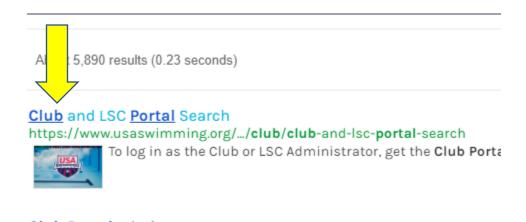
Signing in to the Club Portal:

1. Go to usaswimming.org and Sign In

|     |           | <b>9</b> FIND A TI | EAM SIGN | I IN |
|-----|-----------|--------------------|----------|------|
| NTS | RESOURCES | MEET THE TEAM      | ABOUT    | ۹    |
|     |           |                    |          |      |

- 2. Search for "Club Portal"
  - 3. Pick the first result:



## 4. Follow the USA Swimming provided instructions from there!

## **CLUB & LSC PORTAL INSTRUCTIONS**

- 1. At the search window enter your club code, club name or use the drop-down box to find your Local Swim Committee (LSC) and click SEARCH
- 2. After the SEARCH has been executed click on the CLUB PORTAL to go the Club Portal area or LSC PORTAL to go to the LSC Portal.
- 3. 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 logged in as the Club Administrator.
- 4. To log in as the Club or LSC Administrator, get the Club Portal password. The Club Portal password was sent to the Head Coach. Then scroll to the bottom 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. If you do not know your club portal password you may contact USA Swimming.
- 6. Once logged in the default view is the Reports tab
- 7. To access the Club Recognition Program, click on the Home tab then Go To Club Recognition

## TO ACCESS YOUR CLUB & LSC PORTAL CLICK HERE