

## MEMBER DATA VALIDATION SERVICE – VENDOR ACTIVATION

To enable the Member Data Validation Service a club must give permission to a third-party vendor to exchange club registration data with SWIMS on behalf of their club. Activation gives the vendor permission to access the club’s SWIMS data. The club may also deactivate a vendor (revoke permission) if necessary. For security purposes, the person performing either procedure must be a valid non-athlete member of USA Swimming and know the club portal administrator password for the club.

### ACTIVATING A VENDOR (example screenshots follow the instructions)

1. Make sure that you have a user account on the USA Swimming website, that your account is linked to your USA Swimming membership record, and that you are logged in to the website.
2. Navigate to <https://www.usaswimming.org/mdvs-vendor-activation> . Note that your LSC and member club is displayed.
3. Enter the club portal administrator password for your club in the field labeled *Club Administrator Password*.
4. Click the *Continue* button.

### MEMBER DATA VALIDATION SERVICE - VENDOR ACTIVATION

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Third-party vendors offering swim team management software for USA Swimming clubs may provide the ability to interface directly with the USA Swimming member database called SWIMS. Each club must "activate" a vendor (give the vendor permission) to exchange club registration data with SWIMS on behalf of the club. For security purposes, the person accomplishing the activation process must be a valid non-athlete member of USA Swimming, a member of the club, and know the Club Portal Administrator Password.

Activating a vendor is a two step process:

1. Activate a vendor to create an Activation Code.
2. Follow the instructions for the vendor you selected for what to do with the Activation Code.
  - ◆ **Swim-Smarter:** email the Activation Code to Joe Barnhart at [joe@swim-smarter.com](mailto:joe@swim-smarter.com).
  - ◆ **TeamUnify:** see the FAQ from TeamUnify available [here](#).
  - ◆ **ACTIVE Works:** follow the instructions available [here](#).

To get started creating your Activation Code, enter your USA Swimming Club Portal Administrator Password below.

If you do not know your Club Portal Administrator password, contact your club administrator or LSC registrar.

LSC	USA SWIMMING (US)
CLUB	Unattached
Club Administrator Password	
<input type="password"/>	
<input type="button" value="CONTINUE"/>	

5. Click the *Activate New Vendor* button.

## APPROVED VENDORS FOR ACES SWIM CLUB

Your club does not yet have any third party vendors activated to use your data. If you would like to set one up now, please click on the button below.

ACTIVATE NEW VENDOR

6. Select a software vendor from the list in the drop-down box.
7. Read and accept the *Terms and Conditions*.
8. Note the instructions for what to do with the Activation Code for the vendor you selected (located under the “I accept the Terms and Conditions” checkbox).
9. Click the *Save* button.

## ACTIVATE A NEW VENDOR

LSC	COLORADO SWIMMING (CO)
CLUB	Aces Swim Club

Vendor

Vendor 1

### Terms And Conditions

#### TERMS of USE

These Terms of Use (“**Terms of Use**”) are agreed to between USA Swimming, and its affiliates and subsidiaries (collectively, “**USA Swimming**”) and you, or if you represent an entity or other organization, that entity or organization (in either case, “**You**” or “**Your**”). USA Swimming controls the SWIMS member management database and website (“**SWIMS**”) which offers users (“**Users**”) the ability to access information, data, and other content (“**SWIMS Content**”), sometimes about USA Swimming athlete and non-athlete members who are not SWIMS Users (“**Members**”). These Terms of Use incorporate the USA Swimming Privacy Policy (“**Privacy Policy**”).

PLEASE CAREFULLY READ THESE Terms of Use. BY ACCESSING OR USING SWIMS OR SWIMS CONTENT, YOU AGREE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE Terms of USE AND THE PRIVACY POLICY. IF YOU DO NOT AGREE, USA SWIMMING IS NOT WILLING TO PROVIDE YOU WITH ACCESS TO OR USE OF SWIMS or SWIMS CONTENT AND YOU MUST NOT ACCESS OR USE SWIMS or SWIMS CONTENT. YOUR BREACH OF ANY PROVISION OF THESE TERMS OF USE WILL AUTOMATICALLY, WITHOUT THE REQUIREMENT OF NOTICE OR OTHER ACTION, REVOKE AND TERMINATE YOUR RIGHT TO ACCESS SWIMS AND SWIMS CONTENT.

You are responsible for compliance with these Terms of Use. Unless You later enter into any other agreement with USA Swimming

I accept the Terms And Conditions

Activation Code Instructions - follow the instructions provided in the Vendor 1 swim team management software.

SAVE

CANCEL

Note the instructions above, then click SAVE to create your Activation Code.

10. The results of the previous step produce an *Activation Code*.

- Clubs using Swim-Smarter - email the *Activation Code* to Joe Barnhart at [joe@swim-smarter.com](mailto:joe@swim-smarter.com).
- Clubs using TeamUnify – see the FAQ found here: <https://teamunify.uservoice.com/knowledgebase/articles/58278>
- Clubs using ACTIVE Works – see the instructions found here: <https://www.usaswimming.org/docs/default-source/clubsdocuments/online-services/active-works-usa-swimming-batch-submission-instructions.pdf>

11. *Current Status* is set to *Pending*.

### APPROVED VENDORS FOR ACES SWIM CLUB

<a href="#">ACTIVATE NEW VENDOR</a>			
VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	PENDING	jscottn	502BA14E

Vendors with a status of *PENDING* are waiting for the completion of the connection between the club database and SWIMS. This step must be done from the vendor's software. When this process has been completed status will update to *ACTIVE*.

12. The final step of the activation process must be performed by the vendor. When this process has been completed, *Status* will update to *Active*.

### APPROVED VENDORS FOR ACES SWIM CLUB

<a href="#">ACTIVATE NEW VENDOR</a>			
VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	ACTIVE	jscottn	502BA14E

Vendors with a status of *PENDING* are waiting for the completion of the connection between the club database and SWIMS. This step must be done from the vendor's software. When this process has been completed status will update to *ACTIVE*.

## DEACTIVATING A VENDOR

1. Make sure that you have a user account on the USA Swimming website, that your account is linked to your USA Swimming membership record, and that you are logged in to the website.
2. Navigate to <https://www.usaswimming.org/mdvs-vendor-activation>. Note that your LSC and club is displayed.
3. Enter the club portal password for your club in the field labeled *Club Administrator Password*.
4. Click the *Continue* button.

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LSC	USA SWIMMING (US)
CLUB	Unattached

Club Administrator Password

5. Click on the *Active* link located under *Current Status*.

## APPROVED VENDORS FOR COLORADO SPRINGS RACQUET CLUB

ACTIVATE NEW VENDOR

VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	ACTIVE	gilliamcolorado	B59A2B40

Vendors with a status of "PENDING" are waiting for the completion of the connection which must be done from the vendor's software. Please log onto their system and complete the activation.

6. Click the *Revoke Permission* button.

## MANAGE A VENDOR

LSC	COLORADO SWIMMING (CO)
CLUB	Aces Swim Club
VENDOR	Vendor 1
CURRENT STATUS	ACTIVE
AUTHORIZED BY	jscottn
ACTIVATION CODE	502BA14E

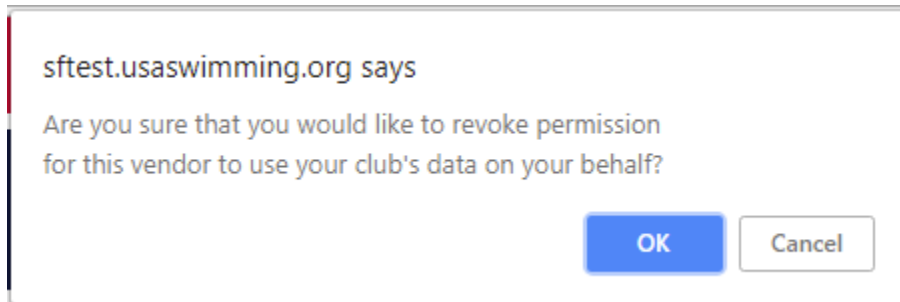
Activation Code Instructions - follow the instructions provided in the Vendor 1 swim team management software.

REVOKE PERMISSION

CANCEL

Note the instructions above, then click SAVE to create your Activation Code.

7. Click the *OK* button to verify that your intent is to revoke permission.



8. *Current Status* changes to *Revoked*.

## APPROVED VENDORS FOR ACES SWIM CLUB

ACTIVATE NEW VENDOR

VENDOR	CURRENT STATUS	AUTHORIZED BY	ACTIVATION CODE
VENDOR 1	REVOKED	jscottn	

Vendors with a status of *PENDING* are waiting for the completion of the connection between the club database and SWIMS. This step must be done from the vendor's software. When this process has been completed status will update to *ACTIVE*.

It is possible for you to reactivate a vendor (e.g. the club used a vendor's services, left the vendor, and then came back to the vendor). Under these circumstances a new *Activation Code* must be generated and passed to the vendor as described in the Activating a Vendor instructions.