

# Instructions for Accessing Your Team's Club Portal

Several reports have been created for each club via their club portal on the USA Swimming website. To access these reports:

- Go to [www.usaswimming.org](http://www.usaswimming.org)
- Log in to the USA Swimming website with your personal login.



- Click the *For You* tab and select *Team Leaders*:



- Scroll down a bit and select *Club and LSC Portal Search*:



- Click on: [TO ACCESS YOUR CLUB & LSC PORTAL CLICK HERE](#)

CLUB AND LSC PORTAL SEARCH

- Enter your team's name or club code, then click *Search*.
- A table will open which include your team. In the *Options* column select *Club Portal*.
- Notice the tabs that include information about your organization.



- To access the *Reports* tab, you must sign in with your Club Portal password. Scroll to the bottom of the page and click on [CLUB ADMINISTRATOR LOGIN](#)
- Enter the Club Portal Password and click on [EDIT CLUB PORTAL](#)

Notice the tabs of the different options that are available. There are several reports that are very helpful for the team.

- The Club Non-Athlete Roster will give a list of all of the non-athletes registered with the club, their ID number, position (coach, official, other) and earliest certification expiration date. For coaches it will also show if they have completed the Foundations of Education or need to prior to registering for the next year.
- The athlete report also gives the ID number, age, and date of registration expiration. This list only shows the athletes registered as well as the attach date of those who have transferred to the team. If a swimmer is not on the list, he is not currently registered or has not submitted a transfer form.
- All data is updated nightly so it is current information.

If you do not have your Club Portal Password or you have forgotten it, contact [businessoffice@virginiawimming.org](mailto:businessoffice@virginiawimming.org).

## Club Reports

### Administrative/Demographic Reports ("dry side")

*Club Level Membership Trends Report (as of 8/31)*

*LSC Level Membership Trends Report (as of 8/31)*

*National Level Membership Trends Report (as of 8/31)*

*Club Athlete Roster*

*Club Non-athlete Membership Status*

### IMX Reports

*Club IMX/IMR Swim Time Report*

*Club IMX Statistics by Age Group Report*

*Club IMX Certificates*

### Performance Reports ("wet side")

*Splashes by Event Report*

*Club VCC Statistics by Age Group Report*

*Time Standard Achievement Report*

*Time and Clubs to Achieve Time Standards Report*

*Top Times Report*