



Existing adult members renewing only themselves

1. Create your Login
2. Create your account
3. Register yourself

Create your login

- Navigate to <https://hub.usaswimming.org/landing>;
- Click "Create a Login";
- Enter your email to receive a verification code;
- Input the verification code you received in your email;
 - *(note: please check your spam if you don't receive it in your inbox)*
- Create a username and password; and
 - *(note: please ensure that your password meets all of the standards listed)*
- Confirm your account by logging back in with the username and password you just created.

Create your account

- At the "Finalize Your Login Account" page, toggle the bar to the green check for the question, "Have you ever had a USA Swimming membership?";
- Enter your Member ID;
 - *Note: you can access your Member ID by selecting "Use Additional Info" and inputting your name and birthday. It will send the Member ID to the email address listed there. **If you are not receiving your member ID, please reach out to your club administrator to provide it for you.***
- Toggle the disclaimers to "yes"; and
- Type signature in the digital signature box.

Register yourself

- Navigate to your club's registration link: **[INSERT CLUB REGISTRATION LINK]**;
- Login to the account you created in the first two steps;
- On the "Welcome" page, confirm the LSC and club listed are correct;
- Click "Continue";
- Select "The membership is for myself";
- Toggle to the green check mark for the question, "Has this person ever had a USA Swimming Membership?";
- Select "Renew Member";
- Complete the demographic information, clicking "Continue" in the bottom right to proceed through the pages;

- *Note: On the membership page, you may select more than one membership type if you occupy multiple roles*
- After you have completed the documents, you will be brought to a Member Summary. Please review the information for accuracy;
- Once you are ready to complete the registration, select “Check Out” and complete the credit card information; and
- Select “Process Payment” to complete the registration.

Once you have processed the payment, you will be directed back to your dashboard and will be able to see the registrations you have just purchased.

New adult members registering only themselves

1. Create your login
2. Create your parent account
3. Register yourself

Create your log-in

- Navigate to <https://hub.usaswimming.org/landing;>
- Click “Create a Login”;
- Enter your email to receive a verification code;
- Input the verification code you received in your email;
 - *(note: please check your spam if you don’t receive it in your inbox)*
- Create a username and password; and
 - *(note: please ensure that your password meets all of the standards listed)*
- Confirm account by logging back in with the username and password you just created.

Create your parent account

You are creating your parent account to associate your athlete’s membership with your account.

Please do not create a separate account for your child.

- At the “Finalize Your Login Account” page, toggle the bar to “X” for the question, “Have you ever had a USA Swimming membership?”;
- Enter **YOUR** biographic information (YOUR name, YOUR birthdate, etc.);
- Click Submit;
- Toggle the disclaimers to “Yes”; and
- Type signature in the digital signature box.

Register yourself

- Navigate to your club’s registration link: **[INSERT CLUB REGISTRATION LINK];**
- Login to the account you created in the first two steps;
- On the “Welcome” page, confirm the LSC and club listed are correct;
- Click “Continue”;
- Select “The membership is for myself”;
- Toggle to the red X for the question, “Has this person ever had a USA Swimming Membership?”;
- Select “Register Member”;

- Complete the demographic information, clicking “Continue” in the bottom right to proceed through the pages;
 - *Note: On the membership page, select the appropriate membership for your athlete. If you have any confusion about which membership to purchase, please consult with your athlete’s coach*
- After you have completed the documents, you will be brought to a Member Summary. Please review the information for accuracy;
- Once you are ready to complete the registration, select “Check Out” and complete the credit card information; and
- Select “Process Payment” to complete the registration.

Once you have processed the payment, you will be directed back to your dashboard and will be able to see the registrations you have just purchased.

Parents who are not members registering a new athlete

Thank you for your interest in registering your athlete with USA Swimming! If you haven’t created an account with our new user interface since September 1, 2022, there will be a three-step process to register your athlete:

1. Create your login;
2. Create your parent account; and
3. Complete the registration process for your athlete.

A note about Steps 1 and 2: YOU ARE CREATING THE LOG-IN AND ACCOUNT FOR YOURSELF WITH YOUR INFORMATION. DO NOT USE YOUR ATHLETE’S INFORMATION IN THE FIRST TWO STEPS.

Please follow the instructions below to complete the registration:

Create your login

- Navigate to <https://hub.usaswimming.org/landing>;
- Click “Create a Login”;
- Enter your email to receive a verification code;
- Input the verification code you received in your email;
 - *(note: please check your spam if you don’t receive it in your inbox)*
- Create a username and password; and
 - *(note: please ensure that your password meets all of the standards listed)*
- Confirm your account by logging back in with the username and password you just created.

Create your parent account

You are creating your parent account to associate your athlete’s membership with your account.

Please do not create a separate account for your child.

- At the “Finalize Your Login Account” page, toggle the bar to “X” for the question, “Have you ever had a USA Swimming membership?”;
- Enter **YOUR** biographic information (YOUR name, YOUR birthdate, etc.);
- Click Submit;
- Toggle the disclaimers to “Yes”; and

- Type signature in the digital signature box.

You will then be navigated to your USA Swimming dashboard. DO NOT ADD FAMILY MEMBERS AT THIS POINT.

Register your athlete

- Navigate to your club's registration link: **[INSERT CLUB REGISTRATION LINK]**;
- Login to the account you created in the first two steps;
- On the "Welcome" page, confirm the LSC and club listed are correct;
- Click "Continue";
- Select "The membership is for someone other than the logged-in user";
- Toggle to the red X for the question, "Has this person ever had a USA Swimming Membership?";
- Select "New Member";
- Complete the demographic information, clicking "Continue" in the bottom right to proceed through the pages;
 - *Note: On the membership page, select the appropriate membership for your athlete. If you have any confusion about which membership to purchase, please consult with your athlete's coach*
- After you have completed the documents, you will be brought to a Member Summary. Please review the information for accuracy;
 - *Note: At this point, you may do multiple registrations if you have more than 1 athlete membership to purchase by selecting "Add Another Member". Your data from the membership you just entered will be saved.*
- Once you are ready to complete the registration, select "Check Out";
- Complete the credit card information for payment;
- Select "Process Payment" to complete the registration; and
- Once you have processed the payment, you will be directed back to your dashboard and will be able to see the registrations you have just purchased.

Parents who are not members renewing an athlete

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 - *(note: please check your spam if you don't receive it in your inbox)*
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 - *(note: please ensure that your password meets all of the standards listed)*
- Confirm your account by logging back in with the username and password you just created.

Create your parent account

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Please do not create a separate account for your child.

- At the "Finalize Your Login Account" page, toggle the bar to "X" for the question, "Have you ever had a USA Swimming membership?";
- Enter **YOUR** biographic information (YOUR name, YOUR birthdate, etc.);
- Click Submit;
- Toggle the disclaimers to "Yes"; and
- Type signature in the digital signature box.

You will then be navigated to your USA Swimming dashboard. DO NOT ADD FAMILY MEMBERS AT THIS POINT.

Register your athlete

- Navigate to your club's registration link: **[INSERT CLUB REGISTRATION LINK]**;
- Login to the account you created in the first two steps;
- On the "Welcome" page, confirm the LSC and club listed are correct;
- Click "Continue";
- Select "The membership is for someone other than the logged-in user";
- Toggle to the green check mark for the question, "Has this person ever had a USA Swimming Membership?";
- Select "Renew Member";
- Complete the demographic information, clicking "Continue" in the bottom right to proceed through the pages;
 - *Note: On the membership page, select the appropriate membership for your athlete. If you have any confusion about which membership to purchase, please consult with your athlete's coach*
- After you have completed the documents, you will be brought to a Member Summary. Please review the information for accuracy;
 - *Note: At this point, you may do multiple registrations if you have more than 1 athlete membership to purchase by selecting "Add Another Member". Your data from the membership you just entered will be saved.*
- Once you are ready to complete the registration, select "Check Out";
- Complete the credit card information for payment;
- Select "Process Payment" to complete the registration; and
- Once you have processed the payment, you will be directed back to your dashboard and will be able to see the registrations you have just purchased.

Parents who are members (coaches, officials, admins, etc.) registering a new athlete

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- Enter your Member ID;
 - *Note: you can access your Member ID by selecting "Use Additional Info" and inputting your name and birthday. It will send the Member ID to the email address listed there. If you are not receiving your member ID, please reach out to your club administrator to provide it for you.*
- Toggle the disclaimers to "Yes"; and
- Type signature in the digital signature box.

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Register your athlete(s)

- Navigate to your club's registration link: **[INSERT CLUB REGISTRATION LINK];**
- Login to the account you created in the first two steps;
- On the "Welcome" page, confirm the LSC and club listed are correct;
- Click "Continue";
- Select "The membership is for someone other than the logged-in user";

- Toggle to the red X for the question “Has this person ever had a USA Swimming Membership?”;
- Select “New Member”;
- Complete the demographic information, clicking “Continue” in the bottom right to proceed through the pages;
 - *Note: On the membership page, select the appropriate membership for your athlete. If you have any confusion about which membership to purchase, please consult with your athlete’s coach*
- After you have completed the documents, you will be brought to a Member Summary. Please review the information for accuracy;
 - ***Note: At this point, you may do multiple registrations if you have more than 1 athlete membership to purchase OR if you’d like to renew yourself by selecting “Add Another Member”. Your data from the membership you just entered will be saved.***
- Once you are ready to complete the registration, select “Check Out”;
- Complete the credit card information for payment;
- Select “Process Payment” to complete the registration; and
- Once you have processed the payment, you will be directed back to your dashboard and will be able to see the registrations you have just purchased.

Parents who are members (coaches, officials, admins, etc.) renewing an athlete

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Register your athlete(s)

- Navigate to your club’s registration link: **[INSERT CLUB REGISTRATION LINK]**;
- Login to the account you created in the first two steps;
- On the “Welcome” page, confirm the LSC and club listed are correct;
- Click “Continue”;
- Select “The membership is for someone other than the logged-in user”;
- Toggle to the green check mark for the question “Has this person ever had a USA Swimming Membership?”;
- Select “Renew Member”;
- In the “Existing Member Search”, type your athlete’s first name, last name and birthdate;
- Click “Search for Member”;
- Identify your athlete in the table and select their name;
- Complete the demographic information, clicking “Continue” in the bottom right to proceed through the pages;
 - *Note: On the membership page, select the appropriate membership for your athlete. If you have any confusion about which membership to purchase, please consult with your athlete’s coach*
- After you have completed the documents, you will be brought to a Member Summary. Please review the information for accuracy;
 - ***Note: At this point, you may do multiple registrations if you have more than 1 athlete membership to purchase OR if you’d like to renew your own membership by selecting “Add Another Member”. Your data from the membership you just entered will be saved.***
- Once you are ready to complete the registration, select “Check Out”;
- Complete the credit card information for payment; and
- Select “Process Payment” to complete the registration.

Once you have processed the payment, you will be directed back to your dashboard and will be able to see the registrations you have just purchased.