



# Accessing Your Club Portal

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An up to date athlete roster and report of non-athletes for the [Club Name](#) can be accessed through your club portal on the USA Swimming Website.

To access these reports

- Log on to the USA Swimming website with your personal log in, **if you do not have a log in you will need to create one before continuing.**
- Hover over Member Resources under CLUBS click on Club Portal Search, locate your club and click on Club Portal
- Click on Club Administrator Log In and scroll down and put in your Club Portal Password
- Click on Edit Club Portal
- Tab on Reports.
- You may now access the following reports in pdf format:
  - Member Trend Reports (Club, LSC -Illinois Swimming, National USA Swimming) Club Athlete Roster
  - Club Non-Athlete Roster
  - IMX Certificates and Reports

All data is refreshed live so it is current information. Non-Athlete roster will show coaches, officials and all others currently registered with your club.

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| <b>YOUR CLUB PORTAL PASSWORD IS:</b> <a href="#"><u>PASSWORD</u></a> |
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Remember access to the reports is ONLY available using your club portal administrative log in and the clicking “Edit Club Portal”, then tab on Reports and make your choice to print out in pdf. You may not use these reports as submission for athlete or non-athlete renewals, these are for your information.