

Swim-a-Thon Dashboard Quick Start Guide – Submitting Results

Follow these easy steps to submit the results for your Swim-a-Thon. This process replaces the submission of the paper USA Swimming Foundation Swim-a-Thon Financial and Award Redemption forms. View the Swim-a-Thon Quick Start Guide, starting on page 6, to see these instructions along with screenshots to assist you.

Once your contract has been approved and you have run your Swim-a-Thon, you are ready to submit your results.

ENTER RESULTS INFORMATION:

- 1 Navigate to your Swim-a-Thon Dashboard page located here: www.usaswimmingfoundation.org/SATdashboard
- 2 If prompted, log in using your USA Swimming username and password.
- 3 Click the Submit Results link in the Actions column for your current active Swim-a-Thon. The results entry form will be displayed.
If needed adjust the Swim-a-Thon date, enter the Total Amount Collected and any other amounts that apply to your Swim-a-Thon. Click the Calc Total button to see the amount that you owe the USA Swimming Foundation. Enter the number of participating swimmers and bag tag amounts if needed.

ENTER SWIMMERS:

Swimmers collecting \$400.00 or more qualify for prizes. Enter qualifying swimmers on the results entry page.

Enter the Amount Raised and click the Calc Prize button.

You can keep the default prize based on the amount collected or you can select a prize of a lesser value. Select a Size if applicable for the selected prize.

Enter the swimmer's name and click the Add Swimmer button. The swimmer will be added to the list of swimmers that have qualified for a prize. If you make a mistake you may delete the swimmer and add them again.

At this point you can save your results information and return later to make changes or add additional swimmers or you can submit your results.



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SUBMIT RESULTS:

When you submit results there are two options for payment. You can pay on-line using your credit card or you can pay by check.

OPTION 1 - SUBMIT AND PAY ONLINE

- Click on the SUBMIT AND PAY ONLINE NOW button. The shopping cart is displayed.
- Click on the CHECKOUT button. The Checkout page is displayed.
- Enter your address information.
Note: you can save your address so that you don't have to enter it every time.
- Click on the PROCEED WITH CHECKOUT button.
- Review your order and click on the PROCEED TO ENTER PAYMENT button.
- The Authorize.net payment form is displayed.
- Enter your Credit Card information and click the Pay Now button.
- Your Receipt will be displayed. Click the click here link to return to your dashboard.

*Notice that the Result Status displays Paid and the Swim-A-Thon Status displays Complete.
**Return to your Dashboard to print Participant and Sponsor Certificates for your swimmers.
When the Swim-a-Thon administrator at USA Swimming headquarters ships your prizes they will set the status of your Swim-a-Thon to Fulfilled. You will see this status on your dashboard under Swim-a-Thon Status.*

OPTION 2 - SUBMIT AND PAY BY CHECK

- Click on the SUBMIT AND PAY BY CHECK button. Your invoice is displayed. You will need to print the invoice and send it in with your check.

*Once the USA Swimming Swim-a-Thon administrator receives your payment they will set the status of your Swim-a-thon to Paid.
**Return to your Dashboard to print Participant and Sponsor Certificates for your Swimmers.
When the Swim-a-Thon administrator at USA Swimming headquarters ships your prizes they will set the status of your Swim-a-Thon to Fulfilled. You will see this status on your dashboard under Swim-a-Thon Status.*

