

## Instructions for Accessing Your Team's Club Portal

Several new reports have been created for each club via their club portal on the USA Swimming website. To access these reports:

- Log on to the USA Swimming website with your personal log in.
- Under the Member Resources tab, chose Club Portal Search
- Enter your team's name or club code, the click Search
- Scroll to the bottom of the page and click on Club Administrator Log In
- Scroll to the bottom and enter the Club Portal Password
- Click on Edit Club Portal

Notice the tabs of the different options that are available. There are several reports that are very helpful for the team.

- The Club Non-Athlete Roster will give a list of all of the non-athletes registered with the club, their ID number, position (coach, official, other) and earliest certification expiration date. For coaches it will also show if they have completed the Foundations of Education or need to prior to registering for the next year.
- The athlete report also gives the ID number, age, and date of registration expiration. This list only shows the athletes who are attached and registered to the team at that time. If a swimmer is not on the list, he is either not currently registered or is not currently attached to the team.
- All data is updated nightly so it is current information.

If you do not have your Club Portal Password or you have forgotten it, contact [registrationchair@virginiaswimming.org](mailto:registrationchair@virginiaswimming.org).