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| **USA Swimming Club Administrators** |
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| Welcome to the launch of SWIMS! SWIMS can be accessed here: [SWIMS](http://pages.usaswimming.org/MjM2LUtDWi00OTUAAAGGTPSCQOHrkjzEmnMycbOV15X-d_Wd6L__IMX9glBWklpFz3bJKs3kR72xzC2nkE02HOLgCNY%3D)**Please do not share this link with Members. SWIMS is currently only available to LSC Administrators, Club Administrators, and USA Swimming staff.**When creating your new USA Swimming account, please make sure to use a personal email address. Since the account email will be linked to your individual membership, shared or group email addresses (E.g. headcoach@123swimmingteam.com) should not be used.If you are an existing USA Swimming member, you need to request and utilize your new USA Swimming ID when creating an account and logging in. If you do not receive your new ID via the request process, please reach out to your LSC Admin, as they can find and share your new ID. Before the launch to membership on September 1, please complete the action items below:* Activate your team management software
	+ Click [here](http://pages.usaswimming.org/MjM2LUtDWi00OTUAAAGGTPSCQH-PKsUY8f8q4X_bH27BIlt65AF8RWOzkdb0tw07NEIhxOUx40fPiheqBu8XXm13eRk%3D) for an overview of the process
	+ **Note:** The following vendors are available for activation: TeamUnify, SwimTopia, and Commit Swimming
	+ **Note:** You may be required to complete additional steps on your team management account to complete the linking process
* Manage/Establish your club offerings
	+ Click [here](http://pages.usaswimming.org/MjM2LUtDWi00OTUAAAGGTPSCQG-jZh2aGTwlmnESTvssveDw1VTmjzOPPJRqirI_Pa3Y1AoSYJkQzT0PN5JTKlKz5Pg%3D) for an overview of the process
* Update your Club Staff
	+ Add/edit staff members and assign the appropriate permissions
	+ To do this please click Club>My Club> Team Management> Staff then edit or add staff members

If you do not see “Club” on your top navigation bar, you do not have the appropriate permissions assigned to your account. If you do not have the appropriate access/permissions in SWIMS to complete the tasks above, please contact your LSC. Your LSC Admin can assign and edit permissions for all club users.**Note:** It can take up to an hour for permissions to update on your account. Please wait at least an hour before rechecking. As a reminder, SWIMS resources can be found [here](http://pages.usaswimming.org/MjM2LUtDWi00OTUAAAGGTPSCQPyeubENy2O6QwbODtm0hFDwmdRm_xgrgilnuzxGDfgVbGXpmSXozicmetZ50muvARI%3D). Included on that page is a link to SWIMS user guides and documentation. Click [here](http://pages.usaswimming.org/MjM2LUtDWi00OTUAAAGGTPSCQHFCcAjxeh9jNeqqhb4uPXhj8N9zBm4tpoOU5DAzGETJXpY9LPnwxigUCKyM3irYGqk%3D) to directly access those resources.Please remember that the SWIMS software is still in development until the public launch on September 1. If you have any questions or encounter any issues completing the action items above, please check with your LSC Administrators first. For any remaining questions, report them to [support@usaswimming.org](http://pages.usaswimming.org/MjM2LUtDWi00OTUAAAGGTPSCQEX1ALthMjKQbLMgc4WEs13aeMUtS7KJdapnuJbn6VfncYCdwIM_apuA4LnNSoUEpZY%3D) or call 719-866-4578.Thanks,USA Swimming |
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| [**SWIMS Resources**](http://pages.usaswimming.org/MjM2LUtDWi00OTUAAAGGTPSCQPyeubENy2O6QwbODtm0hFDwmdRm_xgrgilnuzxGDfgVbGXpmSXozicmetZ50muvARI%3D) |

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