

How do I activate my team-management software?

Activating any third-party vendor will give the team-management software access to USAS registration information and sync the USAS database with the team-management software.

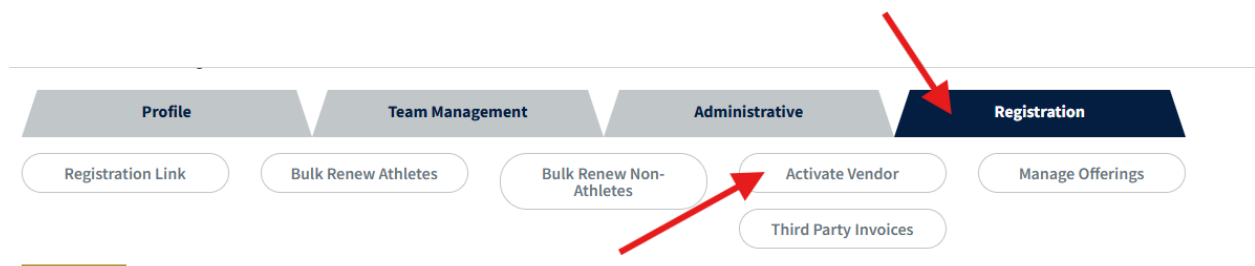
To activate a vendor:

1. Log into your USAS account at hub.usaswimming.org
2. Click on 'Club' from the top right navigation options and select 'My Club' from the dropdown



3. On the 'View/Edit Club' page, click the gray 'Registration' tab

4. Click 'Activate Vendor'



5. Click the blue 'Add Vendor' button

The screenshot shows a navigation bar with four tabs: 'Profile', 'Team Management', 'Administrative', and 'Registration'. The 'Registration' tab is active. Below the tabs are several buttons: 'Registration Link', 'Bulk Renew Athletes', 'Bulk Renew Non-Athletes', 'Activate Vendor' (highlighted in red), 'Manage Offerings', and 'Third Party Invoices'. Below the navigation bar, the page title is 'Club Activate Vendor'. Underneath, there is a label 'Club Id to Activate Third Party Vendor' followed by a blacked-out text field. At the bottom left, there is a blue button labeled 'ADD VENDOR'. A red arrow points from the top right towards this button.

6. Select a vendor from the 'Available Club Vendors' dropdown

7. Click 'Save'

The screenshot shows the 'Club Add Vendor' form. The title is 'Club Add Vendor'. Below it is a label 'Available Club Vendors' followed by a dropdown menu. The dropdown menu is currently empty, showing only a placeholder '---' and a downward arrow. Below the dropdown are two buttons: 'SAVE' (highlighted in red) and 'BACK'. A red arrow points from the top right towards the dropdown arrow, and another red arrow points from the bottom left towards the 'SAVE' button.

After you activate a vendor, the vendor will be notified that they have been added.