

CERTIFICATES NOW

(WEBSITE - WWW.CONFIRMNET.COM)

Creating USA Swimming Member Club Certificates Online INSTRUCTIONS

Using your online service go to www.confirmnet.com or to <http://www.usa-swimming.org> (*member services* page to access [confirmnet.com](http://www.confirmnet.com))

1. Using your ID and Password – log onto the system
2. **Your ID is your LSC 2 letter code (in caps) along with your USA Swimming Club code (in caps). You must include a dash between the LSC and Club code, e.g., AZ-PSC**
3. **Your password is SWIM.**
4. Select **Certificates**
5. Select **Deliver**
6. Select **Master** and click on *Continue*
7. Click on **Select Certificate Holder** (bottom of screen)
8. Select a Certificate Holder (i.e., Facility Owner; School District: City of; etc.) from list or you may add one by clicking on New Recipient (bottom of screen)
9. Select Certificate Holder by clicking button to the right of the name and click *Continue*
10. **Recipients** – are persons wanting a COPY of this certificate – click on Select Recipients and choose from list or add a new Recipient/Copy Holder clicking *Continue*
11. On Certificate – scroll to bottom of screen and click **Continue**
12. Click **Continue** on attachment page
13. Again, click **Continue** on 2nd attachment page
14. Select **Delivery Method** by clicking on the down arrow
15. Select a Delivery Method for each delivery you have created, clicking *Continue* to go on
16. You may “preview” the certificate before sending OR click on **DELIVER NOW** to send your certificate (s).

As always, if you have any trouble, please do not hesitate to contact Pam Curler at **CertificatesNow**. Her toll free number is (877) 669-8600 ext. 4931.