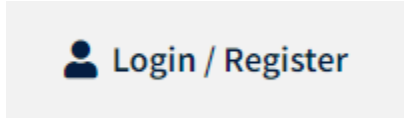


Instructions for Accessing Your Team's Club Portal

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

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

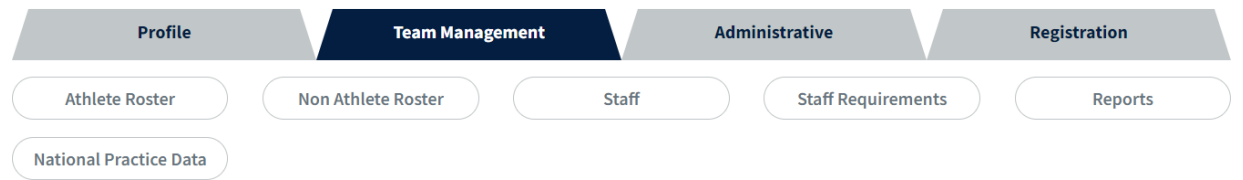


Under each tab there will be several *pills* that provide additional information or allow you to access club information that is available in SWIMS:

- Under *Profile*:



- Under *Team Management*:



- Under *Administrative*:



- Under *Registration*:

