

Swim-a-Thon Dashboard Quick Start Guide – Registering your Swim-a-Thon

Please follow these easy steps to register your Swim-a-Thon through the USA Swimming Foundation’s online registration system. This process replaces the submission of the paper Swim-a-Thon contract. View the Swim-a-Thon Quick Start Guide to see these instructions along with screenshots to assist you.

REGISTERING YOUR WEBSITE ACCOUNT:

- 1** You must register your USA Swimming website account before you can access your Swim-a-Thon dashboard.
- 2** Login with your existing USA Swimming website account or create a new one if you do not already have one.
- 3** Navigate to your Swim-a-Thon Dashboard page located here: www.usaswimmingfoundation.org/SATdashboard
- 4** Request a security code. Select your Club Affiliation, enter your Club Name, State, Nearest City and Email address. LSC Code and Club Code provide additional matching information if your club is a USA Swimming registered club.

Click on the Request Security Code button.

Your request will be sent to an SAT administrator at USA Swimming headquarters. The administrator will email a security code to you within a couple of days.
- 5** Register your security code. Enter the security code that you received in the email from the USA Swimming Swim-a-Thon administrator.

Click on the Submit Security Code button.

Your Swim-a-Thon Dashboard will be displayed.

Note: if you want another individual to have access to your club’s dashboard you can give them the security code and they can sign in with their website login and register the code. There is no need for additional members to request another security code.



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SUBMIT A SWIM-A-THON CONTRACT:

1

To start a new contract click on the Start New Contract button.

2

Fill out and submit the contract. Notice that required fields have an asterisk next to them. You must enter values in these fields.

Note: you can save the contract and return later to finish filling it out.

Click the SUBMIT CONTRACT button to submit the contract.

You will be presented with a page of legal text and an eSignature form.

Check the ‘I Agree to the terms of this contract’ checkbox and enter your full name in the eSignature box. Click the Submit button.

The Club Dashboard is displayed.

At this point you can see that the Contract Status displays Submitted. The contract will now need to be approved by the USA Swimming Swim-a-Thon Administrator. Once it is approved you will be able to submit your SAT results. You will receive an email letting you know when your contract is approved.

Note: the contract could also be rejected if there is a problem with the information provided.

Once your contract has been approved your dashboard will show the Contract Status as Approved and you will be able to submit results



Swim-a-Thon Dashboard Quick Start Guide - Submitting Results

Follow these easy steps to submit the results for your Swim-a-Thon. This process replaces the submission of the paper USA Swimming Foundation Swim-a-Thon Financial and Award Redemption forms. View the Swim-a-Thon Quick Start Guide, starting on page 6, to see these instructions along with screenshots to assist you.

Once your contract has been approved and you have run your Swim-a-Thon, you are ready to submit your results.

ENTER RESULTS INFORMATION:

- 1 Navigate to your Swim-a-Thon Dashboard page located here: www.usaswimmingfoundation.org/SATdashboard
- 2 If prompted, log in using your USA Swimming username and password.
- 3 Click the Submit Results link in the Actions column for your current active Swim-a-Thon. The results entry form will be displayed.
If needed adjust the Swim-a-Thon date, enter the Total Amount Collected and any other amounts that apply to your Swim-a-Thon. Click the Calc Total button to see the amount that you owe the USA Swimming Foundation. Enter the number of participating swimmers and bag tag amounts if needed.

ENTER SWIMMERS:

Swimmers collecting \$400.00 or more qualify for prizes. Enter qualifying swimmers on the results entry page.

Enter the Amount Raised and click the Calc Prize button.

You can keep the default prize based on the amount collected or you can select a prize of a lesser value. Select a Size if applicable for the selected prize.

Enter the swimmer's name and click the Add Swimmer button. The swimmer will be added to the list of swimmers that have qualified for a prize. If you make a mistake you may delete the swimmer and add them again.

At this point you can save your results information and return later to make changes or add additional swimmers or you can submit your results.



Swim-a-Thon Dashboard Quick Start Guide – Submitting Results

SUBMIT RESULTS:

When you submit results there are two options for payment. You can pay on-line using your credit card or you can pay by check.

OPTION 1 - SUBMIT AND PAY ONLINE

- Click on the SUBMIT AND PAY ONLINE NOW button. The shopping cart is displayed.
- Click on the CHECKOUT button. The Checkout page is displayed.
- Enter your address information.
Note: you can save your address so that you don't have to enter it every time.
- Click on the PROCEED WITH CHECKOUT button.
- Review your order and click on the PROCEED TO ENTER PAYMENT button.
- The Authorize.net payment form is displayed.
- Enter your Credit Card information and click the Pay Now button.
- Your Receipt will be displayed. Click the click here link to return to your dashboard.

*Notice that the Result Status displays Paid and the Swim-A-Thon Status displays Complete.
**Return to your Dashboard to print Participant and Sponsor Certificates for your swimmers.
When the Swim-a-Thon administrator at USA Swimming headquarters ships your prizes they will set the status of your Swim-a-Thon to Fulfilled. You will see this status on your dashboard under Swim-a-Thon Status.*

OPTION 2 - SUBMIT AND PAY BY CHECK

- Click on the SUBMIT AND PAY BY CHECK button. Your invoice is displayed. You will need to print the invoice and send it in with your check.

*Once the USA Swimming Swim-a-Thon administrator receives your payment they will set the status of your Swim-a-thon to Paid.
**Return to your Dashboard to print Participant and Sponsor Certificates for your Swimmers.
When the Swim-a-Thon administrator at USA Swimming headquarters ships your prizes they will set the status of your Swim-a-Thon to Fulfilled. You will see this status on your dashboard under Swim-a-Thon Status.*



Swim-a-Thon Dashboard

OTHER FEATURES

HOME TAB

VIEW INVOICE

Once you have submitted results the View Invoice link allows you to view and print your invoice at any time.

SWIMMER CERTIFICATE

The Swimmer Certificate link allows you to print certificates to hand out to your participating swimmers.

SPONSOR CERTIFICATE

The Sponsor Certificate link allows you to print certificates to hand out to your sponsors.

LEADERBOARD TAB

The leaderboard shows how you rank among other clubs of a similar size.

CONTACTS TAB

From the Contacts Tab, you can add additional contacts and control whether they will receive email notifications. If you are a USA Swimming registered club you can also see contacts that come from your club's membership information.

CLUB SETTINGS

NAME

You can change your club's name

AFFILIATION

You can change your club's affiliation

SECURITY CODE

You can reset your club's security code. You may want to do this if someone who has access to your dashboard has left your club and you want to prevent them from having access.

ACCESS

Remove dashboard access for another individual or for yourself.

