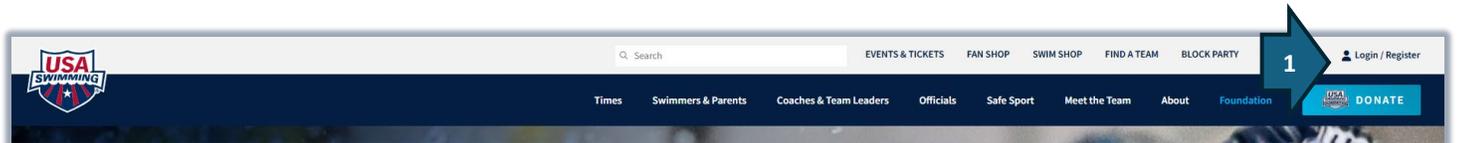




Steps to Upload Your Swim-A-Thon® Results

The Swim-A-Thon® Administrator for your team/club will have access to the Swim-A-Thon® Dashboard.

Step 1. Login to your USA Swimming Account at www.usaswimming.org



Step 2. In the Dark Blue toolbar choose Club.

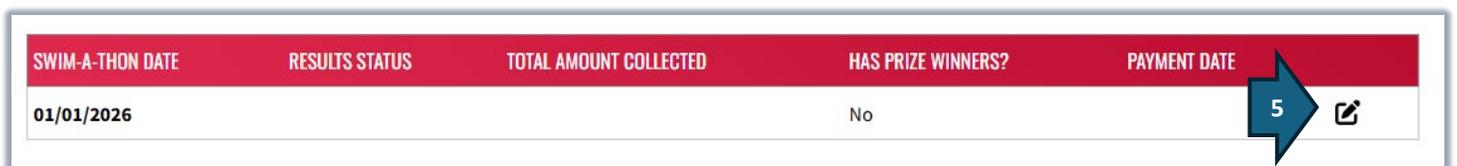
Step 3. In the drop down select Swim-A-Thon®



Step 4. Click on the Results tab.



Step 5. Click the edit button on the right-hand side of the event that you would like to report on.





- Step 6. Enter the “Total Amount Collected” (your 5% contribution will automatically be totaled).
- Step 7. Enter the number of 100 lengths and 200 lengths Bag Tags needed for this particular event.
- Step 8. Click the red Continue Button.

Contracts | **Results**

Edit Swim-a-Thon Result

Goals

Fundraising Goal
\$100,000.00

Total Amount Collected*
\$ 0.00

5% of Total Collected
\$0.00

Participation

Number of Participants
1000

Number of Bag Tags for 100 Lengths
0

Number of Bag Tags for 200 Lengths
0

8 CONTINUE | BACK

- Step 9. Click the red “Select a File to Upload” button. The file that you select must be a .CSV format. (For help to save your file correctly please scroll to the bottom of this guide).
- Step 10. Choose the Redemption Sheet (export from SportEngine) or Financial Close Out Form (requested from USA Swimming Foundation) from your computer to upload.

Contracts | **Results**

Swim-a-Thon Prize Winners

ADD PRIZE WINNER

9 SELECT A FILE TO UPLOAD (*.CSV)

PARTICIPANT NAME	AMOUNT RAISED	AWARD ACHIEVED
No Participants		

SAVE | SUBMIT | BACK



- Step 11. Confirm the information uploaded from the form is correct, you can edit as needed along the right-hand side.
- Step 12. Click Save or Submit to confirm the upload. By clicking Submit you will be asked to confirm your results. If you click Save, you can come back to make edits at a later time.
- Step 13. If you clicked Submit, please click Yes Submit Results. Please note that you will not be able to make edits after selecting Submit.

**Uploaded participants have not been saved.

PARTICIPANT NAME	AMOUNT RAISED	AWARD ACHIEVED	
Elizabeth Beisel**	\$400.00	Cooling Headband	
Kelsi Dahlia**	\$500.00	Cooling Headband	
Missy Franklin **	\$650.00	Foam Squirt Cannon	
Rowdy Gaines**	\$725.00	Foam Squirt Cannon	
Natalie Hinds**	\$875.00	Coloring Tote	
Cullen Jones **	\$1,100.00	200 Piece Puzzle	
Jason Lezak **	\$1,350.00		
Maritza McClendon**	\$1,400.00		
Dara Torres**	\$2,000.00		

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Submit Results?

Contract Date: 01/01/2026

- Please make sure that your Swim-a-Thon results information is accurate.
- Once you submit your Swim-a-Thon results you will not be able to modify your contract or results.
- If you have any questions please contact Swim-a-Thon at swimathon@usaswimming.org

- Step 14. You will be directed to the "Swim-A-Thon Payment" page to complete the 5% contribution payment.



How to Save Your File as a .CSV

- Step 1. In Microsoft Excel, go to the top left corner to “File”.
- Step 2. Select “Save As”
- Step 3. Select the location on your computer where you would like to save the file.
- Step 4.A. File Name should include your team/club’s name to best assist USA Swimming Foundation in identifying your results.
- Step 4.B. Select “CSV (Comma delimited)” as your Save as type.
- Step 5. Click Save.