

Swim Lesson Provider Network Public Search Engine "Finder" Registration

Step 1: <https://club.usaswimming.org/learntoswimregistration/entry>

- **USA Swimming Clubs, or members with an existing SWIMS 3.0 account:** Use the link provided and log in using your current login information; Screen 1 will appear after the login process is completed.
- **Swim lesson providers who are NOT existing USA Swimming members with member ID:** Select "Create A Login" and follow the steps provided at <https://usaswimming.thecloudtutorialusers.com/main/articles/1661909149730> to create an account in SWIMS.
 - Once your SWIMS account has been successfully created, you will be taken to the Registration screen and steps provided below.
- **Swim lesson providers who have previously been a USA Swimming member with a member ID:** Select "Create A Login" and follow the steps provided at <https://usaswimming.thecloudtutorialusers.com/main/articles/1661958692911> to link an existing member account in SWIMS.
 - Once your SWIMS account has been successfully created and linked to your existing member account, you will be taken to the Registration screen and steps provided below.

Registration Screen 1:

Learn To Swim Provider Registration Entry

Business Legal Name*

Trade Name/DBA*

Tax Id*

- Business Legal Name, as listed on W9 form
- If Trade Name/DBA is the same as Business Legal Name, copy Business Legal Name into space 2
- Acceptable Tax ID formats: xxx-xx-xxxx or xx-xxxxxxx

Screen 2:

Learn To Swim Provider Registration

Provider:
Patrick LTS Test
Tax Id:
111-11-1111

*** Provider Info**

- ✗ Primary Contact (complete other steps first)
- ✗ Facilities (complete other steps first)
- ✗ Submit (complete other steps first)

Provider Info

Business Legal Name
Patrick LTS Test

Tax Id
111-11-1111

Website*

Is A Current Year Learn To Swim Grant Recipient?

Trade Name/DBA
Patrick LTS Test

Learn To Swim Curriculum*

Offers Financial Assistance?

Is Affiliated With A USAS Club?

- Website: copy and paste the web address from your browser
- For yes/no responses, click boxes once for “yes”, twice for “no”
- Current Year Learn to Swim Grant Recipient = awarded and accepted 2023 USA Swimming Foundation Youth Learn to Swim Grant funding
- If “Affiliate With A USAS Club?” is yes, a drop-down list option will appear to select your Club program

Screen 3:

Learn To Swim Provider Registration

Provider:
Patrick LTS Test

Tax Id:
111-11-1111

✓ **Provider Info**

* **Primary Contact**

✗ **Facilities**
(complete other steps first)

✗ **Submit**
(complete other steps first)

Primary Contact

First Name*

Last Name*

Birth Date*

Month Day Year

Phone Number*

+1

- Date of Birth is required to establish a user account with USA Swimming

Screen 4:

Learn To Swim Provider Registration

Provider:
Patrick LTS Test

Tax Id:
111-11-1111

✓ **Provider Info**

✓ **Primary Contact**

* **Facilities**

✗ **Submit**
(complete other steps first)

Facilities

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS
No Facilities				

- Click “Add Facility”

Screen 5:

Learn To Swim Provider Registration

Provider:
Patrick LTS Test
Tax Id:
111-11-1111

- ✓ **Provider Info**
- ✓ **Primary Contact**
- * **Facilities**
- ✗ **Submit**
(complete other steps first)

Facility Search

Facility Name City State

Country Zip Code

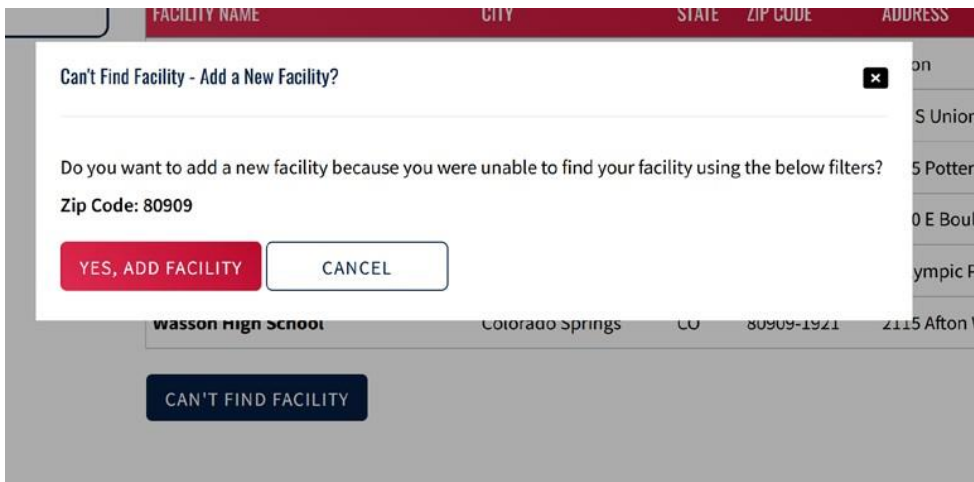
Sort Results By

SEARCH FOR FACILITY CLEAR FORM BACK

57 Search Results Hide Filters

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	
Briargate YMCA	Colorado Springs	CO	80920-7807	4025 Family Pl	+
Cadet Natatorium	Colorado Springs	CO	80840	Airforce Academy	+
Cheyenne Mountain Aquatic Center	Colorado Springs	CO	80906	1200 Cresta Rd	+
Colorado College	Colorado Springs	CO	80903-3243	14 E Cache La Poudre St	+
Colorado Springs Country Club	Colorado Springs	CO	80907-5737	3333 Templeton Gap Rd	+
Colorado Springs Racquet Club	Colorado Springs	CO	80915-1016	2529 N Murray Blvd	+
Coronado High School	Colorado Springs	CO	80904-1104	1590 W Fillmore St	+
Cottonwood Creek Recreation Center	Colorado Springs	CO	80918-6405	3920 Dublin Blvd	+

- Enter any of the available search parameters for your facilities in order to populate a list of existing facilities then click the “+” to add a listed facility to your program
- If your facility does not appear on the list, scroll to the bottom of the page and select the “Can’t Find Facility” button, select “Yes, Add Facility” and complete the “Add Facility” page; Click “Save” as indicated in the images below



Add Facility

International?*

No ✕

Facility Name*	Address Line 1*	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State*	Zip Code*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Facility Contact Name*	Facility Contact Email Address*	Facility Contact Phone Number*
<input type="text"/>	<input type="text"/>	<input type="text" value="+1"/>
Facility Organization Affiliation*	Facility Can Host Meet*	Facility Altitude (ft)*
<input type="text" value="Not Applicable"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>

SAVE **BACK**

Screen 6:

Learn To Swim Provider Registration

Provider:
Patrick LTS Test
Tax Id:
111-11-1111

✓ **Provider Info**
✓ **Primary Contact**
* **Facilities**
✕ **Submit**
(complete other steps first)

Facility Contact Info

Facility Name	Address Line 1	Address Line 2
Cadet Natatorium	Airforce Academy	
City	State	Zip Code
Colorado Springs	Colorado (CO)	80840
Facility Primary Contact Name*	Facility Email*	Facility Phone Number*
<input type="text" value="Scott Cameron"/>	<input type="text" value="scott.cameron@afacademy.af.edu"/>	<input type="text" value="+1 (734) 306-7688"/>
Learn To Swim Primary Contact Name for Facility*	Learn To Swim Primary Contact Email*	Learn To Swim Primary Contact Phone Number*
<input type="text" value="Patrick Murphy"/>	<input type="text" value="pmurphy@usaswimming.org"/>	<input type="text" value="+1 (111) 111-1111"/>

SAVE **CANCEL**

- Enter Facility Primary Contact information (example, if renting space from another entity, enter the facility's point of contact information)
 - **If Facility and Learn to Swim Contacts are the same, enter the same information in both sections**
- Enter Learn to Swim Primary Contact information; **this is the public-facing contact that will appear on the swim lesson search engine**
- After saving the first facility, repeat the process to select and/or add additional facilities
 - Note, organizations have the ability to log in and add additional facilities, update contact information, etc. once the initial registration has been approved by selecting "Learn to Swim Program" & "My Learn to Swim Provider" in the top navigation tabs

Screen 7:

Learn To Swim Provider Registration

<p>Provider: Patrick LTS Test Tax Id: 111-11-1111</p> <hr/> <p>✓ Provider Info ✓ Primary Contact ✓ Facilities * Submit</p>	<p>Submit</p> <p>UPLOAD LOGO (*.jpg)</p>	<p>BACK</p> <p>SUBMIT</p>
--	--	---------------------------

- Upload your organization’s logo; must be a .jpg file
- Click “Submit”

Following submission, a confirmation of submission screen will appear and a confirmation email will be sent to the organization’s Primary Contact as entered on screen 3.

Questions or problems, contact us at support@usaswimming.org and enter “LTS Registration” in the subject line.