

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"

	Times Swin	mmers & Parents	Q. Search Coaches & Team Leaders	Officials	Safe Sport	EVENTS & TLOKETS	SIMM SHOP	FIND A
RUAR HESSERES								
INSTRUCTIONS At the search window enteryour club code, club name or use the drop-down bactor find your Local Swim Committee (LSC) and click SEARCH		5	If you need assis at sportdevelops OPEN CI	ance accessing nent@usaswim UB PORTAL	your portal or n ming.org.	eed the portal pass	word please	contact U
 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 table 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 viewable if logged in as the Club Administrator. Toke in a MC Club ArtSC Administrator. Toke in a MC Club ArtSC Administrator. Toke in a MC Club ArtSC Administrator. 	(on the far right) i	is only						
logged into the USA Swimming website to see this login).								
 Fit in the club password and cluck on cold club Portal, if you do not know your club portal bassword you may contact USA Swimming. Once Longed in the default view in the Generati tab. 								
To access the Club Recognition Program, click on the Home tab then Go To Club Recognition								

- 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"

LUB SEARCH						
	Club Name:	aces	6			
	Club Code:		-			
	City:					
	Zip Code					
	State:				~	
Local Swim Con	nmittee (LSC):	All			~	
Club Reco	gnition Level:	All 🗸				
Club Exc	ellence Level:	All 🗸				
Saf	e Sport Level:	Recognized				
		Citeooginzed				
		SEARCH)				
EARCH RESULTS		SEARCH)				
EARCH RESULTS	LSC Id	SEARCH)	State	Zip	Level	Options
EARCH RESULTS ub Name ces Aquatics	LSC Id NE	SEARCH > 7	State MA	Zip 01824		Options Club Portal LSC Portal
EARCH RESULTS ub Name ces Aquatics ces Swim Club	LSC Id NE CO	SEARCH > 7 City Billerca Englewood	CO	21p 01824 80112	Level	Options Club Portal LSC Portal Club Portal LSC Portal



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"

	mail: thughes@usaswimming.org	
Pt	ne #: 719-866-3536	
Club Pag	words words	
Club Pas	word:	
you do not know your club / Safe S wimming (SportDevelopment@usas	ort administrator password, please contact your club administrator or reach out to Sport Developm <i>rimming.org</i>) or (719) 866-3567.	nent at US



Club Portal Add Additional User Safe Sport Access

Step 11. In the Club Portal click on the "Users" tab

									17	
Home	Announcements	Practice Sche	dules	Upcomin	g Meets	Meet Res	ults	Facilities	Reports	Users
CLUB DASHB	0ARD (2011)	2012	2013	2014	2015	2016	(2017)	2018	(2019)	2020

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

	Announcen	ients	Practice Schedules	Upcoming Meets	Meet Results	🔪 Facilities 📄 Report	s Users
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LUB PORT	AL ADMINISTRA	TION - SAFE	SPORT ADMINISTRATOR	ACCOUNTS			
2. A sy 3. You ADD NEW I	stem generated can enter a new	password w password.	ill be provided. The password must have 8	characters, 1 upper case,	I lower case and 1 num	iber.	
ADD/EDIT						-	CANCEL
ADD/EDIT	Last Name:	User		-13			GANGEL
NDD/EDIT (Last Name: [First Name: [User Test		-13			CANCEL)
ADD/EDIT	Last Name: [First Name: [Email: [User Test Test@usas	wimming.org	-13			CANCEL

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"

Home	Announcements	Practice Schedules	Upcoming Meets	Meet Results	Facilities	Reports Users
	0					
CLUB PORT fou are cur 1. Crea 2. Add 3. Add 4. Add	AL ADMINISTRATION rrently logged into the Clu ate or update your club por , edit and delete Announc , edit and delete Practice , edit and delete Upcomin	ub Portal in Edit Mode. While ortal. To begin, <i>Click Here.</i> cements. To begin, click on ti Schedules. To begin, click on ng Meets. To begin, click on	e in edit mode you can do t he Announcements tab ab n the Practice Schedules i the Upcoming Meets tab a	the following: ove. tab above. bove.		
NOTE: The checkbox v	e Meet Results tab will pu which you can find by click	II all available meets and res king on the link next to "Crea	sults from USA Swimming's ate or update club portal" a	s times database unles above.	s you uncheck the "s	how meet results"
LEAVE CLU	UB PORTAL EDITOR MODE	16				