How do I add staff members to my NCAA Team?

1. Log into your account at hub.usaswimming.org.

LOGIN

Please login with your username and password.

(Note that usernames created on our old system before Sept 1, 2022 will no longer work. Click "Create a Login" below if you need a new account)

Username:

> YourUsername

Password:

> ••••••••••••••   👁️‍🗨️

LOGIN

FORGOT USERNAME   **FORGOT PASSWORD**   **CREATE A LOGIN**

2. Click 'NCAA' at the top right of the page. Select 'My Team' from the dropdown. This will take you to your View/Edit Team page. *Note: Only head coaches have initial access to your team's page. Head coaches must add other staff members for them to gain access.*

EVENTS & TICKETS   FIND A SWIM TEAM & LESSONS   SWIM SHOP   **Welcome** ▇▇▇▇   👤 Logout

Members   Education   Club   Competition   NCAA   Reporting

NCAA

My Team   ⬅️

3. On the View/Edit Team page, by default, you will already be on the 'Staff' pill. The pill will show as red with white lettering to indicate it is

selected. Under the words 'Team Staff,' click the blue 'Add Staff' button.

View/Edit Team

Team Name: ▮▮▮▮▮▮▮▮▮▮▮▮
Team Code: ▮▮▮▮
Organization: ▮▮▮▮▮▮▮

| Staff | Roster | Meets | Facilities | Download Other Team's Roster |

Team Staff

ADD STAFF ⬅

4. If your new staff member is a USA Swimming member, set the Yes/No toggle to 'Yes' (green) and fill out the required information. If you do not have their Member ID, use the magnifying glass below the 'New Staff Member Id' textbox to search for it using their full name and date of birth. Once you have filled out all of the information, click 'Add Staff.'

Add Staff

Is the staff a USA Swimming member (and you have their Member Id)?

✓ Yes

New Staff Member Id

Staff Role(s)*

Effective Date*
August   27   2023

Team Type*
Select

ADD STAFF   BACK

If your new staff member is not a USA Swimming member, set the Yes/No toggle to 'No' (red) and fill out the required information. Once you have filled out all of the information, click 'Add Staff.'

Add Staff

Is the staff a USA Swimming member (and you have their Member Id)?

No **X**

First Name*

Last Name*

Birth Date*

| Month | Day | Year |

Phone Number*

+1

Email*

Staff Role(s)*

Effective Date*

| August | 27 | 2023 |

Team Type*

Select

ADD STAFF   **BACK**

Your staff member will now appear in your Team Staff list. This list is ordered alphabetically by last name.