

MINNESOTA
SWIMMING

CLUB PORTAL INSTRUCTIONS

To login to your team's Club Portal you will need your portal password. Passwords were emailed to the Head Coach of your team.

The first step is to make sure that you have logged in on the USA Swimming website by clicking the "Sign In" link in the upper right-hand corner of the home page. If you are not personally logged in, you will not be able to access the club admin login. If you have forgotten your username or password, please click Sign In and then click the link to have them emailed to you. If you have not created a personal account on the website, you will need to do that first. Click the Sign In link in the upper right-hand corner of the home page and follow the instructions to create an account.

After you are logged in, click on "Coaches & Team Leaders" at the top of the home page; then on Club Portal under Popular Resources. Click on the OPEN CLUB PORTAL on the right-hand side of the screen. Once there, fill in your Club Code and hit SEARCH. You'll see Club Portal under options on the far-right. From here, Click on Club/Safe Sport- Administration Login. You will need to enter your portal password.

Then you must click the "Edit Club Portal" link with your mouse – do not press enter or return or you won't be logged in. To begin updating your club portal, entering club profile information, or working on the Club Recognition Program, follow the instructions that come up on the next screen. If you need to view or print the rosters available for your club, click the Reports tab.

There are 3 areas that you cannot edit in your club portal:

- 1) your club's website address*
- 2) the names of the coaches listed (these names are drawn directly from the registration database)*
- 3) the club facility information shown in the club profile*

Contact Tracy Meece to make any corrections in the database as outlined above.

**If you have any questions, please contact Operations Manager:
Tracy Meece tmeece@mnswym.org or call 320-247-0940.**