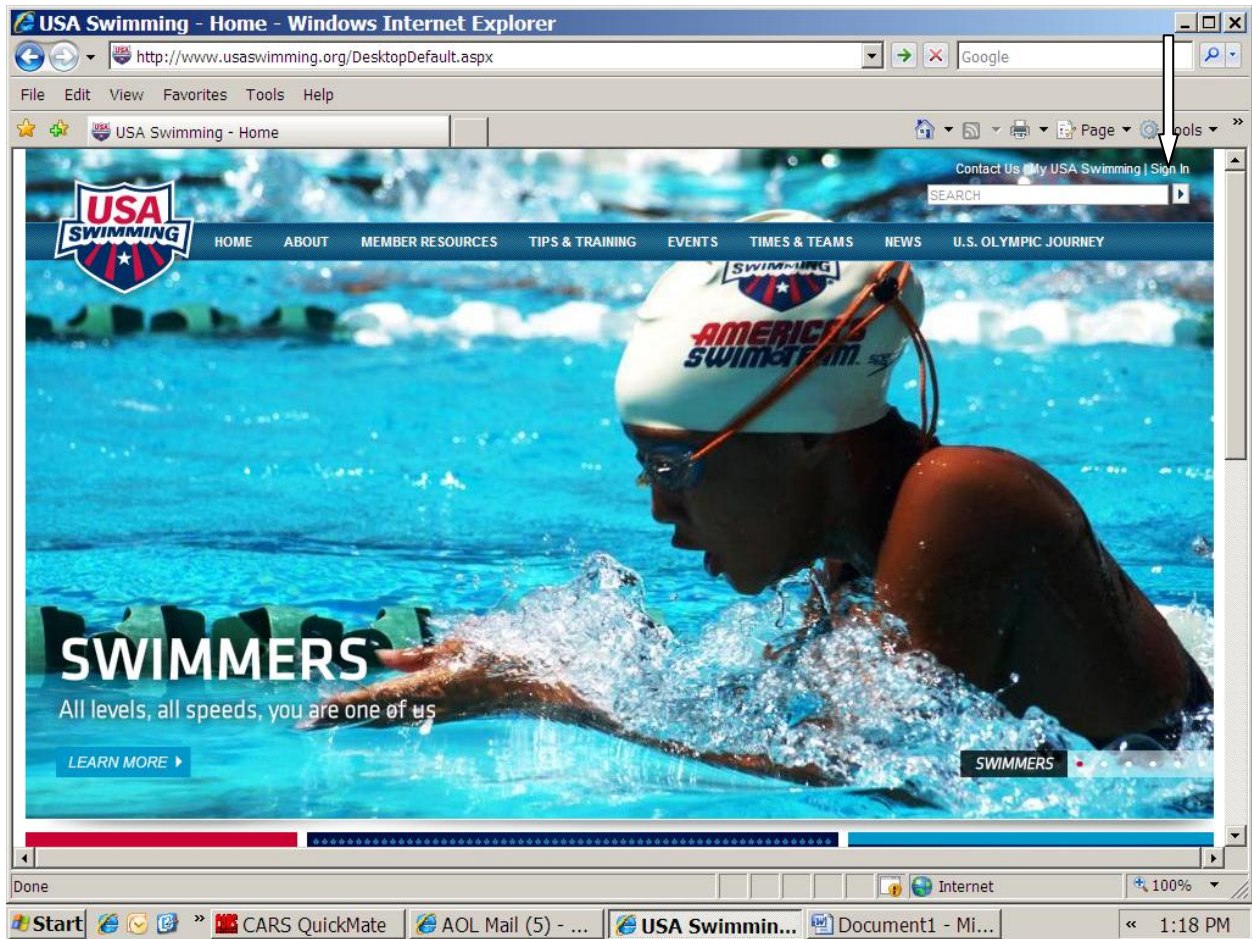
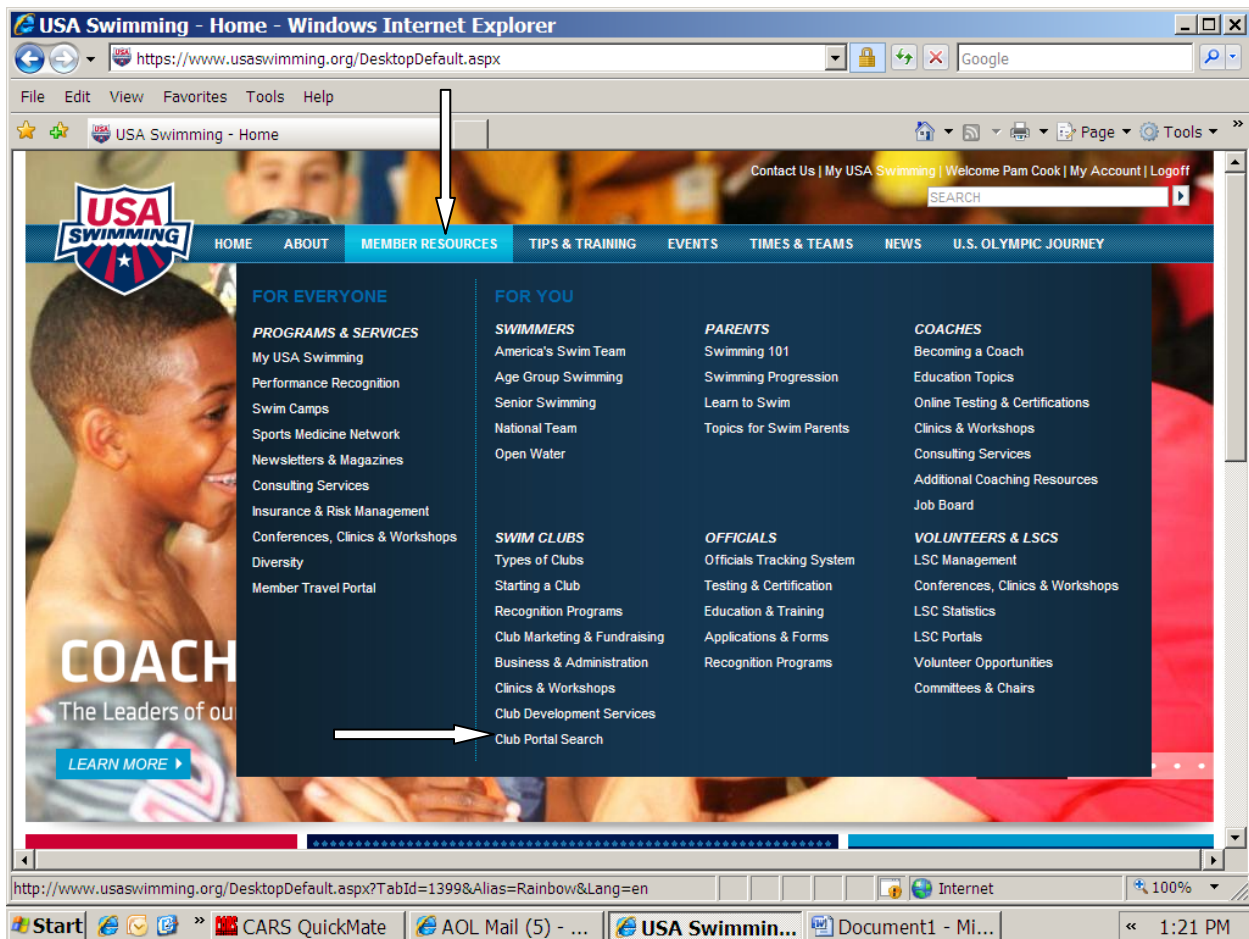


CLUB PORTAL INSTRUCTIONS

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



3. Once logged in to USA Swimming, click on Member Resources, then Club Portal Search



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

USA Swimming - Club Portal Search - Windows Internet Explorer

http://www.usaswimming.org/DesktopDefault.aspx?TabId=1802&Alias=Rainbow&Lang=en

File Edit View Favorites Tools Help

USA Swimming - Club Portal Search

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SEARCH

HOME ABOUT MEMBER RESOURCES TIPS & TRAINING EVENTS TIMES & TEAMS NEWS U.S. OLYMPIC JOURNEY

SWIM CLUBS

- Programs & Services
- Swimmers
- Parents
- Coaches
- Swim Clubs
 - Types of Clubs
 - Starting a Club
 - Recognition Programs
 - Club Marketing & Fundraising
 - Business & Administration
 - Clinics & Workshops
 - Club Development Services
 - Club Portal Search**
- Officials

Home / Member Resources / Swim Clubs / Club Portal Search

CLUB PORTAL SEARCH

Club Name:

Club Code:

City:

Zip Code:

State:

Local Swim Committee (LSC):

Club Recognition Level:

Club Excellence Level:

SEARCH

FIND-A-CLUB

LOOKING FOR A CLUB IN A CERTAIN AREA?

If you are looking for a location based search, check out USA Swimming's Find-A Club-Tool which will show clubs on a map so you can see which clubs are near you. You will also be able to see which clubs are also

Start CARS QuickMate AOL Mail (5) - ... USA Swimmin... Document1 - Mi... 1:24 PM

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

USA Swimming - Club Portal Search - Windows Internet Explorer

http://www.usaswimming.org/DesktopDefault.aspx?TabId=1802&Alias=Rainbow&Lang=en

File Edit View Favorites Tools Help

USA Swimming - Club Portal Search

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SEARCH

HOME ABOUT MEMBER RESOURCES TIPS & TRAINING EVENTS TIMES & TEAMS NEWS U.S. OLYMPIC JOURNEY

SWIM CLUBS

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Home / Member Resources / Swim Clubs / Club Portal Search

CLUB PORTAL SEARCH

Club Name:

Club Code:

City:

Zip Code:

State:

Local Swim Committee (LSC):

Club Recognition Level:

Club Excellence Level:

SEARCH

SEARCH RESULTS

Club Name	City	State	Zip	Level	Options
Lake Erie Silver Dolphins	Shaker Heights	OH	44122	LEVEL 1	Club Portal LSC Portal

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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.

The screenshot shows a Windows Internet Explorer browser window displaying the USA Swimming Club Portals website. The address bar shows the URL: <http://www.usaswimming.org/DesktopDefault.aspx?TabId=708&Alias=Rainbow&Lang=en&clubId=1793>. The page title is "USA Swimming - Club Portals".

On the left side, there is a navigation menu with the following items:

- Coaches
- Swim Clubs
 - Types of Clubs
 - Starting a Club
 - Recognition Programs
 - Club Marketing & Fundraising
 - Business & Administration
 - Clinics & Workshops
 - Club Development Services
 - Club Portal Search
- Officials
- Volunteers & LSCs

The main content area is titled "LAKE ERIE SILVER DOLPHINS". It features a circular logo with a swimmer and the text "LAKE ERIE SILVER DOLPHINS". Below the logo is a paragraph of text:

The mission of the Lake Erie Silver Dolphin swim team is to develop nationally ranked swimmers and world class citizens. LESD offers swimmers an environment in which swimming excellence is a possible achievement and in which each swimmer can reach his or her full potential. Within this framework, LESD realizes an obligation to meet the physical, mental, emotional and social needs of all of its swimmers. At LESD, swimmers have the opportunity to be the best that they can be. Silver Dolphins learn the value of hard work, commitment and self-discipline. They learn to take responsibility for their actions and to develop a true appreciation for what they as individuals can accomplish.

Below the text is a horizontal navigation bar with the following tabs: Home, Announcements, Practice Schedules, Upcoming Meets, Meet Results, Facilities, and Reports. An arrow points to the "Practice Schedules" tab.

Under the navigation bar, the "CLUB INFO" section is displayed. It includes the following information:

CLUB ADDRESS
3522 Glencairn Road
Shaker Heights, Ohio 44122
216-921-1805 home work

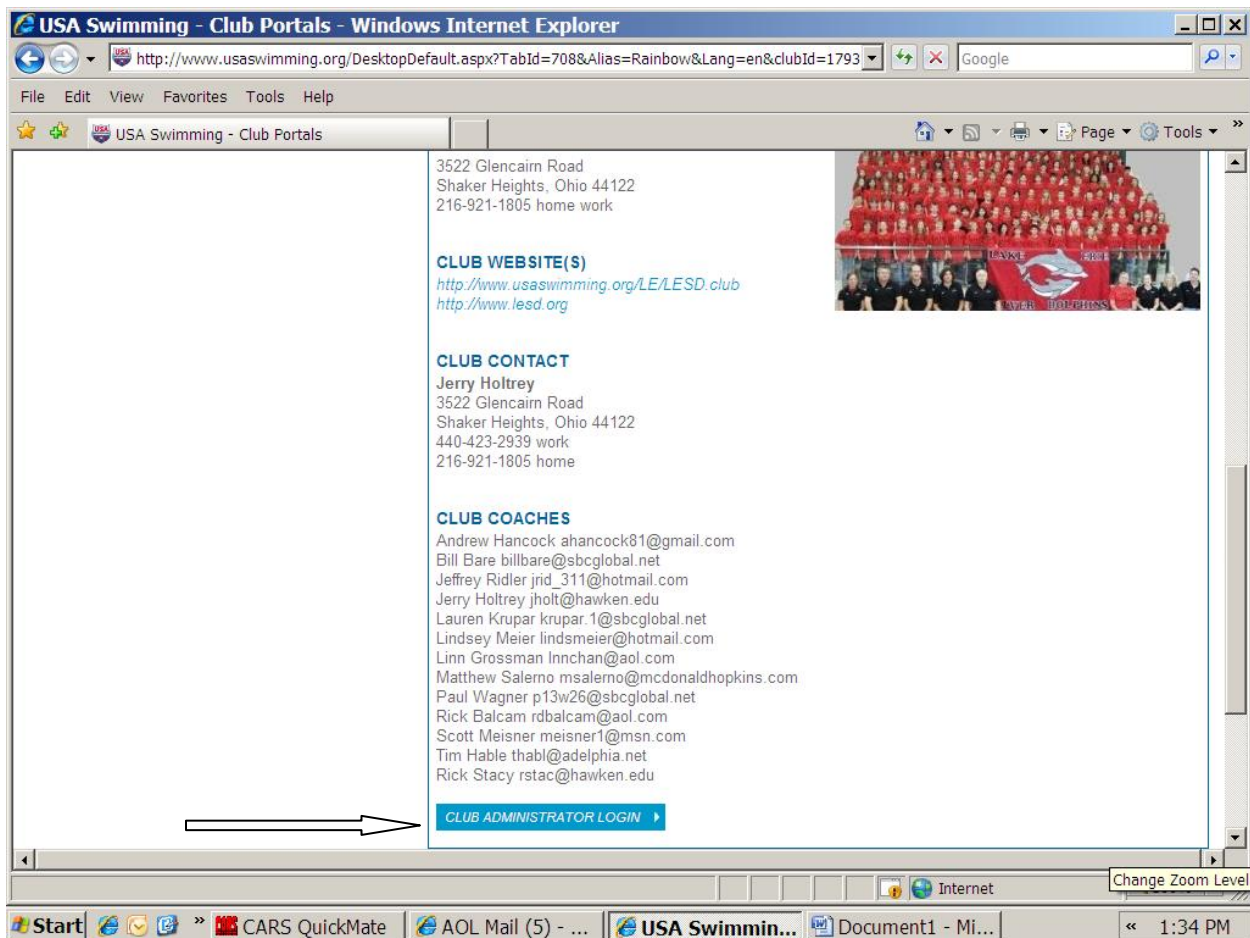
CLUB WEBSITE(S)
<http://www.usaswimming.org/LE/LESD.club>
<http://www.lesd.org>

CLUB CONTACT

To the right of the text is a large group photo of the swim team members, mostly wearing red swim caps and uniforms, posing in front of a building.

The bottom of the browser window shows the taskbar with the Start button and several open applications: CARS QuickMate, AOL Mail (5) - ..., USA Swimmin..., and Document1 - Mi... The system clock shows 1:30 PM.

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.



8. Fill in the club password and click on Edit Club Portal

USA Swimming - Club Portals - Windows Internet Explorer

http://www.usaswimming.org/DesktopDefault.aspx?TabId=708&Alias=Rainbow&Lang=en&clubId=1793

File Edit View Favorites Tools Help

USA Swimming - Club Portals

CLUB CONTACT
Jerry Holtrey
3522 Glencairn Road
Shaker Heights, Ohio 44122
440-423-2939 work
216-921-1805 home

CLUB COACHES
Andrew Hancock ahancock81@gmail.com
Bill Bare billbare@sbcglobal.net
Jeffrey Ridler jrid_311@hotmail.com
Jerry Holtrey jholt@hawken.edu
Lauren Krupar krupar.1@sbcglobal.net
Lindsey Meier lindsmeier@hotmail.com
Linn Grossman lnnchan@aol.com
Matthew Salerno msalerno@mcdonaldhopkins.com
Paul Wagner p13w26@sbcglobal.net
Rick Balcam rdbalcam@aol.com
Scott Meisner meisner1@msn.com
Tim Hable thabl@adelphia.net
Rick Stacy rstac@hawken.edu

Please verify your email address and phone number

Email:

Contact Phone #:

Password:

[EDIT CLUB PORTAL](#)

Done

Start CARS QuickMate AOL Mail (5) - ... USA Swimmin... Document1 - Mi... 1:37 PM

9. Once logged in as the Club Administrator, follow the directions below to edit and update the blue tab areas.

10. To access the Reports, click on the Reports tab

The screenshot shows a Windows Internet Explorer browser window displaying the USA Swimming Club Portals website. The address bar shows the URL: <http://www.usaswimming.org/DesktopDefault.aspx?TabId=708&Alias=Rainbow&Lang=en&clubId=1793>. The page features a left-hand navigation menu with links such as Recognition Programs, Club Marketing & Fundraising, Business & Administration, Clinics & Workshops, Club Development Services, Club Portal Search, Officials, and Volunteers & LSCs. The main content area has a header with a "SILVER DOLPHIN" logo and a paragraph about the organization's mission. Below this is a horizontal navigation bar with tabs: Home, Announcements, Practice Schedules, Upcoming Meets, Meet Results, Facilities, and Reports. The "Reports" tab is highlighted with a blue background and a white arrow pointing to it from the right. Below the tabs, the "CLUB INFO" section is visible, containing "CLUB PORTAL ADMINISTRATION" instructions and a list of four steps for managing the club portal. A second white arrow points to the first step of the list. At the bottom, the Windows taskbar shows the Start button and several open applications: CARS QuickMate, AOL Mail (5), USA Swimmin..., and CLUB PORTAL I... The system clock indicates 1:39 PM.

USA Swimming - Club Portals - Windows Internet Explorer

http://www.usaswimming.org/DesktopDefault.aspx?TabId=708&Alias=Rainbow&Lang=en&clubId=1793

File Edit View Favorites Tools Help

USA Swimming - Club Portals

- Recognition Programs
- Club Marketing & Fundraising
- Business & Administration
- Clinics & Workshops
- Club Development Services
- Club Portal Search
- Officials
- Volunteers & LSCs

SILVER DOLPHIN

environment in which swimming excellence is a possible achievement and in which each swimmer can reach his or her full potential. Within this framework, LESD realizes an obligation to meet the physical, mental, emotional and social needs of all of its swimmers. At LESD, swimmers have the opportunity to be the best that they can be. Silver Dolphins learn the value of hard work, commitment and self-discipline. They learn to take responsibility for their actions and to develop a true appreciation for what they as individuals can accomplish.

LEVEL 3

Home Announcements Practice Schedules Upcoming Meets Meet Results Facilities Reports

CLUB INFO

CLUB PORTAL ADMINISTRATION

You are currently logged into the Club Portal in Edit Mode. While in edit mode you can do the following:

1. Create or update your club portal. To begin, [Click Here](#).
2. Add, edit and delete Announcements. To begin, click on the Announcements tab above.
3. Add, edit and delete Practice Schedules. To begin, click on the Practice Schedules tab above.
4. Add, edit and delete Upcoming Meets. To begin, click on the Upcoming Meets tab above.

NOTE: The Meet Results tab will pull all available meets and results from USA Swimming's times database unless you uncheck the "show meet results" checkbox which you can find by clicking on the link next to "Create or update club portal" above.

Done

Start CARS QuickMate AOL Mail (5) - ... USA Swimmin... CLUB PORTAL I... 1:39 PM

11. 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 a Windows Internet Explorer browser window displaying the USA Swimming Club Portals website. The address bar shows the URL: <http://www.usaswimming.org/DesktopDefault.aspx?TabId=708&Alias=Rainbow&Lang=en&clubId=1793>. The page title is "USA Swimming - Club Portals - Windows Internet Explorer".

The left sidebar contains a navigation menu with the following items:

- Parents
- Coaches
- Swim Clubs
 - Types of Clubs
 - Starting a Club
 - Recognition Programs
 - Club Marketing & Fundraising
 - Business & Administration
 - Clinics & Workshops
 - Club Development Services
 - Club Portal Search
- Officials
- Volunteers & LSCs

The main content area is titled "LAKE ERIE SILVER DOLPHINS". It features a circular logo with a swimmer and the text "LAKE ERIE SILVER DOLPHINS". Below the logo is a paragraph describing the team's mission: "The mission of the Lake Erie Silver Dolphin swim team is to develop nationally ranked swimmers and world class citizens. LESD offers swimmers an environment in which swimming excellence is a possible achievement and in which each swimmer can reach his or her full potential. Within this framework, LESD realizes an obligation to meet the physical, mental, emotional and social needs of all of its swimmers. At LESD, swimmers have the opportunity to be the best that they can be. Silver Dolphins learn the value of hard work, commitment and self-discipline. They learn to take responsibility for their actions and to develop a true appreciation for what they as individuals can accomplish."

Below the mission statement is a horizontal navigation bar with the following tabs: Home, Announcements, Practice Schedules, Upcoming Meets, Meet Results, Facilities, and Reports. The "Reports" tab is selected.

Under the "Reports" tab, there is a section titled "CLUB REPORTS" with a list of links: Membership Trends Report, Club Athlete Roster, Club Non-athlete Roster, and Club IMX Certificates. A white arrow points to the "Club Athlete Roster" link.

At the bottom of the page, there is a footer with links to Media Center, Terms of Use, Privacy Statement, and Contact Us. There is also a "PARTNER SITES" section with a link to the USA SWIMMING STORE.

The Windows taskbar at the bottom shows the Start button, several open applications (CARS QuickMate, AOL Mail (6) - ..., USA Swimmin..., CLUB PORTAL I...), and the system clock showing 1:42 PM.