Swim Lesson Provider Network
Public Search Engine "Finder" Registration

Step 1: **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 do NOT have an existing USA Swimming login**: Select "Create A Login" and follow the steps provided at

  https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/swims-documents/ members/how-to-create-a-new-login-in-swims.pdf

  o   Once your SWIMS account has been successfully created, 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 USASwimming 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

Provider:
Patrick LTS Test
Tax Id:
111-11-1111

✓ **Provider Info**

✱ *Primary Contact*

✗ Facilities
(complete other steps first)

✗ Submit
(complete other steps first)

Primary Contact

First Name*

Last Name*

Birth Date*

| Month | Day | Year |

Email*

Phone Number*

+1

BACK   SAVE & CONTINUE

- Date of Birth is required to establish a user account withUSA Swimming

Screen 4:

Learn To Swim Provider Registration

Provider:
Patrick LTS Test
Tax Id:
111-11-1111

✓ **Provider Info**

✓ **Primary Contact**

✱ *Facilities*

✗ Submit
(complete other steps first)

Facilities

ADD FACILITY

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS
No Facilities				

BACK   SAVE & CONTINUE

- Click "Add Facility"

Screen 5:

Learn To Swim Provider Registration

Facility Search

Provider:		
Patrick LTS Test	Facility Name	City	State
Tax Id:		Colorado Springs	
111-11-1111	Country	Zip Code	Sort Results By
✓ **Provider Info**			Facility Name (A-Z)
✓ **Primary Contact**			
* *Facilities*	SEARCH FOR FACILITY	CLEAR FORM	BACK
✗ Submit (complete other steps first)			

57 Search Results   Hide Filters

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	
Briargate YMCA	Colorado Springs	CO	80920-7807	4025 Family Pl	+
Cadet Natatorium	Colorado Springs	CO	80840	Airforce Academy	+
Cheyenne Mountain Aquatic Center	Colorado Springs	CO	80906	1200 Cresta Rd	+
Colorado College	Colorado Springs	CO	80903-3243	14 E Cache La Poudre St	+
Colorado Springs Country Club	Colorado Springs	CO	80907-5737	3333 Templeton Gap Rd	+
Colorado Springs Racquet Club	Colorado Springs	CO	80915-1016	2529 N Murray Blvd	+
Coronado High School	Colorado Springs	CO	80904-1104	1590 W Fillmore St	+
Cottonwood Creek Recreation Center	Colorado Springs	CO	80918-6405	3920 Dublin Blvd	+

- 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

Can't Find Facility - Add a New Facility?

Do you want to add a new facility because you were unable to find your facility using the below filters?

Zip Code: 80909

YES, ADD FACILITY   CANCEL

Wasson High School   Colorado Springs   CO   80909-1921   2115 Afton W

CAN'T FIND FACILITY

Add Facility

International?*
No ✕

Facility Name*	Address Line 1*	Address Line 2

City*	State*	Zip Code*

Facility Contact Name*	Facility Contact Email Address*	Facility Contact Phone Number*
		▦ ▾ +1

Facility Organization Affiliation*	Facility Can Host Meet*	Facility Altitude (ft)*
Not Applicable ⌄	✓ ✕	0

SAVE   BACK

Screen 6:

Learn To Swim Provider Registration

Provider:
Patrick LTS Test
Tax Id:
111-11-1111

✓ **Provider Info**

✓ **Primary Contact**

✷ *Facilities*

✕ Submit
(complete other steps first)

Facility Contact Info

Facility Name	Address Line 1	Address Line 2
Cadet Natatorium	Airforce Academy	

City	State	Zip Code
Colorado Springs	Colorado (CO)	80840

Facility Primary Contact Name*	Facility Email*	Facility Phone Number*
Scott Cameron	scott.cameron@afacademy.af.edu	▦ ▾ +1 (734) 306-7688

Learn To Swim Primary Contact Name for Facility*	Learn To Swim Primary Contact Email*	Learn To Swim Primary Contact Phone Number*
Patrick Murphy	pmurphy@usaswimming.org	▦ ▾ +1 (111) 111-1111

SAVE   CANCEL

- 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; <mark>this is the public-facing contact that will appear on the swim lesson search engine</mark>
- 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

Provider:
Patrick LTS Test
Tax Id:
111-11-1111

✓ **Provider Info**

✓ **Primary Contact**

✓ **Facilities**

✱ *Submit*

Submit

UPLOAD LOGO (*.jpg)

BACK   SUBMIT

- 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, submit a ticket at https://swimssupport.usaswimming.org and choose Learn-to-Swim as the Main Issue.