

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

## TUMoney: Finalize Swim-a-Thon and submit to USA Swimming Foundation

Once your Swim-a-Thon is complete, you will need to submit a financial report and payment to USA Swimming Foundation.

1. In the side menu click **TUMoney > Event Fundraising Admin.**
2. Click the **Report** link to right of your active campaign.

The screenshot shows the TUMoney dashboard with two tabs: 'Summary' and 'Results'. Below the tabs are search and display controls, a 'Fundraising Setup' button, and a red 'Help Video' button. A message states: 'Please click the [Search] button after each filter selection change.' Below this are input fields for 'Title' and 'Event Type' (set to '--ALL--').

Two summary boxes are displayed: 'Active Event Fundraising Results' with a total of \$22,676.00 and 'Lifetime Fundraising Results' with a total of \$295,597.92. A green arrow points from the 'Lifetime Fundraising Results' box to the 'Report' link in the table below.

Below the summary boxes are buttons for 'Add New', 'Set as CURRENT', and 'Delete'. A table lists active events with columns for Title, Status, Start, Goal, Participants, and Donors. The table contains two rows:

Title	Status	Start	Goal	Participants	Donors	
* 2016 Swim a thon (Swim-A-Thon)	ON	8/1/17 12:00 PM	\$20,000.00	172	90	<a href="#">Report</a>   <a href="#">Lap Tracker</a>   <a href="#">Promote</a>
2015 Swim a thon (Swim-A-Thon)	ON	8/1/15 12:00 PM	\$20,000.00	120	28	<a href="#">Report</a>   <a href="#">Lap Tracker</a>

3. Click *Report Type* dropdown and select **Swim-a-Thon Financial & Award Redemption Form.**

The screenshot shows the 'Report Type' dropdown menu set to 'Swim-A-Thon Financial & Award Redemption Form'. Below the dropdown is a 'Generate Report' button with a bar chart icon.

4. Click **Generate Report**. The report will be saved as an Excel spreadsheet to the folder where your browser saves downloads. The filename starts with *TumEventRpt* followed by a long number and *.xls*.
5. Navigate to the [Swim-a-Thon Dashboard](#) in your browser.
6. If you have a Swim-a-Thon account,
  - a. Sign in with your username and password. *If you have forgotten or lost your login information, do NOT create a new account. Please call 719-866-3567 for assistance.*

## SWIM-A-THON DASHBOARD LOGIN PORTAL

Username

Password

**SIGN IN** ▶

**DON'T HAVE AN ACCOUNT YET?**  
*JOIN NOW!*

- b. Click the **Submit Results** link in the *Actions* column of your current, active Swim-a-Thon.
  - c. Upload the spreadsheet you generated in step 4 and press submit.
7. If you do not have a Swim-a-Thon account, please register your team and submit your Swim-a-Thon results by following the steps outlined in the [Swim-a-Thon Dashboard Quick Start Guide](#).
  8. Alternatively, you may print the spreadsheet and mail to:  
**USA Swimming Foundation**  
**1 Olympic Plaza**  
**Colorado Springs, CO 80909**

If you have any questions about the submission and payment process, please email Hilary Perez ([hperetz@usaswimming.org](mailto:hperetz@usaswimming.org)) or call at 719-866-3567.