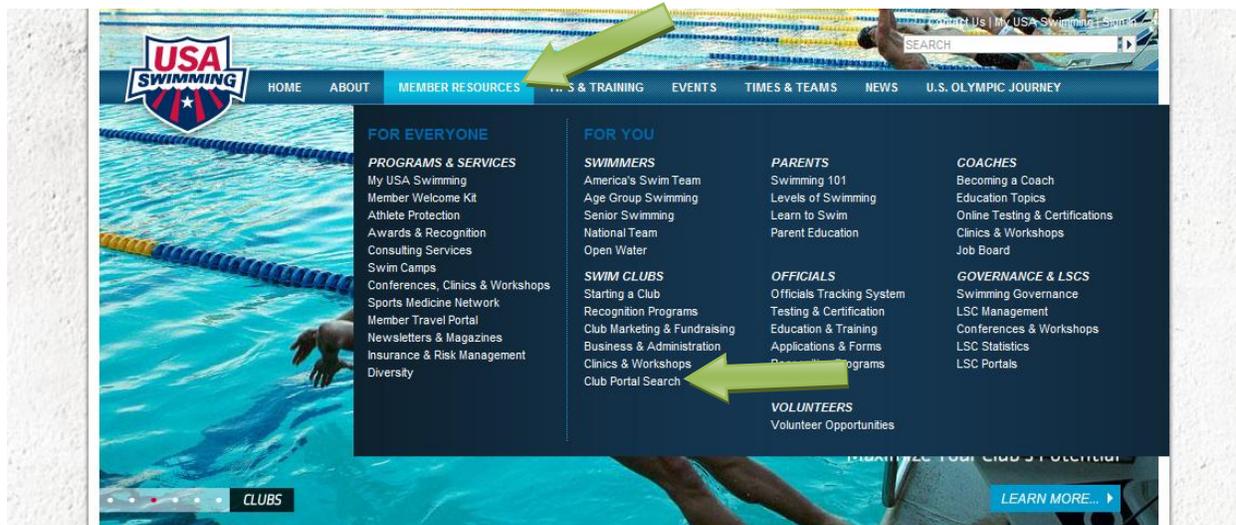


CLUB PORTAL INSTRUCTIONS

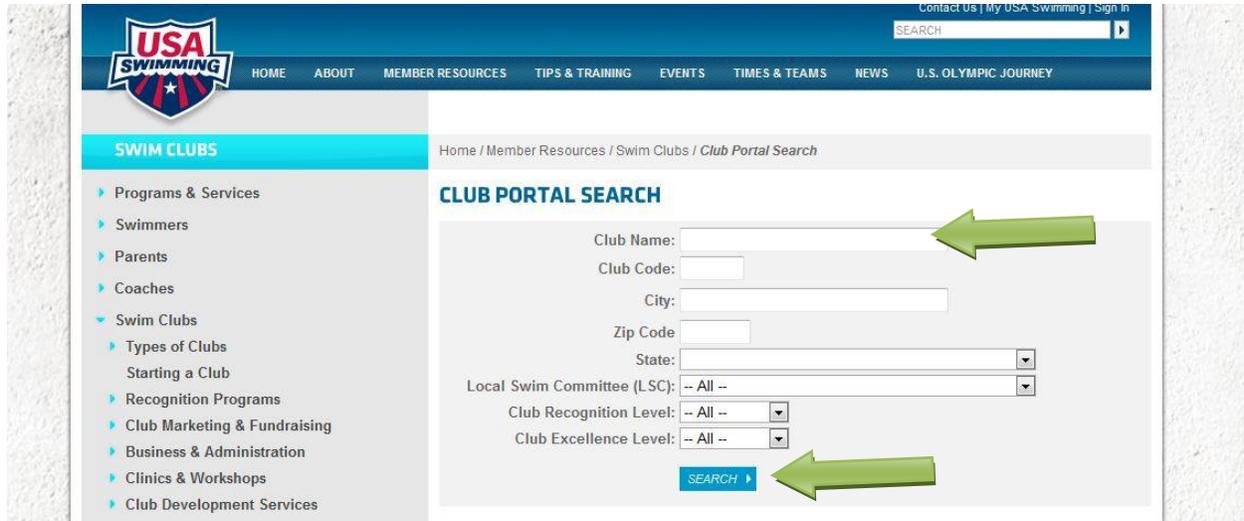
- 1) Go to USA Swimming website – <http://www.usaswimming.org>
- 2) Sign in with your username and password. If you do not have one, follow the steps to create one.



- 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



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 --

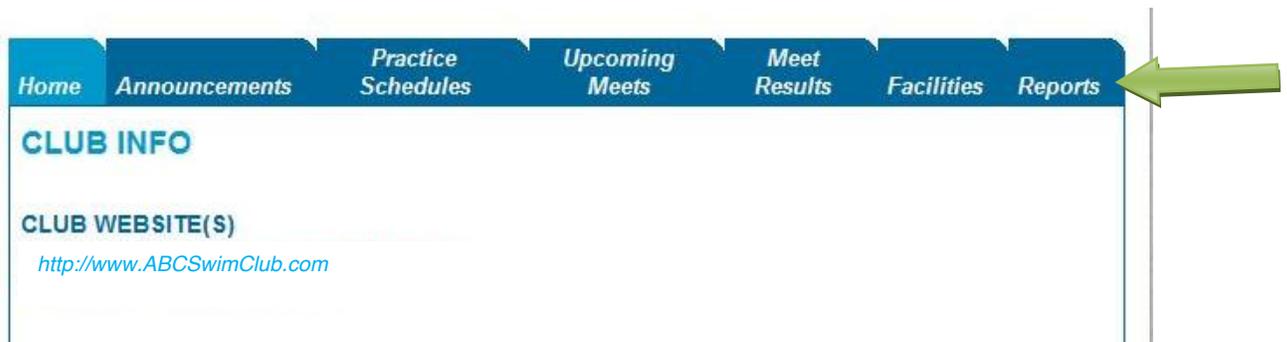
Club Excellence Level: -- All --

[SEARCH](#)

SEARCH RESULTS

Club Name	City	State	Zip	Level	Options
ABC Swim Club					Club Portal 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.)



- 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



- 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.

Please verify your email address and phone number

Email:

Club Contact Phone #:

Password:

If you do not know your club contact phone number or club administrator password, please contact your club administrator or Club Development at USA Swimming (clubdevelopment@usaswimming.org or  (719) 866-3571 ).

[EDIT CLUB PORTAL](#)

The image shows a form with three input fields: Email, Club Contact Phone #, and Password. A green arrow points to the Email field. Below the fields is a red text block with contact information for USA Swimming. At the bottom is a blue button labeled 'EDIT CLUB PORTAL' with a right-pointing arrow. A green arrow points to this button from the right.

- 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

The screenshot shows the Club Portal Administration page. At the top, there is a navigation bar with tabs for Home, Announcements, Practice Schedules, Upcoming Meets, Meet Results, Facilities, and Reports. The main content area is titled "CLUB INFO" and contains three sections:

- CLUB PORTAL ADMINISTRATION:** This section explains that the user is in edit mode and lists four tasks: creating/updating the club portal, adding/editing/deleting announcements, adding/editing/deleting practice schedules, and adding/editing/deleting upcoming meets. A "NOTE" mentions the Meet Results tab and a "show meet results" checkbox. A button labeled "LEAVE CLUB PORTAL EDITOR MODE" is present.
- CLUB RECOGNITION PROGRAM:** This section describes the program's purpose and provides a "GO TO CLUB RECOGNITION" button. A green arrow points to this button.
- CLUB PROFILE & FACILITY ADMINISTRATION:** This section discusses data gathering and facility management, with a "GO TO CLUB PROFILE" button. A green arrow points to this button.

Three green arrows on the right side of the page point to the "LEAVE CLUB PORTAL EDITOR MODE" button, the "GO TO CLUB RECOGNITION" button, and the "GO TO CLUB PROFILE" button.

- 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.

The screenshot shows the Club Reports page. At the top, there is a navigation bar with tabs for Home, Announcements, Practice Schedules, Upcoming Meets, Meet Results, Facilities, and Reports. The main content area is titled "CLUB REPORTS" and lists several report options:

- Club Level Membership Trends Report (as of 8/31)
- LSC Level Membership Trends Report (as of 8/31)
- National Level Membership Trends Report (as of 8/31)
- Club Athlete Roster
- Club Non-athlete Roster
- Club IMX Certificates

A green arrow points to the "Club Level Membership Trends Report (as of 8/31)" link.