Swim Lesson Provider Network
Public Search Engine “Finder” Registration

Step 1: [https://club.usaswimming.org/learntoswimregistration/entry](https://club.usaswimming.org/learntoswimregistration/entry)

- **USA Swimming Clubs, or members with an existing SWIMS 3.0 account:** Use the link provided and log in using your current login information; Screen 1 will appear after the login process is completed.

- **Swim lesson providers who are NOT existing USA Swimming members with member ID:** Select “Create A Login” and follow the steps provided at [https://usaswimming.thecloudtutorialusers.com/main/articles/1661909149730](https://usaswimming.thecloudtutorialusers.com/main/articles/1661909149730) to create an account in SWIMS.
  - Once your SWIMS account has been successfully created, you will be taken to the Registration screen and steps provided below.

- **Swim lesson providers who have previously been a USA Swimming member with a member ID:** Select “Create A Login” and follow the steps provided at [https://usaswimming.thecloudtutorialusers.com/main/articles/1661958692911](https://usaswimming.thecloudtutorialusers.com/main/articles/1661958692911) to link an existing member account in SWIMS.
  - Once your SWIMS account has been successfully created and linked to your existing member account, you will be taken to the Registration screen and steps provided below.

**Registration Screen 1:**

- **Business Legal Name**, as listed on W9 form
- If **Trade Name/DBA** is the same as **Business Legal Name**, copy Business Legal Name into space 2
- Acceptable Tax ID formats: xxx-xx-xxxx or xx-xxxxxxx

**Screen 2:**
• Website: copy and paste the web address from your browser
• For yes/no responses, click boxes once for “yes”, twice for “no”
• Current Year Learn to Swim Grant Recipient = awarded and accepted 2023 USA Swimming Foundation Youth Learn to Swim Grant funding
• If “Affiliate With A USAS Club?” is yes, a drop-down list option will appear to select your Club program

Screen 3:

Learn To Swim Provider Registration

• Date of Birth is required to establish a user account with USA Swimming

Screen 4:

Learn To Swim Provider Registration

• Click “Add Facility”
Enter any of the available search parameters for your facilities in order to populate a list of existing facilities then click the “+” to add a listed facility to your program.

If your facility does not appear on the list, scroll to the bottom of the page and select the “Can’t Find Facility” button, select “Yes, Add Facility” and complete the “Add Facility” page; Click “Save” as indicated in the images below.
Enter Facility Primary Contact information (example, if renting space from another entity, enter the facility’s point of contact information)
   - If Facility and Learn to Swim Contacts are the same, enter the same information in both sections
Enter Learn to Swim Primary Contact information; this is the public-facing contact that will appear on the swim lesson search engine
After saving the first facility, repeat the process to select and/or add additional facilities
   - Note, organizations have the ability to log in and add additional facilities, update contact information, etc. once the initial registration has been approved by selecting “Learn to Swim Program” & “My Learn to Swim Provider” in the top navigation tabs
Screen 7:

Learn To Swim Provider Registration

- Upload your organization’s logo; must be a .jpg file
- Click “Submit”

Following submission, a confirmation of submission screen will appear and a confirmation email will be sent to the organization’s Primary Contact as entered on screen 3.

Questions or problems, contact us at support@usaswimming.org and enter “LTS Registration” in the subject line.