Instructions for Accessing Your Team's Club Portal

Several reports have been created for each club via their club portal on the USA Swimming website. To access these reports:

- Go to <u>www.usaswimming.org</u>
- Log in to the USA Swimming website with your personal login in the upper right hand corner.

Login / Register

• Once on your dashboard you'll see a tab for Club. Select *My Club*.

Based on your role and permissions with the club you'll see some or all of the following tabs on the page that opens:



Under each tab there will be several *pills* that provide additional information or allow you to access club information that is available in SWIMS:

• Under Profile:

Profile	Team Management	Administrative	Registration
Info	Policies Aff	iliations Legal Entities	History
Under <i>Team Mar</i>	nagement:		
Profile	Team Management	Administrative	Registration
Athlete Roster	Non Athlete Roster	Staff Staff Requiremen	Reports
National Practice Data			
National Practice Data	ative:		
National Practice Data Under Administro Profile	Team Management	Administrative	Registration
National Practice Data Under Administro Profile Groups	Team Management	Administrative Meets	Registration
National Practice Data Under Administro Profile Groups Under Registratio	Team Management Facilities	Administrative Meets	Registration
National Practice Data Under Administro Profile Groups Under Registratio Profile	Team Management Facilities	Administrative Meets Administrative	Registration Registration