

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

SUBMIT A SWIM-A-THON CONTRACT:

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

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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

