

HOW TO ACCESS YOUR USA SWIMMING CLUB PORTAL

The watermarked Club Athlete Roster report found in your USA Swimming Club Portal will be accepted as current proof of registration for your athletes at competitions, so you may download a copy or e-mail a copy to a meet director if you need to verify membership.

To access your Club Portal:

- Follow this link [here](#).
- 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 to 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, get the Club Portal password. If you do not have this, email amy@maswim.org for yours. 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 amy@maswim.org.
- 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*
- You may now access the following reports in pdf format:
 - Member Trend Report
 - *Club Athlete Roster – You will use this to verify athlete membership.
 - Club Non-Athlete Roster

All data is refreshed nightly so it is current information. The Non-Athlete roster will list coaches (and every certification expiration), officials, and all others currently registered with your club.

*Keep in mind that any athlete currently unattached (UN) and who has not sent in their transfer form to the MA office will not be listed on your club roster. Check this roster to be sure that your club athletes are registered with USA Swimming BEFORE they are entered in a meet.

Also, you may check those swimmers who have sent their transfer forms to the MA office to see the date that they will attach to your club if they need to wait part or all of the 120-day transfer period. (A swimmer who wishes to transfer from one club to another club must wait 120 days from when s/he last competed with the old club until s/he may attach/compete for the new club.)