How do I set up my new SWIMS account if I already have a membership?

(These instructions are just for creating a login to your current account with USA Swimming. This process will <u>not</u> renew your registration for 2023. You will use a link sent from your club to renew your registration.)

Click https://hub.usaswimming.org/landing You will need to create a new login and password for the new SWIMS system, using the 'Create A Login' button shown below. Your previous login information will not work in the new SWIMS website.

LOGIN

Please login with your username and password.

Username:

Password:

LOGIN

FORGOT PASSWORD

CREATE A LOGIN

Once you click on the 'Create A Login' button where you will then be taken to the 'Create A Login' screen:
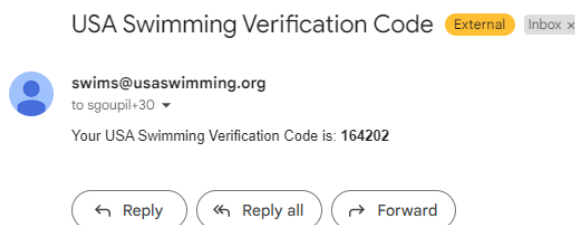
CREATE A LOGIN

Please enter your email address to continue.

Email Address:

newSwimmer@personalemail.com

CONTINUE

CANCEL

Here you will need to fill in your personal email address and click the 'Continue' button. Once you click the 'Continue' button, you will be sent a verification code via email. The email will look like the picture below. Please check your spam/junk folder if you do not see the email in your inbox.

USA Swimming Verification Code External Inbox ×

swims@usaswimming.org
to sgoupil+30 ▾

Your USA Swimming Verification Code is: **164202**

↩ Reply   « Reply all   → Forward

.

On the USA Swimming site you will be taken to the following 'Verification' screen:

CREATE A LOGIN

Please enter the verification code that was emailed to you.

Verification Code:

790126

CONTINUE

CANCEL

This is where you will enter the verification code that you received in your email. Once you click the 'Continue' button you will be taken to the next step of creating your new username and password, as well confirming your password:

CREATE A LOGIN

Enter the required information below.

Username:

maddams

Password Requirements

✅ No less than 10 characters
✅ 1 number
✅ 1 special character
✅ 1 lowercase character
✅ 1 uppercase character
✅ Not equal to username

Password:

••••••••••

Confirm Password:

••••••••••

SAVE

CANCEL

Once you click on the 'Save' button, you will then be taken back to the 'Login' screen where you will enter your new username and password and click the 'Login' button:

LOGIN

Please login with your username and password.

Username:

maddams

Password:

••••••••••

LOGIN

FORGOT PASSWORD

CREATE A LOGIN

Once you have done that, you will be prompted to create a new account or link an existing account. If you had a previous USA Swimming Membership and would like to link your account, you will need to click the 'Have you ever had a USA Swimming Membership?' toggle button to 'Yes'.

Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership?   ✓ **Yes**

Please note that the new Member Ids are 14 random digits and letters. The old USA Swimming Ids were 6 digits, followed by 8 letters. You should have received your new Member Id from your club or LSC. If you do not have it, click the "Use Additional Info" button.

Member Id (14 characters)*

[   ]

[LINK ACCOUNT]   [USE ADDITIONAL INFO]

To link an existing account, you will first need to request a new ID by clicking the 'Use Additional Info' button (your old USAS ID will not work in the new system), where you will be taken to a page to enter information that will allow the system to look for a matching member email address. Alternatively, you may request your new Member ID from the Ozark Registrar or your Club Admin or Club Registrar.

Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership?   ✓ **Yes**

Legal First Name*	Preferred Name	Middle Name or Middle Initial
[ ]	[ ]	[ ]
Legal Last Name*	Email Address	Birth Date*
[ ]	sgoupil+16@catalyte.io	Month ⌄ Day ⌄ Year ⌄

[SUBMIT]   [BACK]

Once you have entered the required information and clicked the 'Submit' button, you will be taken to a page that allows you to send your Member ID via email. Here you will click on the envelope icon to send your new Member ID via the email address you see in the grid.

Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership? ✓ **Yes**

Please look at the list of emails. If one of them is yours, please click the email icon to the right, and then check your email. If none of them are yours, then click the "Create New Account" button.

EMAIL ADDRESS	
sgou...catalyte.io	✉

CREATE A NEW ACCOUNT

Next you will need to verify that you would like to send your new Member ID via email by clicking the 'Send Member ID' button.

Send Email?   ✕

Email Member ID

You should receive an email that provides your Member ID. Please use your Member ID to link your login account to your member record.

SEND MEMBER ID   CANCEL

Once you have submitted your request, you should receive an email with your new Member ID. The email will be sent to the same email address that we have on file in the old SWIMS account. Enter this new ID into the 'Member ID' field and click the 'Link Account' button.

Note: If you are a current member and do not link your new Member ID, none of your history will be available to you in your new account.

That's all there is to it! The username and password you entered in step 1 is the login for your new account.

Instructions for 2023 Registering with USA Swimming

(These instructions are for registering for 2023 with USA Swimming if you have already followed the previous instructions for creating a login for your account!

Go to your club's unique registration link. You should get this directly from your club. If you are unattached, you need to email registrar@ozarkswimming.com for the link. Log in with your previously created login information.

LOGIN

Please login with your username and password.

Username:

LDiamonds

Password:

•••••••••

LOGIN

FORGOT PASSWORD

CREATE A LOGIN

The LSC should say: Ozark Swimming. The Club should have your specific club listed. 'Continue' button to proceed in the registration process.

USA Swimming Online Member Registration

Welcome

Click 'Continue' to register a new person or re-register an existing person with USA Swimming. This registration is associated as a member of the,

LSC: NIAGARA SWIMMING (NI)
Club: Buffalo Tide (TIDE)

If this is not the registration option that you intended, please get the correct link from your coach before starting your registration.

CONTINUE

Once you've clicked the 'Continue' button, you will be taken to a page asking 'Who is the membership for?'. You will click the radio button next to either 'The membership is for myself' or 'The membership is for someone other than the logged-in user' (if you are registering your child). If you are registering for yourself, follow all the steps. If you are registering for someone else (your child), you will need to answer the question 'Has this person ever had a USA Swimming Membership?'

USA Swimming Online Member Registration

Who is the membership for?

○ The membership is for myself, Lucy Diamonds

⦿ The membership is for someone other than the logged-in user ⓘ

Has this person ever had a USA Swimming Membership? ✓ ✕

1. If your swimmer has EVER had a USA Swimming Membership, click the grey toggle button to YES and continue to 3a. RETURNING Members below. If they are a brand-new USA Swimming member that has never had a membership before, you will then want to click the grey toggle button to NO and continue to 2 NEW Members below.

2. NEW Members: If your swimmer is brand new to USA Swimming, you should click the button to NO. You should see the image that says 'New Member'. You will then click on the 'New Member' image to proceed in the registration process. Continue to step 4.

3a. RETURNING Members: If your child has ever previously been a USA Swimming member, you should click the button to YES. You should see the image that says 'Renew Member.' You will then click on the 'Renew Member' Image to proceed in the registration process.

3b. RETURNING Members: Fill in the name and birth date of your child and click "Search for Member."

Existing Member Search

← Back to Registration Entry

To search for a person who is an existing member of USA swimming, enter the member's first name, last name, and birth date. If you are unable to locate the member, click 'Back to Registration Entry' and choose the 'Create New Membership' option for the registrant.

Legal First Name*

Legal Last Name*

Birth Date*

| Month | Day | Year |

CLEAR FORM   SEARCH FOR MEMBER

3c. When you see the result showing your child's information, click on their name. Continue to Step 4. It will be in blue. If no results were returned for your child's name and birth date, STOP and please email registrar@ozarkswimming.com to verify your child's info.

Existing Member Search

← Back to Registration Entry

To search for a person who is an existing member of USA swimming, enter the member's first name, last name, and birth date. If you are unable to locate the member, click 'Back to Registration Entry' and choose the 'Create New Membership' option for the registrant.

Legal First Name*

John

Legal Last Name*

Doe

Birth Date*

| January | 10 | 2006 |

CLEAR FORM   SEARCH FOR MEMBER

1 Search Result   Hide Filters

MEMBER NAME	BIRTH DATE	LAST MEMBERSHIP	MEMBERSHIP YEAR
		Non-USA Swimming Membership - (Non-USAS)	

4. The next page you will see is the 'About Member' form. Please fill in the required information and click the 'Continue' button to proceed in the registration process.

USA Swimming Online Member Registration

Registration For:

∗ **About Member**

✕ Member Contact
(complete other steps first)

✕ Membership
(complete other steps first)

✕ Ethnicity
(complete other steps first)

✕ Gender
(complete other steps first)

✕ Member Summary
(complete other steps first)

About Member

Legal First Name*

Legal Last Name*

Suffix

Legal Middle Name*

Birth Date*

| Month | Day | Year |

☐ Member does not have a Middle Name ⓘ

Member is a US Citizen?*

○ Yes ○ No

Preferred Name

BACK   CONTINUE

5. Depending on the age of the member the next page you see will either be the 'Member Contact' form or the 'Emergency Contact' form. If the family member is 16 years of age or older, you will see the 'Member Contact' form. where you will need to complete the required information for them and click the 'Continue' button. You would then be taken to the 'Emergency Contact' form, where you will need to complete the required information and click the 'Continue' button. If the family member is 15 years of age or younger, you will see the 'Emergency Contact' form only and you will need to complete the required information and click the 'Continue' button.

USA Swimming Online Member Registration

Registration For:
David Diamonds

✓ **About Member**

✱ *Member Contact*

✗ Membership
(complete other steps first)

✗ Ethnicity
(complete other steps first)

✗ Gender
(complete other steps first)

✗ Member Summary
(complete other steps first)

Member Contact Info

Email Address*

Phone Number*   +1

Phone Type*   Mobile

Address Line 1*

Address Line 2

City*

State*

Zip Code*

BACK   CONTINUE

USA Swimming Online Member Registration

Registration For:
David Diamonds

✓ **About Member**

✱ *Member Contact*

✗ Membership
(complete other steps first)

✗ Ethnicity
(complete other steps first)

✗ Gender
(complete other steps first)

✗ Member Summary
(complete other steps first)

Emergency Contact

First Name*

Last Name*

Relationship To Member*   Parent

Email Address*

Phone Number*   +1

Phone Type*   Mobile

Address Line 1*

Address Line 2

City*

State*

Zip Code*

BACK   CONTINUE

6. Once the 'Emergency Contact' form has been completed you will be taken to the 'Membership' selection page. This page will have different offerings based upon the age of the family member. If the family member

USA Swimming Online Member Registration

Registration For:
David Diamonds

✓ **About Member**

✓ **Member Contact**

✳ *Membership*

✗ Ethnicity
(complete other steps first)

✗ Gender
(complete other steps first)

✗ Member Summary
(complete other steps first)

Membership

USA Swimming Membership   *Select Memberships*

MEMBERSHIP NAME	EXPIRATION DATE		
Junior Coach	12/31/2023	☐	Details
Premium Athlete	12/31/2023	☐	Details
Individual Season Athlete	12/31/2023	☐	Details
Single Meet Athlete	12/31/2023	☐	Details

BACK   CONTINUE

7. If the family member is 15 years of age or younger, the following offerings will be available depending on your club's offerings:

USA Swimming Online Member Registration

Registration For:
David Diamonds

✓ **About Member**

✓ **Member Contact**

✳ *Membership*

✗ Ethnicity
(complete other steps first)

✗ Gender
(complete other steps first)

✗ Member Summary
(complete other steps first)

Membership

USA Swimming Membership   *Select Memberships*

MEMBERSHIP NAME	EXPIRATION DATE		
Premium Athlete	12/31/2023	☐	Details
Flex Athlete	12/31/2023	☐	Details
Individual Season Athlete	12/31/2023	☐	Details
Single Meet Athlete	12/31/2023	☐	Details

BACK   CONTINUE

8. Ask your club if you are unsure of which membership to register your swimmer for. Once you have selected the correct memberships and clicked the 'Continue' button, you will be taken to the 'Ethnicity' selection page. Click the 'Continue' button once finished.

USA Swimming Online Member Registration

Registration For:
David Diamonds

✓ **About Member**

✓ **Member Contact**

✓ **Membership**

✳ *Ethnicity*

✗ Gender
(complete other steps first)

✗ Member Summary
(complete other steps first)

Ethnicity

Hispanic/Latino Ethnicity
○ Hispanic or Latino
● Not Hispanic or Latino
○ I prefer not to say

Other Ethnicity
Select up to four options below
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White
☐ Other
☐ I prefer not to say

BACK   CONTINUE

9. The next page you will see if you signed your family member up as an athlete is the 'Competition Category' selection page. Here you will select the correct 'Competition Category' and then click the 'Continue' button.

10. The next page you will see will be the USADA Disclaimer page. You will need to click all of the toggle buttons to 'Yes' and then click the 'Continue' button.

11. Once you have clicked the 'Continue' button, you will be taken to the 'Member Summary' page. This displays all the information that was provided throughout the registration process. To proceed you will need to click the 'Continue' button.

USA Swimming Online Member Registration

Registration For:
David Diamonds

✓ **About Member**

✓ **Member Contact**

✓ **Membership**

✓ **Ethnicity**

✓ **Gender**

✳ *Member Summary*

Member Summary

Athlete ✎

Full Name	DOB	US Citizen	Ethnicity
David Diamonds	01/01/2010	True	I prefer not to say

Competition Category
Male

Emergency Contact ✎

Full Name	Email	Phone	Address
Lucy Diamonds	ldiamonds@test.com	+1 (555) 555-5555(M)	123 test dr parker CO 80134

Membership ✎

Flex Athlete   EXP: 12/31/2023   *Details*

BACK   CONTINUE

12. The next page you will see will be the 'Summary' page. Here you can click on the arrow to the right in the grid to view the 'Fee Details'. You will then click the 'Continue' button to be taken to the 'Shopping Cart' page.

USA Swimming Online Member Registration

Summary

ADD ANOTHER MEMBER

Fees Grand Total: $30.00

NAME	FEES			
David Diamonds	1 ITEM: $30.00	✎	🗑	⌄

Fee Details		
Flex Athlete	$30.00	*Details*
Total	$30.00	

NOTICE:

After clicking "Continue" you will be navigated to the payment page and will be unable to make any additional changes.

CONTINUE

13. Once in the 'Shopping Cart' page, you will be able to view the fee for the membership that you have signed your family member up for. You will then click the 'Check Out' button to proceed to the 'Check Out'

page or you can add another member to register another swimmer.

Shopping Cart

Transaction ID: 493
Date: 08/31/2022
Status: NOT PAID

ITEM	DESCRIPTION	AMOUNT
Flex Athlete Registration	David Diamonds - Flex Athlete	$30.00

Optional

Donate to the USA Swimming Foundation ⓘ Help save lives and build champions		0.00

Cover the $1.21 Credit Card Transaction Fee?

You have the option to help USA Swimming cover the cost of your credit card transaction fee. Note: USA Swimming cannot accept transaction fee contributions if you are paying by e-check or debit card; only opt to cover the transaction fee if you are paying by credit card. If you also elected to donate to the USA Swimming Foundation, that transaction fee is included below.

No ✕		0.00

Total Amount: $30.00

[CANCEL] [**CHECK OUT**]

14. On the 'Check Out' page, you will be able to put in your credit card information or bank information and then click on the 'Process Payment' button to process your payment.

Check Out

Return to Shopping Cart

🖪 Card	🏛 US bank account

Card number

| 1234 1234 1234 1234   VISA ● AMEX DISCOVER |

Expiration

| MM / YY |

CVC

| CVC |

Country

| United States ⌄ |

ZIP

| 90210 |

[**PROCESS PAYMENT**] [CANCEL]

15. Once the payment has been successfully processed, you will see the following success message.

Check Out

Payment succeeded!

[**RETURN**]

16. You will then need to click the 'Return' button to be taken to your 'Member Dashboard'. Here you will be able to see your family member has been added to your 'My Family' section on your 'Member Dashboard'.

17. If you would like to create a log-in account for your child, under 'My Family,' click on 'View' next to their name. From here you can create a child log-in account.