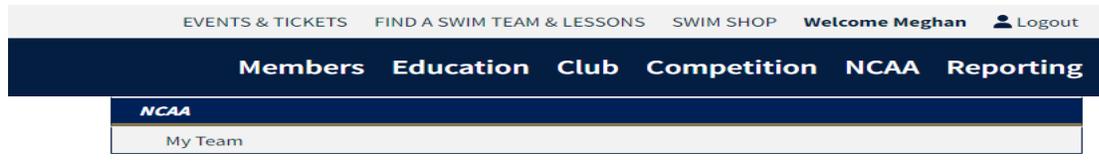# NCAA SWIMS 3.0 How-To

Adding Staff Instructions

Step 1. Navigate to the SWIMS 3.0 Database on the USA Swimming website. Using the Login/Register top right button. You will need to create a NEW ACCOUNT, if you have not done so already.

Step 2. Select NCAA tab

Step 3. Select My Team

Step 4. Select Staff Tab

Step 5. Select Add Staff.

ONLY HEAD COACHES HAVE INITIAL ACCESS TO YOUR TEAM'S PAGE. HEAD COACHES MUST ADD STAFF MEMEBRS FOR STAFF MEMEBRS TO GAIN ACCESS.

Additional Information: If they are already a member of USA Swimming, move slide to be green and use magnifying icon to find staff member. If they are not already a member, move slide to be red and add all their information.

Step 6. Add Staff Role and Team

Adding Facility Instructions

Step 1. Select Facility Tab

Step 2. Select Add Facility

Step 3. Search for Facility

Facility Search

Facility Name	City	State
Country	Zip Code	Sort Results By
		Facility Name (A-Z)

[SEARCH FOR FACILITY] [CLEAR FORM] [BACK]

0 Search Results   Hide Filters

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS
No Results				

Step 4. Once Facility is found, click + to add facility

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	
Canham Natatorium	Ann Arbor	MI	48104-3715	500 E Hoover Ave	+

Step 5. Add all facility information and save

Edit Team Facility Contact Info

Facility Name	Address Line 1	Address Line 2
Canham Natatorium	500 E Hoover Ave	
City	State	Zip Code
Ann Arbor	MI	48104-3715
Facility Primary Contact Name*	Facility Email*	Facility Phone Number*
		+1
Name of Team Contact for Facility*	Email of Team Contact for Facility*	Phone Number of Team Contact for Facility*
		+1

Facility can host meet?   Is this a training facility? (training facilities will show up in Club Finder)
Yes   ✓ ✕

[SAVE] [BACK]

Step 6. Select pool ladder icon to add pool configuration

Team Facilities

[ADD FACILITY]

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	PURPOSE				
Canham Natatorium	Ann Arbor	MI	48104-3715	500 E Hoover Ave	Competition	✎	🗑	⌸	⌄

Add Pool Configuration

Pool Number / Name	Pool Dimensions	Course*
		--
Number of Lanes*		

[SAVE] [BACK]

Additional Information: Your facility will need to be added before you can create meets.