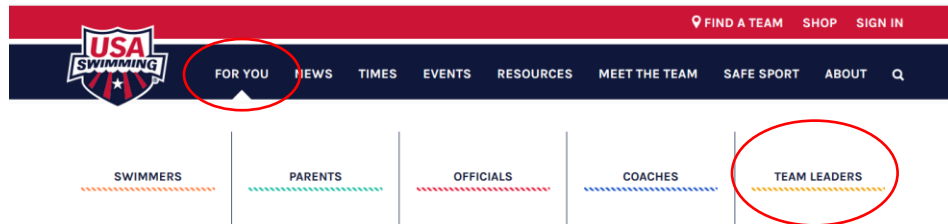


## CLUB PORTAL INSTRUCTIONS

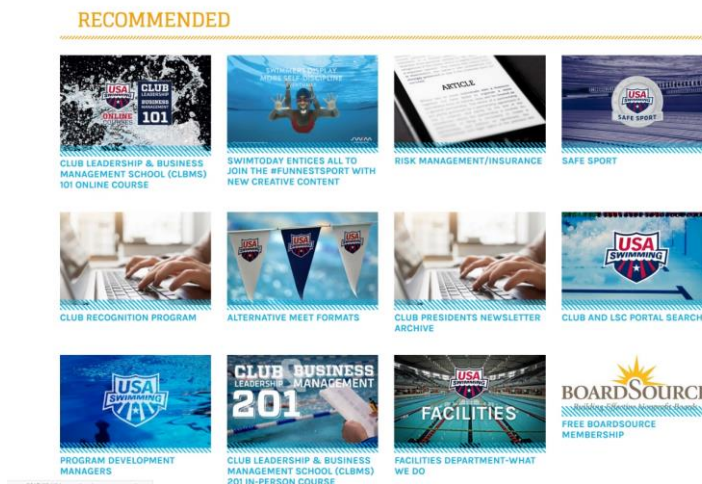
1. Go to USA Swimming website – <http://www.usaswimming.org>
2. Sign in with your username and password. If you do not have one, create one



3. Once logged in to USA Swimming, click on FOR YOU, then Team Leaders.



4. Scroll down to the **RECOMMENDED** section and select Club and LSC Portal Search



5. At the Club Portal page, select **TO ACCESS YOUR CLUB & LSC PORTAL CLICK HERE**

- Enter (1) Local Swim Committee (LSC): Ohio Swimming and (2) Your club name or code then select Search:

### CLUB PORTAL SEARCH

Club Name:

Club Code:

City:

Zip Code:

State:

Local Swim Committee (LSC): -- All --

Club Recognition Level: -- All --

Club Excellence Level: -- All --

[SEARCH](#)

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

### CLUB SEARCH

Club Name:

Club Code:

City:

Zip Code:

State:

Local Swim Committee (LSC): OHIO SWIMMING

Club Recognition Level: -- All --

Club Excellence Level: -- All --

Safe Sport Level:  Recognized

[SEARCH](#)

### SEARCH RESULTS

Club Name	LSC Id	City	State	Zip	Level	Options
Auglaize Mercer Family YMCA	OH	Celina	OH	45822		Club Portal LSC Portal
Bearcat Aquatics	OH	Cincinnati	OH	45202		Club Portal LSC Portal
Blue Ash YMCA Swim Team	OH	Blue Ash	OH	45242		Club Portal LSC Portal
Bobcat Swim Club	OH	Athens	OH	43782		Club Portal LSC Portal
Bowling Green Swim Club	OH	Bowling Green	OH	43402		Club Portal 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).



9. 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.

**CLUB ADMINISTRATOR LOGIN** ▶

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

Please verify your email address and phone number

Email:

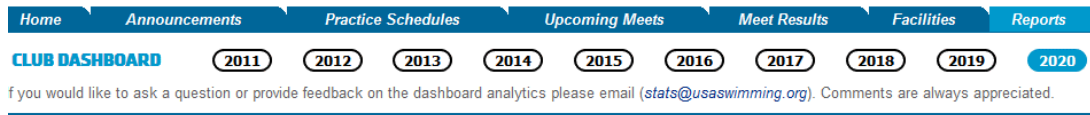
Club Contact Phone #:

Password:

If you do not know your club contact phone number or club administrator password, please contact your club administrator or Club Development at USA Swimming ([clubdevelopment@usaswimming.org](mailto:clubdevelopment@usaswimming.org) or (719) 866-3571).

[EDIT CLUB PORTAL](#) ▶

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



Home Announcements Practice Schedules Upcoming Meets Meet Results Facilities **Reports**

**CLUB DASHBOARD** 2011 2012 2013 2014 2015 2016 2017 2018 2019 **2020**

If you would like to ask a question or provide feedback on the dashboard analytics please email ([stats@usaswimming.org](mailto:stats@usaswimming.org)). Comments are always appreciated.

12. Scroll to the bottom of the page to the Club Reports Section. Note the different kinds of reports that are available: Administrative Reports, IMX Reports and Performance Reports. Each report you select will go to SWIMS to get the most up to date info. The Athlete Roster (Club Athlete Roster) and Coach Roster (Club Non-athlete membership status) can be found under Administrative Reports.

## Club Reports

### Administrative/Demographic Reports ("dry side")

*Club Level Membership Trends Report (as of 8/31)*

*LSC Level Membership Trends Report (as of 8/31)*

*National Level Membership Trends Report (as of 8/31)*

*Club Athlete Roster*

*Club Non-athlete Membership Status*

### IMX Reports

*Club IMX/IMR Swim Time Report*

*Club IMX Statistics by Age Group Report*

*Club IMX Certificates*

### Performance Reports ("wet side")

*Splashes by Event Report*

*Club VCC Statistics by Age Group Report*

*Time Standard Achievement Report*

*Time and Clubs to Achieve Time Standards Report*

*Top Times Report*