



HOW TO ACCESS YOUR CLUB PORTAL AND REPORTS

Reports have been created for each club via their club portal on the USA Swimming Website.

The Club Athlete Roster report will be accepted as current proof of registration for your athletes at competitions,

To access these reports

- Log on to the USA Swimming website with your personal log in,
- Click on the tab that is labeled FOR YOU and choose COACHES
- Under COACHES QUICK LINKS you will see CLUB PORTAL
- Click on CLUB PORTAL and you will see TO ACCESS YOUR CLUB & LSC PORTAL CLICK HERE once you click on this you will be directed to a search window
- At the search window put in your Club Code and/or Club Name and choose your LSC (Illinois Swimming) and click SEARCH
- 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 you are logged in as the Club Administrator.
- To log in as the Club Administrator, get your Club Portal password from the Head Coach who was sent the password. (Illinois Swimming also maintains a list of the Club Portal passwords for Illinois Swimming clubs.) Then scroll to the bottom of the page 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.
- 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.

All data is live so reports reflect current information. Non-Athlete roster will show coaches, officials and all others currently registered with your club. Your Athlete Roster will show all athletes inclusive of athlete's transferring to your club. Attachment dates for athletes transferring will show in the far right column.

If you do not have your Club Portal Password or you have forgotten it you may receive it by contacting the Illinois Swimming office: ilswimoffice@ilswim.org

Remember access to the reports is ONLY available using your club portal administrative log in and the clicking "Edit Club Portal", then tab on Reports and make your choice to print out in pdf.