

**INSTRUCTIONS FOR ACCESSING CLUB PORTALS** on the USA SWIMMING PAGE where you can view your athlete and non-athlete rosters, keep records and pull reports. This portal feeds right from SWIMS instantly:

You need an account on the [www.usaswimming.org](http://www.usaswimming.org) website in order to have access to your portal. Create one before you search for the portal.

Open up the portal search on the [USA Swimming website](#)

If you are not signed in, there will be a box asking you to do so.

In search for club, insert your club initials and State.

Your club will appear below. Click on Club Portal (far right under options)

Note the blue tabs labeled Announcements, Practice Schedule, Upcoming Meets, Meet Results and Facilities. All of the contents on these tabs are viewable to the public. The report tab (on the far right) is only viewable if logged in as the Club Administrator

Click on blue box under the chart (club administrator log in)

Verify your information and insert the PASSWORD ( can get it from [p pannell@usaswimming.org](mailto:p pannell@usaswimming.org), or the NES Office): **XXXXXXXX**

Once you are logged in, you can change information, view your rosters and add all sorts of information to the portal.

Note the different kinds of reports that are available. Membership trends, club athlete and non-athlete rosters, and club IMX Certificates. Each time you click on one of the reports it goes into SWIMS and gets the most up to date info. Under the Club IMX certificates, the club can print the certificates.

Save this document with your password on it.