

CLUB PORTALS

The **Club Portal** is a free “mini website” for your club. Even if you have a club website, the Club Portal is another avenue of communication for the members. If your club already has a website, this section is not meant to displace it, but rather to augment it and to provide clubs with useful reports from the USA Swimming registration database.

To access your club’s portal, you must first establish a personal Sign-in Name and Password for yourself (if you haven’t already done so) and use it to sign onto the USA Swimming website.

To find the link to the Club Portal mouse over the *For You* at the top of the page and click *Team Leaders*. Page down to *Club & LSC Portal Search*. Click *Club & LSC Portal click here.*”

Type in your Club Name & click *Search*. Under Search Results, you should see your club listed. At the far right, click on LSC portal. Page down to *Club Administrator*; enter your Club Password. All users in your club will utilize the same CLUB PORTAL PASSWORD, which may be obtained the SRS Registrar (luptak@cableone.net).

USA Swimming has created several reports are available *only* on your Private Club Portal (located under the REPORTS tab of the Club Portal). These reports include a Club Athlete Roster and a Non-Athlete Roster from the SWIMS database. To view or print rosters of athletes or non-athletes, click the *Reports* tab at the far right.

Information in the REPORTS area is available only to those with the CLUB PORTAL PASSWORD. This may include (but is not limited to) your coaches, club president, registration chairman, and board members – however, anyone who has this password can edit your club’s information – choose wisely who has the password!

WHAT DOES THE CLUB PORTAL ALLOW OUR COACHES AND CLUBS TO DO?

First: Clubs and coaches can print a current, valid roster from your Club Portal as proof of registration for a meet. Coaches should do this periodically to ensure all athletes in the water are registered. If an athlete’s name is not on the current roster, it is likely he/she has not yet been registered – don’t enter him/her into a meet *until* his/her name is on a current roster. Fines happen – don’t let one happen to you and your team!

Second: The Portal allows coaches and clubs to check at anytime (even at 1:00 a.m.) who is registered, without waiting for the LSC registrar to wake up! The roster contains the names and ID numbers for each registered athlete along with the expiration date for their membership. Note: unattached athletes are not listed on these rosters, even those currently in the 120-day period following a transfer. (If you need to know if an athlete who has transferred into your team is current in his/her registration, send an e-mail!)

Third: A current non-athlete roster can be printed for your Club. Check periodically to see which certifications are expiring and when for each coach. Someone on the board should be tasked with keeping copies of coach certifications and verifying them with a non-athlete roster from the club portal.

Fourth: A meet director should accept a printed roster from your club portal as proof of membership, if required. Additionally, a non-athlete roster can be used as proof of coach membership at meets.

Fifth: Your Club's membership statistics are available, generated from the SWIMS database. New reports are developed and placed in this folder periodically.

HOW DO YOU ACCESS THIS INFORMATION?

Once you are logged into your own Club Portal, click **the REPORTS tab** to see the current rosters and statistics.

WHO SHOULD HAVE ACCESS TO THE CLUB PORTAL REPORTS?

Everyone in the club who has responsibility for athlete and non-athlete registration or meet entries should have access to the REPORTS area of the Club Portal. At the very least, the club registration chairman and meet entry chairman should have access in order to use the reports to determine if the athlete(s) they are entering in a meet are currently registered. Additionally, use the reports to see if a coach's credentials are current, or if an individual has completed his/her non-athlete registration (to be an official, meet director, or "other").

CONTACT THE SNAKE RIVER SWIMMING REGISTRATION CHAIRMAN TO OBTAIN THE CLUB PORTAL PASSWORD FOR YOUR CLUB.