



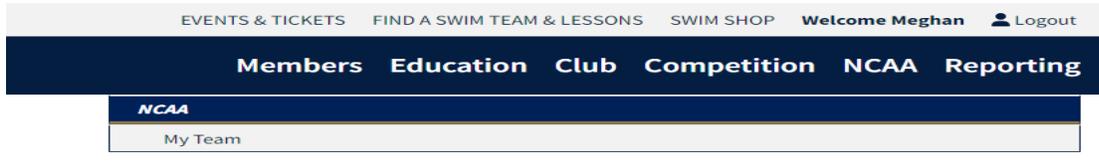
NCAA SWIMS 3.0 How-To



Adding Staff Instructions

Step 1. Navigate to the [SWIMS 3.0 Database](#) on the USA Swimming website. (Under the About tab)

Step 2. Select NCAA tab



Step 3. Select My Team

Step 4. Select Staff Tab

Step 5. Select Add Staff

Additional Information: If they are already a member of USA Swimming, move slide to be green and use magnifying icon to find staff member. If they are not already a member, move slide to be red and add all their information.

View/Edit Team

Team Name: Michigan, University of
 Team Code: MICH
 Organization: NCAA - Big Te

Staff
 Roster
 Meets
 Facilities

Add Staff
 Is the staff a USA Swimming member (and you have their Member Id)?
 Yes

New Staff Member Id
 Staff Role(s)*
 Team Type*
 Select

Effective Date*
 August 17 2022

Step 6. Add Staff Role and Team

Adding Facility Instructions

Step 1. Select Facility Tab

Step 2. Select Add Facility

Step 3. Search for Facility

Facility Search

Facility Name
 City
 State

Country
 Zip Code
 Sort Results By

0 Search Results Hide Filters

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS
No Results				

Step 4. Once Facility is found, click + to add facility

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	
Canham Natatorium	Ann Arbor	MI	48104-3715	500 E Hoover Ave	+

Step 5. Add all facility information and save

Edit Team Facility Contact Info

Facility Name	Address Line 1	Address Line 2
Canham Natatorium	500 E Hoover Ave	
City	State	Zip Code
Ann Arbor	MI	48104-3715
Facility Primary Contact Name*	Facility Email*	Facility Phone Number*
<input type="text"/>	<input type="text"/>	+1 <input type="text"/>
Name of Team Contact for Facility*	Email of Team Contact for Facility*	Phone Number of Team Contact for Facility*
<input type="text"/>	<input type="text"/>	+1 <input type="text"/>
Facility can host meet?	Is this a training facility? (training facilities will show up in Club Finder)	
Yes	<input checked="" type="checkbox"/> <input type="checkbox"/>	

Step 6. Select pool ladder icon to add pool configuration

Team Facilities

ADD FACILITY

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	PURPOSE	
Canham Natatorium	Ann Arbor	MI	48104-3715	500 E Hoover Ave	Competition	

Add Pool Configuration

Pool Number / Name	Pool Dimensions	Course*
<input type="text"/>		--
Number of Lanes*		
<input type="text"/>		

Additional Information: Your facility will need to be added before you can create meets.