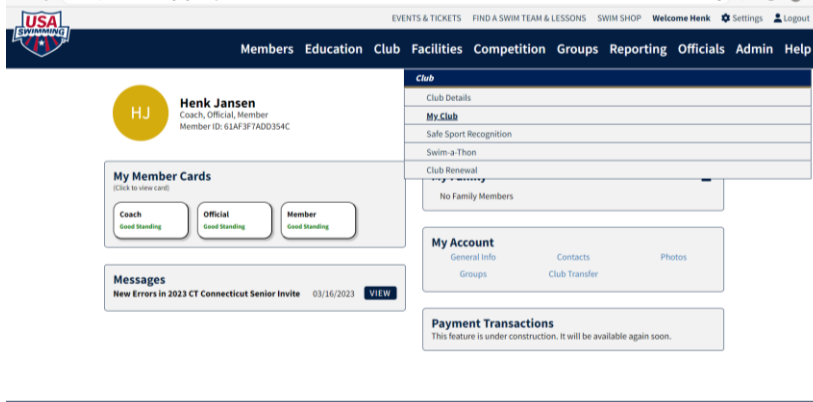


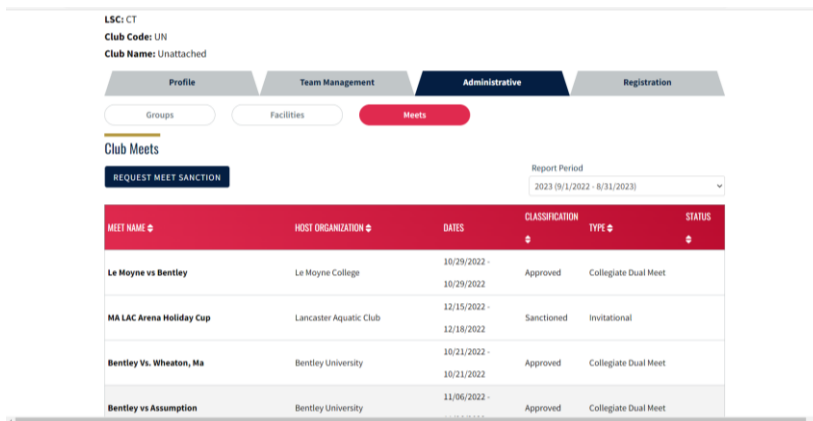
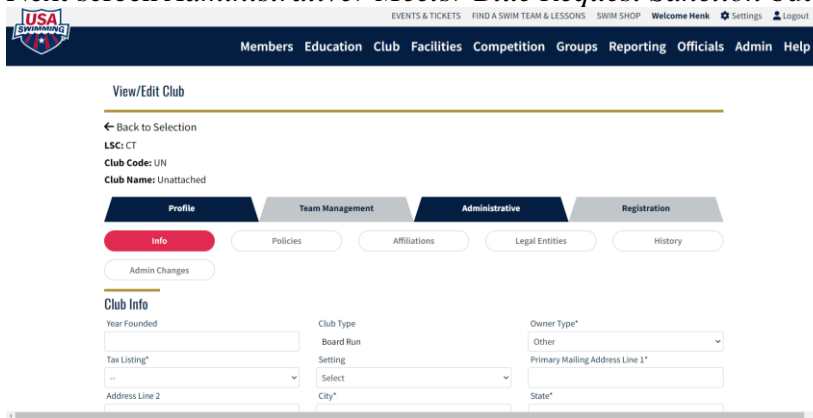
NEW FOR 2023 - You will need to create your meet in SWIMS 3.0. It's easy.

Directions

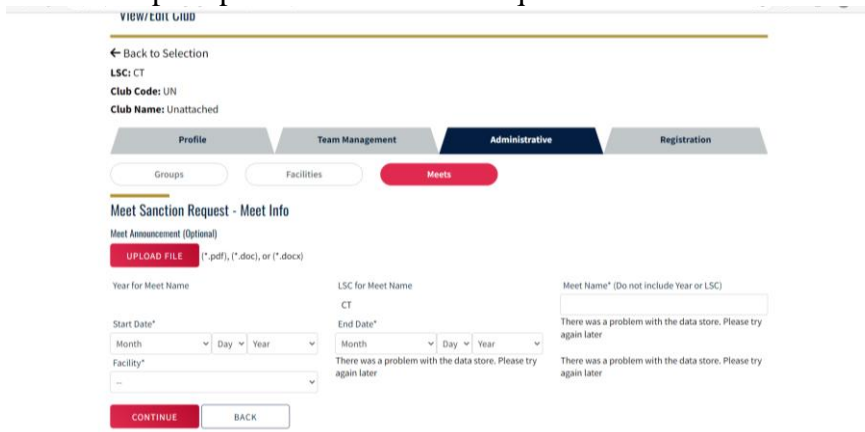
1. Login to your SWIMS 3.0 account
2. Click the *Club* toolbar on the top of your dashboard page then *My Club*.



3. Next screen *Administrative*>*Meets*>*Blue Request Sanction* button



4. Follow the prompts and fill in all the required information. Hint: choose Invitational for meet class.



5. Once you submit, Henk will go afterwards and approve.

If you are using a facility not normally associated to your club, you will most likely need to add that facility to your club profile. Again, easy.

Directions

1. Follow above directions 1-3, instead of clicking *Meets*, click *Facilities*.
2. This will give you a list of facilities associated with your club.

USA SWIMMING

EVENTS & TICKETS FIND A SWIM TEAM & LESSONS SWIM SHOP Welcome Henk Settings Logout

Members Education Club Facilities Competition Groups Reporting Officials Admin Help

View/Edit Club

← Back to Selection

LSC: CT

Club Code: UN

Club Name: Unattached

Profile Team Management Administrative Registration

Groups Facilities Meets

Club Facilities

ADD FACILITY

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	PURPOSE
Wolf-Zackin Natatorium	Storrs	CT	06269-0001	University of Connecticut	Competition

3. If you do not see the facility you are using for your meet, click blue *Add Facility* button.

← Back to Selection

LSC: CT

Club Code: UN

Club Name: Unattached

Profile Team Management Administrative Registration

Groups Facilities Meets

Facility Search

Facility Name: Wesleyan

City: Middletown

State: Connecticut (CT)

Country:

Zip Code:

Sort Results By: Facility Name (A-Z)

SEARCH FOR FACILITY CLEAR FORM BACK

1 Search Result

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS
Wesleyan University Freeman Athleti	Middletown	CT	06459	161 Cross St

CAN'T FIND FACILITY

4. Input the name of the facility, city and state and click *Search Facilities*. If that doesn't work, take out the name and search by city and state.
5. If the facility pops up, click the + sign on the far right and fill in your information on the next screen and click save. It should now show on your list of facilities and you can follow the directions above and choose that facility for your meet. If it doesn't, you need to add the facility and instead of clicking the + sign you click the *Can't Find Facility* button and fill in all the info for the facility. Let's hope that doesn't happen.

LSC: CT

Club Code: UN

Club Name: Unattached

Profile Team Management Administrative Registration

Groups Facilities Meets

Edit Club Facility Contact Info

Facility Name: Wesleyan University Freeman Athleti

Address Line 1: 161 Cross St

Address Line 2:

City: Middletown

State: CT

Zip Code: 06459

Facility Primary Contact Name*: Rachel Ludwig

Facility Email*: rludwig@wesleyan.edu

Facility Phone Number*: +1 (111) 111-1111

Name of Club Contact for Facility*: Henk Jansen

Email of Club Contact for Facility*: office@ctswim.org

Phone Number of Club Contact for Facility*: +1 (203) 671-4201

Facility Can Host Meet? Yes

Is this a training facility? (training facilities will show up in Club Finder) No

SAVE BACK

Naming your meet

1. USA Swimming wants to use a specific naming convention.
2. DO NOT add the LC or year, USA Swimming will add that for you.
3. Club Code, Meet Name – month
4. Example: NCA Summer SCY Invite - May