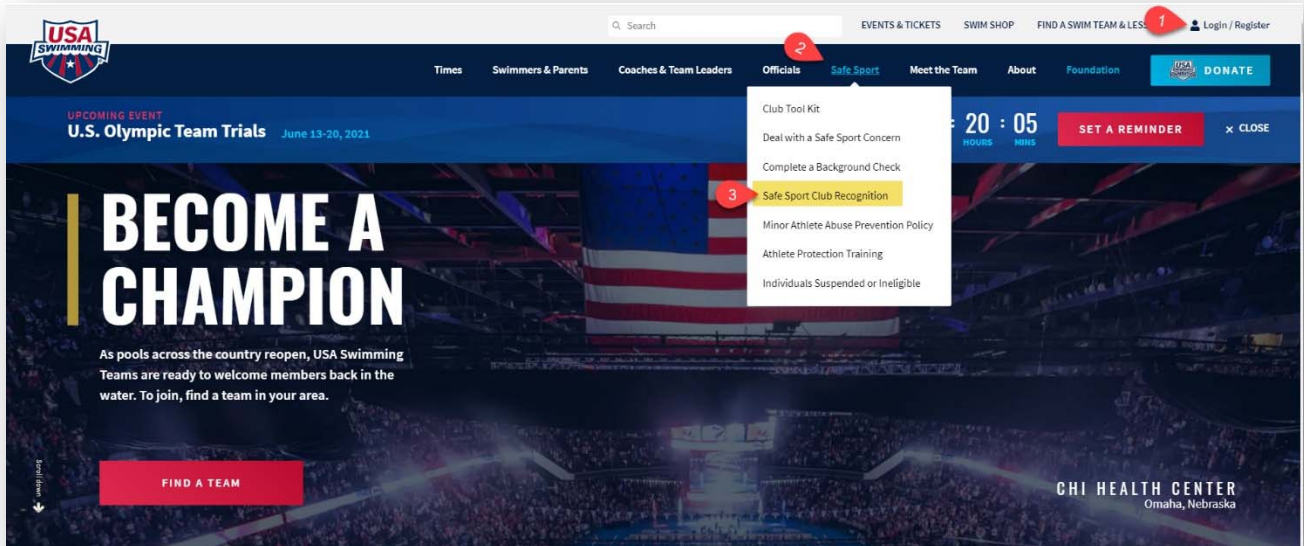


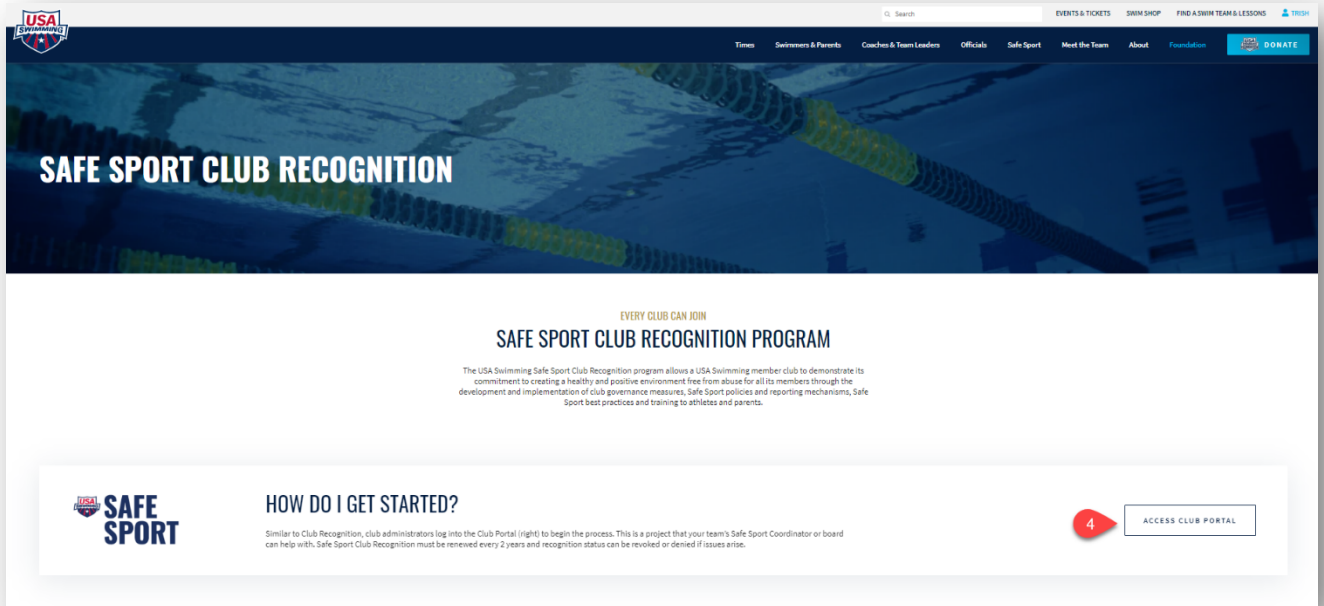


Access Club Portal

- Step 1. Login to your DeckPass
- Step 2. In the top toolbar choose Safe Sport
- Step 3. In the drop down select Safe Sport Recognition Program



- Step 4. Scroll down and select "Access Club Portal"



Step 5. Next page, click on “Open Club Portal”

POPULAR RESOURCES
CLUB PORTAL

INSTRUCTIONS

- At the search window enter your club code, club name or use the drop-down box to find your Local Swim Committee (LSC) and click SEARCH
- After the SEARCH has been executed click on the CLUB PORTAL to go the Club Portal area or LSC PORTAL to go to the LSC Portal.
- 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.
- To log in as the Club or LSC Administrator, get the Club Portal password. The Club Portal password was sent to the Head Coach. Then scroll to the bottom and click on Club Administrator Login (you must be logged into the USA Swimming website to see this login).
- 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.
- Once logged in the default view is the Reports tab
- To access the Club Recognition Program, click on the Home tab then Go To Club Recognition

If you need assistance accessing your portal or need the portal password please contact USA Swimming at sportdevelopment@usaswimming.org.

5 [OPEN CLUB PORTAL](#)

Step 6. Type in your club name

Step 7. Click on search

Step 8. Select your club from the results and click on “Club Portal”

CLUB SEARCH

Club Name: **6**

Club Code:

City:

Zip Code:

State:

Local Swim Committee (LSC):

Club Recognition Level:

Club Excellence Level:

Safe Sport Level: Recognized

[SEARCH](#) **7**

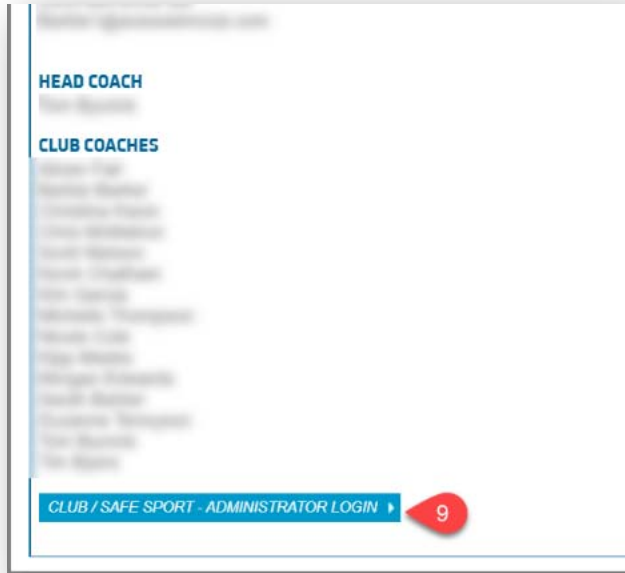
SEARCH RESULTS

Club Name	LSC Id	City	State	Zip	Level	Options
Aces Aquatics	NE	Billerica	MA	01824		Club Portal LSC Portal
Aces Swim Club	CO	Englewood	CO	80112		8 Club Portal LSC Portal

1



Step 9. Scroll to the bottom of the screen and click on “Club/Safe Sport Administrator Login”



Step 10. Enter your email, phone number and the administrator password.
Then click on “Edit Club Portal/Safe Sport Login”

Please verify your email address and phone number

Email:

Phone #:

Club Password:

If you do not know your club / Safe Sport administrator password, please contact your club administrator or reach out to Sport Development at USA Swimming (SportDevelopment@usaswimming.org) or (719) 866-3567.

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Club Portal Add Additional User Safe Sport Access

Step 11. In the Club Portal click on the “Users” tab

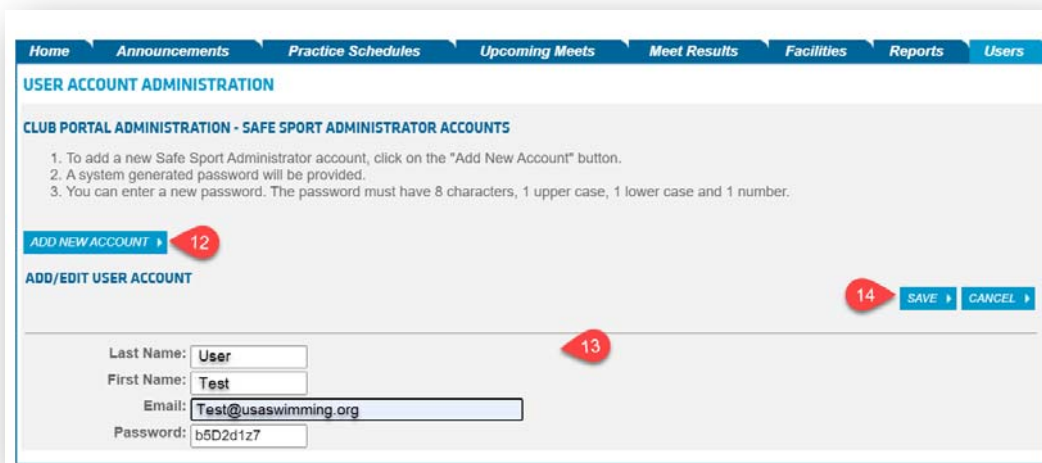


Step 12. Click on “Add New Account”

Step 13. Enter in the user name and email address

- A password will be automatically generated, or you can choose to overwrite the password to one the user wants
- Do not assign the same password used for the administrator to another user. Either use the auto generated password or pick a different password for their use

Step 14. Click Save



Step 15. Navigate back to the “Home” Tab

Step 16. Make sure to log out of the club portal by clicking on “Leave Club Portal Editor Mode”

