

INSTRUCTIONS FOR ACCESSING THE CLUB PORTAL on the USA Swimming Website

You can view your club information, athlete & non-athlete rosters, & print reports. The portal pulls up-to-date information directly from the SWIMS database.

A current roster from the club portal is acceptable proof of USA-S membership status and club affiliation.

- Open the USA Swimming website: (www.usaswimming.org)
- Sign in (top right). (Create an account if you don't already have one.)
- Click on Member Resources / Swim Clubs / Club Portal Search.
- In search for club, insert your club abbreviation and state. (Your club will appear.)
- Click on Club Portal (far right under options)
Note the blue tabs: Announcements, Practice Schedule, Upcoming Meets, Meet Results and Facilities. All of the contents on these tabs are viewable to the public.
The Report Tab (far right) is only viewable if logged in as Club Administrator.
- Click on Club Administrator log in (blue box).
- Verify your information and insert your club's PASSWORD: **xxxxxxx** (request it from the AD Registrar akorzun@adironackswimming.org or from cwaters@usaswimming.org)
- Click the "edit club portal" link
- Once logged in as club administrator, you can view club rosters and reports, and add club information to the portal.

By the way, there are 3 areas that you cannot edit in your club portal:

1) Your club's website address (please send an email to Mary Illich in Member Services at millich@usaswimming.org and she can update it for you)

2) The names of the coaches listed (these names are drawn directly from the registration database; contact the AD Registrar, Ann Korzun, who can access the database and make corrections)

3) The club facility information shown in the club profile (contact the AD Registrar, Ann Korzun, to make corrections)

If you have additional questions, contact me at the email below.

Ann Korzun, AD LSC Registrar
akorzun@adironackswimming.org