

National Practice Data Instructions

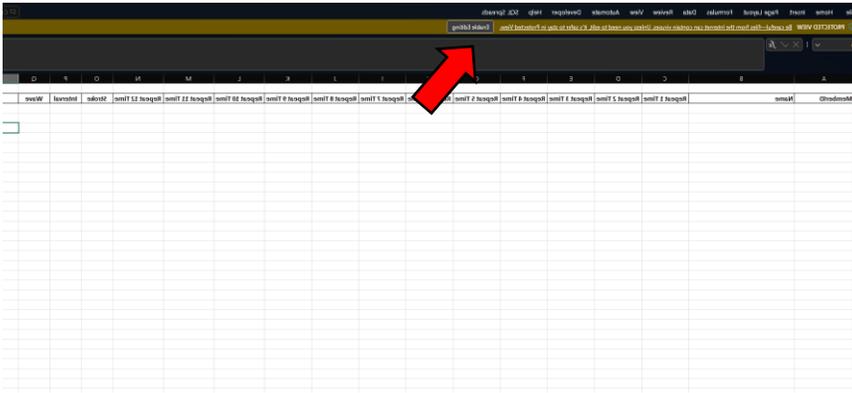
1) Navigate to Club Details -> Team Management

The screenshot shows the USA Swimming website interface. At the top, there is a navigation bar with the USA Swimming logo on the left and links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', 'Welcome Corey', 'Settings', and 'Logout' on the right. Below this is a dark blue menu bar with options: 'Members', 'Education', 'Club', 'Facilities', 'Competition', 'Groups', 'Other Orgs', 'Reporting', 'Officials', 'Admin', and 'Help'. The main content area is titled 'View/Edit Club'. It includes a 'Back To Club Search' link, club details (LSC: MA, Club Code: DSA, Club Name: Diamond State Aquatics, Club in Good Standing? checked), and a set of tabs: 'Profile', 'Team Management' (highlighted with a red arrow), 'Administrative', and 'Registration'. Below the tabs are buttons for 'Athlete Roster', 'Non Athlete Roster', 'Staff', 'Staff Requirements', and 'Reports'. At the bottom of this section is a red pill button labeled 'National Practice Data'.

2) Head to National Practice Data pill, and select “Download Practice Data Template”

This screenshot shows the 'National Practice Data' section. It starts with the same club details as the previous screenshot. Below the tabs, the 'National Practice Data' pill is highlighted with a red arrow. Underneath, there is a light blue box containing instructions: 'Download the National Practice Data Template (Excel spreadsheet) and open in Excel', 'Click the Download Roster button to download your team’s roster and copy + paste your member IDs and swimmer names into the Template', 'Fill in data and save spreadsheet as a CSV file (Select File - Save As)', 'Upload CSV file to SWIMS 3.0 (click 'SELECT A FILE')', and 'Click 'View Dashboard' to display your Dashboard'. Below this box are three buttons: 'SELECT A FILE' (with a dropdown menu showing 'National Practice Data Format (*.csv)'), 'VIEW DASHBOARD', and 'DOWNLOAD PRACTICE DATA TEMPLATE' (highlighted with a red arrow). To the right of the 'DOWNLOAD PRACTICE DATA TEMPLATE' button is another button labeled 'DOWNLOAD ROSTER'.

3) Access Downloaded Spreadsheet, and click “Enable Editing”



4) Next, Navigate to Team Management -> National Practice Data -> Download Roster

← Back To Club Search

LSC: MA

Club Code: DSA

Club Name: Diamond State Aquatics

Club in Good Standing?

Navigation tabs: Profile, **Team Management**, Administrative, Registration

Buttons: Athlete Roster, Non Athlete Roster, Staff, Staff Requirements, Reports

National Practice Data

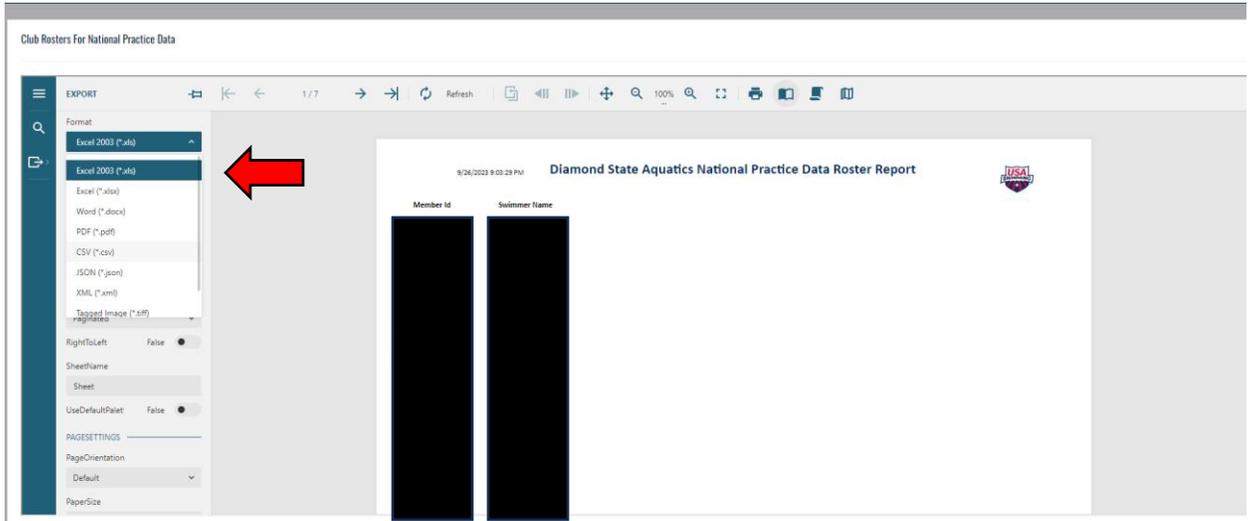
National Practice Data

- Download the National Practice Data Template (Excel spreadsheet) and open in Excel
- Click the Download Roster button to download your team's roster and copy + paste your member IDs and swimmer names into the Template
- Fill in data and save spreadsheet as a CSV file (Select File - Save As)
- Upload CSV file to SWIMS 3.0 (click 'SELECT A FILE')
- Click 'View Dashboard' to display your Dashboard

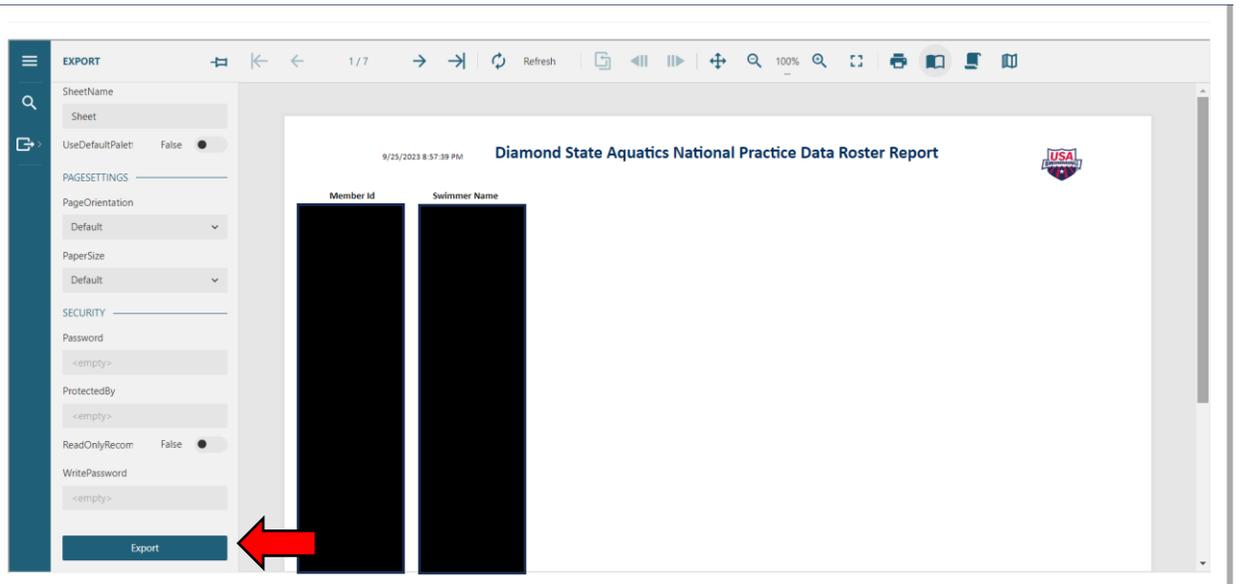
SELECT A FILE National Practice Data Format (*.csv) **DOWNLOAD PRACTICE DATA TEMPLATE** **DOWNLOAD ROSTER**

VIEW DASHBOARD

- 5) Once the report loads, head to the “Export” area and choose the “CSV” option for the export



- 6) Scroll down on the left bar, Click “Export”, and access the download

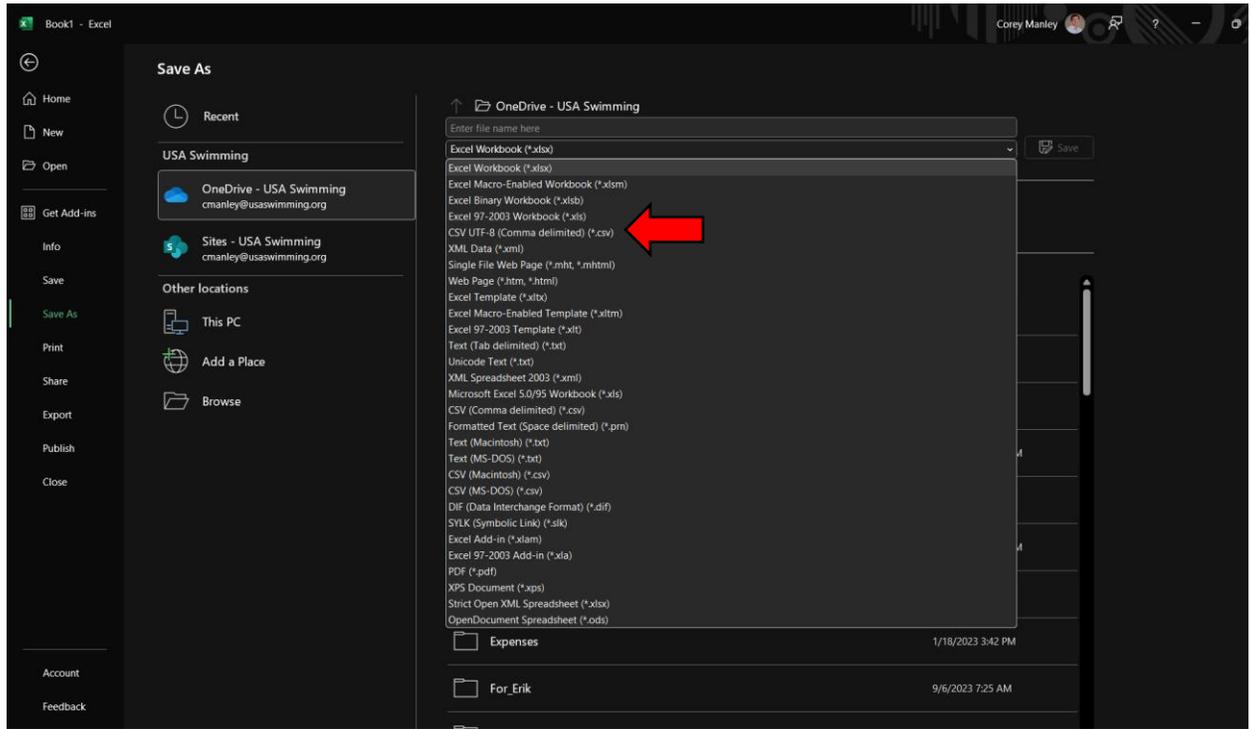


- 7) Copy and paste the contents (MemberID, Swimmer Name) of the report into the appropriate columns in the National Practice Data Template
 8) Fill out columns with your team’s set results IN SECONDS

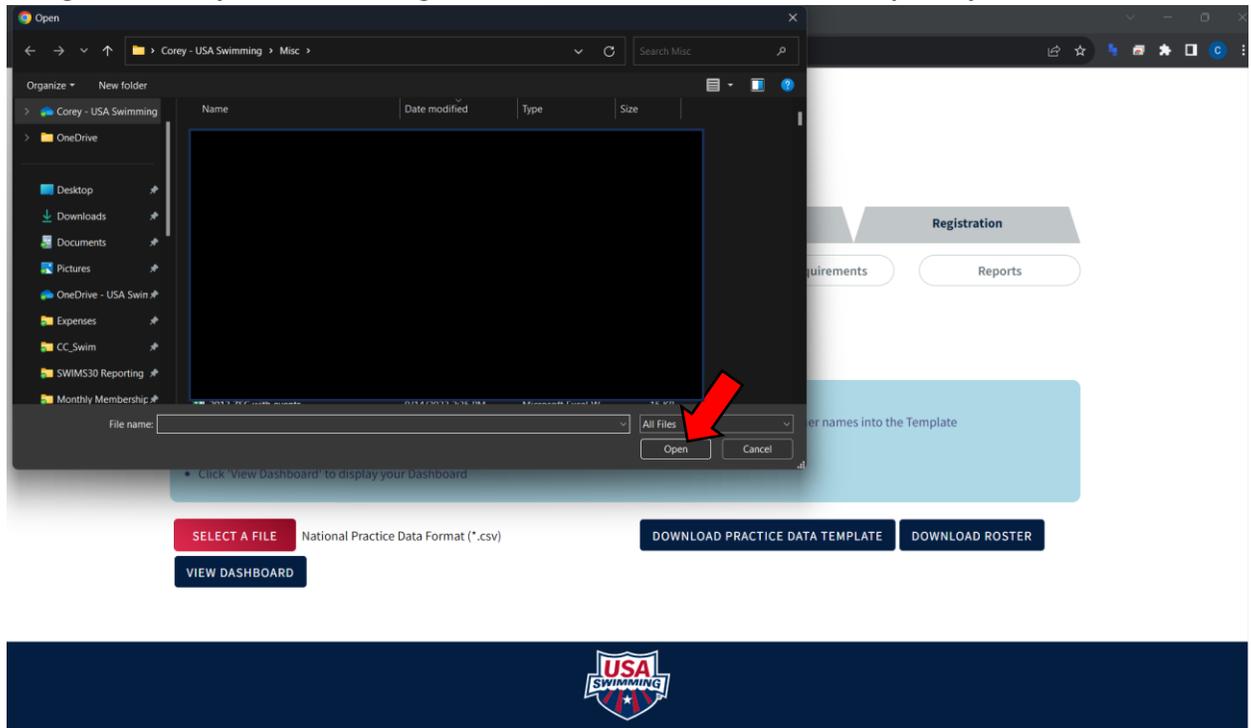
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|---|-----------------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|--------|----------|------|-----|---|
| 1 | | | | | | | | | | | | | | | | | | | |
| 2 | MemberID | Name | Repeat 1 Time | Repeat 2 Time | Repeat 3 Time | Repeat 4 Time | Repeat 5 Time | Repeat 6 Time | Repeat 7 Time | Repeat 8 Time | Repeat 9 Time | Repeat 10 Time | Repeat 11 Time | Repeat 12 Time | Stroke | Interval | Wave | Set | |
| 3 | 123AB/CAS6DEFZZ | NPD Tester1 | 36 | 48 | 49 | 27 | 50 | | | | | | | | | 60 | 1 | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | |

- 9) Make sure to fill out all of the applicable columns at the end too
 a. Stroke: there is a drop down menu with choices (BK,BR,FL,FR)
 b. Interval: valid whole number between 30 and 300
 c. Wave: 1,2 or 3 – for which timeframe you are completing the set for

- d. Set: Drop down menu with the three choices of the set
- 10) Saving the document – PLEASE click “File”, “Save As”, and choose “CSV” like below



- 11) Navigate back to your Team Management -> National Practice Data and upload your results!



- 12) Click “Upload Practice Data” and you are all done!