



MEMBER SELF-RENEWAL GUIDE

AVAILABLE FOR MEMBERS AFTER SEPT 1, 2023



This Guide Includes:

- OPT-OUT = Choosing Self-Renewal for your Club Members...Page 3
- Guide to Self Renewal: What it will look like.....Page 5
- Transfer Members who are self-renewing....Page 10
- QuestionsPage 14



OUR CLUB OPTED OUT OF BULK RENEWAL (LEFT “NO”) = ATHLETES and/or NON-ATHLETES WILL BE SELF-RENEWING

What it means to **Opt Out for Bulk Renewal or not make any changes in your SWIMS account before Aug 25th, 2023 10PM MST:**

If your club chooses to opt out of Club Bulk Renewal, the following will apply:

- Renewing members associated with your club will be required to complete their own membership renewals for the upcoming registration year.
- The club will NOT be able to renew memberships; each member must handle their own renewals.
- USA Swimming will be sending out a series of messages that go out prior to the members expiration on December 31, 2023, which will include a step-by-step guide on how to renew.
- Membership support will come from your LSC registrar.

MEMBER SELF RENEWAL GUIDE

This guide is to help those that are self-renewing for the 2023-2024 Season. After Sept 1st, chosen members can use this guide to help them in a step-by-step process on how to renew their USA Swimming membership. Members from 2022-2023 will be able to renew their USA Swimming Club members at anytime from Sept 1- August 31, 2024. **New members will still need to create a new SWIMS account with the 2023-2024 OMR link for the specific team and create an account. Expired members will need to use the clubs new OMR 2023-2024 link to create a login into their account, but should not create a new account.**

Because the team chose for their members to self-renewal, USA Swimming will send a series of emails to remind members that it is time to renew their USA Swimming membership. Members can self-renew from mobile, but desktop is still preferred. Once the member has completed and paid for their membership with a credit card, they will receive an immediate confirmation email, and be able to view their receipt in the SWIMS account.

If a member needs further assistance, please utilize the LSC registrar.

Their contact information can be found here:

<https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs>



MEMBERSHIP SELF RENEWAL FOR 2023-2024

STEP 1: Log into your account at hub.usaswimming.org

LOGIN

Please login with your username and password.

(Note that usernames created on our old system before Sept 1, 2022 will no longer work. Click "Create a Login" below if you need a new account)

Username:

Password:



LOGIN

FORGOT USERNAME

FORGOT PASSWORD

CREATE A LOGIN



MEMBER SELF-RENEWAL GUIDE

STEP 2: If you or any members connected to your account are eligible for one-button renewals, you will see a red 'Renew Memberships' button at the bottom of the 'My Family' section of your Member Dashboard.

The screenshot shows the USA Swimming Member Dashboard. At the top, there is a navigation bar with the USA Swimming logo on the left and links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', 'Welcome Swim', 'Settings', and 'Logout' on the right. Below this is a dark blue header with 'Members', 'Education', 'Competition', and 'Help' links. The main content area features a user profile for 'Swim Parent' with a red circular avatar containing 'SP'. To the right, the 'My Family' section is highlighted with a large black arrow. This section includes a sub-header 'My Family' with a plus icon, a note '(Login accounts can be created for 8-17 year old family members)', and a list of family members. One member is shown with initials 'JS', a redacted name, and a redacted Member ID, with a 'VIEW' button next to it. A prominent red button labeled 'RENEW MEMBERSHIPS' is located at the bottom of this section. Below the 'My Family' section is the 'My Account' section, which has tabs for 'General Info', 'Contacts', 'Photos', and 'Groups'. The footer of the dashboard features the USA Swimming logo and a 'FOLLOW' button.

STEP 3: Click the 'Renew Memberships' button. A pop-up window will display a table with everyone who is eligible for renewal. If a member is eligible for multiple renewals (e.g., Athlete, Official, Coach, etc.), each renewal option will have its own line in the table. You may choose to renew more than one membership per member, if applicable.

STEP 4: Read through the information in the pop-up window carefully.

Select Memberships to Renew ✕

If you want to renew a membership with a different team than the one you see listed below, contact the new team for a link to their registration page.

A 'Team is Renewing' message and a disabled checkbox in the 'Select' column below indicate that the team has opted to handle renewing the membership themselves. For these memberships, no further action is needed at this time. Please contact your team with any questions.

A 'Change Member Type' button in the 'Select' column below indicates that the membership can be renewed as a different member type. To change the renewal membership to a different member type, click the 'Change Member Type' button and select the member type you'd like to renew as from the dropdown.

Is a renewal membership you were expecting to see not appearing below? Check the 'My Family' section of your dashboard to ensure that the member is associated with your account. If they are not listed, use the 'Add Family Member' button to add them to your account.

IMPORTANT: If a member is missing required information, you will not see their renewal membership(s) below. To be able to register a member with missing required information, please contact your team for a link to their registration page. On the team's registration page, you will need to scroll down to the 'Create New Memberships' section and click on the 'Add a New Member' button.

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	SELECT
Wilson [REDACTED]	Male	[REDACTED]	[REDACTED]	Flex Athlete (12/31/2022)	Premium Athlete (12/31/2023)	<input type="checkbox"/> Team is Renewing CHANGE MEMBER TYPE
Alexandra [REDACTED]	Female	[REDACTED]	[REDACTED]	Coach (12/31/2022)	Coach (12/31/2023)	<input type="checkbox"/>
Juliana [REDACTED]	Female	[REDACTED]	[REDACTED]	Premium Athlete (12/31/2022)	Premium Athlete (12/31/2023)	<input checked="" type="checkbox"/> CHANGE MEMBER TYPE
Robert [REDACTED]	Male	[REDACTED]	[REDACTED]	Premium Athlete (09/18/2022)	Premium Athlete (12/31/2023)	<input type="checkbox"/> CHANGE MEMBER TYPE
Christopher "Chris" [REDACTED]	Male	[REDACTED]	[REDACTED]	Official (12/31/2022)	Official (12/31/2023)	<input checked="" type="checkbox"/>
Christopher "Chris" [REDACTED]	Male	[REDACTED]	[REDACTED]	Other (12/31/2022)	Other (12/31/2023)	<input type="checkbox"/> CHANGE MEMBER TYPE

SELECT ALL RESULTS **UNSELECT ALL RESULTS**

RENEW **CANCEL**



STEP 5: Click the checkbox in the 'Select' column for each of the memberships you want to renew.

NOTE: A 'Change Member Type' button in the 'Select' column indicates that the membership can be renewed as a different member type. An example of this would be renewing a Flex membership to a Premium membership. To change the renewal membership to a different member type, click the 'Change Member Type' button, select the member type you'd like to renew as from the dropdown, and click 'Save.'

Change Renewal Member Type ✕

Selected Member [REDACTED]

Prior Membership (Expires): Premium Athlete (12/31/2022)

Renewal Membership (Expires): Premium Athlete (12/31/2023)

Change Renewal Member Type To*

Premium Athlete ▾

SAVE **CANCEL**

STEP 6: Once you've made your selections, click the red "Renew" button. The renewal(s) you've selected will be added to your cart, and the membership information for each renewing member will be displayed.

Select Memberships to Renew ✕

If you want to renew a membership with a different team than the one you see listed below, contact the new team for a link to their registration page.

A 'Team is Renewing' message and a disabled checkbox in the 'Select' column below indicate that the team has opted to handle renewing the membership themselves. For these memberships, no further action is needed at this time. Please contact your team with any questions.

A 'Change Member Type' button in the 'Select' column below indicates that the membership can be renewed as a different member type. To change the renewal membership to a different member type, click the 'Change Member Type' button and select the member type you'd like to renew as from the dropdown.

Is a renewal membership you were expecting to see not appearing below? Check the 'My Family' section of your dashboard to ensure that the member is associated with your account. If they are not listed, use the 'Add Family Member' button to add them to your account.

IMPORTANT: If a member is missing required information, you will not see their renewal membership(s) below. To be able to register a member with missing required information, please contact your team for a link to their registration page. On the team's registration page, you will need to scroll down to the 'Create New Memberships' section and click on the 'Add a New Member' button.

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	SELECT
[REDACTED]	Male	02/18/2004	[REDACTED]	Premium Athlete 12/31/2023	Premium Athlete 12/31/2024	<input checked="" type="checkbox"/> CHANGE MEMBER TYPE

[SELECT ALL RESULTS](#)

[UNSELECT ALL RESULTS](#)

[RENEW](#)

[CANCEL](#)



STEP 7: Click 'Continue' to proceed to the checkout and pay for your renewal(s).

Renewed Memberships ✕

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	RENEWED MEMBERSHIP	EXPIRES
[REDACTED]	Male	02/18/2004	[REDACTED]	Premium Athlete	12/31/2023

[CONTINUE](#)



STEP 8: Review the items in your shopping cart and click 'Check Out.'

Shopping Cart

ITEM	AMOUNT
Premium Athlete Pay for this later	\$85.00
USA Swimming Membership Fee	\$68.00
LSC Membership Fee	\$17.00
Subtotal:	\$85.00

Optional

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

Cover the \$2.85 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 Yes \$0.00

Total: **\$85.00**

CHECK OUT

STEP 9: FINAL STEP! To complete the payment process, enter the payment information and click 'Pay.' Member will receive confirmation email of payment and renewal.

Shopping Cart

[Return to List of Items](#)

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.

Card number:

Expiration: CVC:

Country: ZIP:



HOW TO RENEW BUT ALSO TRANSFER CLUBS

Only current members are eligible for a transfer.

If the member is expired from 2022-2023, they will need to use the 2023-2024 OMR link from the new club they will be joining, but not create a new account.

STEP 1: The member gets the new 2023-2024 OMR link from the club

STEP 2: Log into your account at hub.usaswimming.org

LOGIN

Please login with your username and password.

(Note that usernames created on our old system before Sept 1, 2022 will no longer work. Click "Create a Login" below if you need a new account)

Username:

Password:



LOGIN

FORGOT USERNAME

FORGOT PASSWORD

CREATE A LOGIN



STEP 3: After Sept 1, 2023, use the new team’s 2023-2024 Online Member Registration (OMR) link to renew. (Reach out to your new team you are transferring to, if you do not have this link) Enter the OMR link into your browser search bar and press ‘Enter.’ **DO NOT CREATE A NEW ACCOUNT.**

STEP 4: In the Renew Eligible Memberships box, select the members you would like to renew with the new team by clicking the checkbox in the ‘Select’ column.

USA Swimming Online Member Registration

Welcome

Renew Eligible Memberships

This renewal registration is associated as a member of the

LSC: New LSC
Team: New Team (NT)

A renewal membership displayed in red text indicates that your renewal membership team is different than your prior membership team. By renewing with this registration URL you will transfer this membership to a different team. If you do not wish to transfer this membership to a different team, please contact your coach to get a valid registration URL, or use the 'Renew Memberships' button on your dashboard to renew with the prior membership team.

A 'Team is Renewing' message in the 'Select' column below indicates that the team has opted to handle renewing the membership themselves. For these memberships, no further action is needed at this time. Please contact your team with any questions.

A 'Change Member Type' button in the 'Select' column below indicates that the membership can be renewed as a different member type. To change the renewal membership to a different member type, click the 'Change Member Type' button and select the member type you'd like to renew as from the dropdown.

Is a renewal membership you were expecting to see not appearing below? Use the 'Add Family Member' button to ensure the member is associated with your account.

IMPORTANT: If a member is missing required information, you will see a 'Provide Missing Info & Renew' button instead of a checkbox in the 'Select' column below. Please click the 'Provide Missing Info & Renew' button to provide the missing required information and renew your membership(s).

ADD FAMILY MEMBER

NAME	COMP. CATEGORY	BIRTH DATE	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	TRANSFER?	SELECT
Natalie [REDACTED]	Female	[REDACTED]	Premium Athlete (12/31/2022)	Premium Athlete (12/31/2023)	Yes	<input checked="" type="checkbox"/> CHANGE MEMBER TYPE

SELECT ALL RESULTS **UNSELECT ALL RESULTS**

RENEW



STEP 5: A confirmation box will appear with the renewal information. Review the information and then click 'Continue.'

Renewed Memberships ✕

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	RENEWED MEMBERSHIP	EXPIRES
Natalie [REDACTED]	Female	[REDACTED]	New Team (NT)	Premium Athlete	12/31/2023

CONTINUE ←

STEP 6: You will be taken to the Shopping Cart. Review the information and then click 'Check Out.'

Shopping Cart

ITEM	AMOUNT
Natalie [REDACTED] Premium Athlete Pay for this later ^ ✕	\$80.00
USA Swimming Membership Fee	\$68.00
LSC Membership Fee	\$12.00
Subtotal:	\$80.00

Optional

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

Cover the \$2.70 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: \$80.00



CHECK OUT



STEP 7: FINAL STEP! To complete the payment process, enter the payment information and click 'Pay.' Member will receive confirmation email of payment and renewal.

Shopping Cart

[Return to List of Items](#)

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.

Card number	Expiration	CVC
<input type="text" value="1234 5678 9123 4567"/> 	<input type="text" value="05 / 25"/>	<input type="text" value="515"/> 
Country	ZIP	
<input type="text" value="United States"/>	<input type="text" value="01886"/>	

REMINDER: USA Swimming will communicate to your members who renewed, that they still need to be in good standing if an athlete over 18, coach, official or administrator. They still need to complete annual requirements to attend practice and competition. It would be helpful for clubs to remind them as well.



MORE QUESTIONS?

If you have any questions, please reach out to your LSC Registration Chair for assistance. Their contact information can be found here:

<https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs>

