

# Online Member Registration (OMR) Instructions

## Scottsdale Aquatic Club

### **HOW TO REGISTER A NEW USA SWIMMING MEMBER**

#### Important Information:

- Families will need to create a new account with USA Swimming. Previous accounts are no longer valid or active.
- Swimmers will have a new USA Swimming Member ID as of September 1, 2022. This ID is a combination of letters and numbers randomly generated by USA Swimming and assigned to a swimmer. Don't try to understand it...just write it down somewhere 😊
- Non-athlete members of USA Swimming (coaches, officials, chaperones, board members, etc) will need to follow the same steps to register or renew their membership.
- Follow the steps below! There are other resources available through USA Swimming, etc but the information outlined here has been created to eliminate unnecessary steps in an already complicated process for families.
- This will be easier in the future once families have an account and experience with the new platform. In the meantime, be patient and ask questions.
- If, and when, you get stuck on any page with a "Loading" message, please log out and log back into your account using your new account log in information.

#### SAC specific link for OMR: <https://omr.usaswimming.org/omr/welcome/B23A434CAF3993>

- Bookmark this page! You will need to go back to the OMR homepage at various points.
- All of your swimmer's information will be available through their account moving forward.

#### Step 1: Create a Parent Account

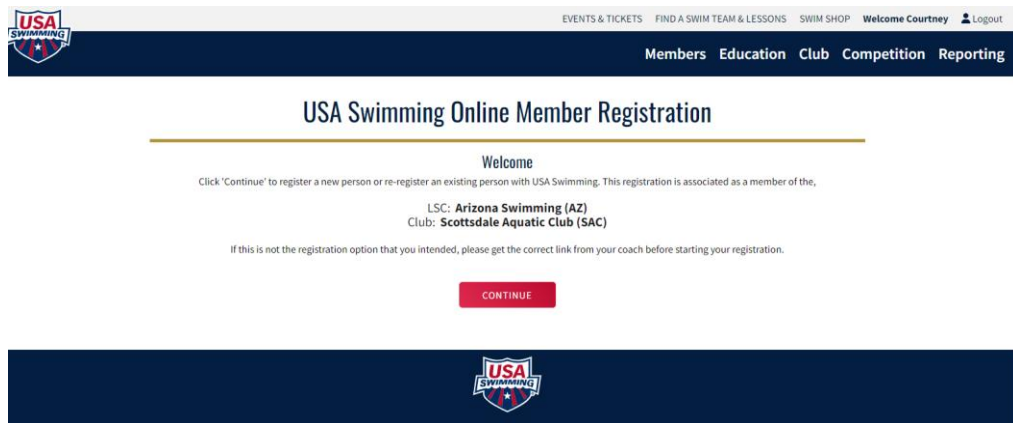
1. Go to the [SAC specific link](#) (same as above) and select "Log In"
2. Select "Create A Login" (Previous account log in and passwords are no longer active).

The screenshot shows the OMR login interface. On the left, under the heading "LOGIN", there is a prompt to enter a username and password. Below the prompts are two input fields: "Username:" and "Password:". The "Username" field has a red border and a red error message "Username is required" below it. The "Password" field has a red border, a red error message "Password is required" below it, and a small icon of a crossed-out eye on the right side. Below the input fields are three buttons: a red "LOGIN" button, a white "FORGOT USERNAME" button, and a white "FORGOT PASSWORD" button. To the right of the "FORGOT PASSWORD" button is a white "CREATE A LOGIN" button, which is pointed to by a black arrow. On the right side of the page, under the heading "HELP", there are four links: "If you are a parent about to register your child, please create your account first - ARTICLE", "How do I set up my new SWIMS account if I already have a membership? - ARTICLE", "How do I create an account in SWIMS as a new member? - ARTICLE", and "How do I create a new account for a family member? - ARTICLE".

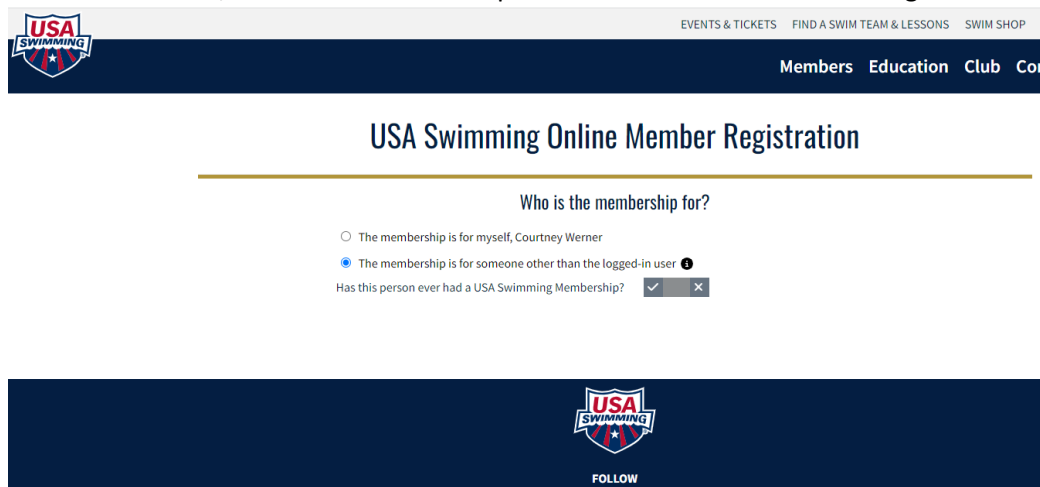
3. Enter email address, username, and password for the account and select "Save". Email address should be an email used by the account holder (parent) on a regular basis.
4. You will receive a verification email with a code. The email will come from "PingOne" and should come directly to your inbox.
5. Enter that code on the next page. This is a one-time code.
6. The final step will be to finalize your login account. You will be asked "Have you ever had a USA Swimming Membership?" -- **Select "NO" even if you are a current non-athlete member (official, coach, chaperone, board member, etc).**
  - a. There will be an option to renew your membership and connect it to your account by following the same steps as the athlete registration outlined below.
  - b. Selecting "NO" will eliminate the step of asking for your new membership ID. The online process of requesting new IDs has not been working effectively.
7. Enter the required information and "Submit". You will be directed to your account Dashboard.
8. Go back to the [SAC specific link](#) to registration or renew your swimmers.
  - a. Do NOT try to add your swimmer to the account through your Dashboard.

**Step 2: Register a New Swimmer (NO PREVIOUS USA SWIMMING MEMBERSHIP)**

1. When you return to the OMR/SAC homepage after creating an account,



2. Select "Continue", then "This membership is for someone other than the log-in user".




- Then select NO when asked “Has this person ever had a USA Swimming Membership?”
- Click on the photo that says “New Member”

## USA Swimming Online Member Registration

Who is the membership for?

The membership is for myself, Courtney Werner  
 The membership is for someone other than the logged-in user ⓘ

Has this person ever had a USA Swimming Membership? **No** ✕



- Complete all steps of the registration process by entering the required information for your new swimmer.

Select “Premium” for membership type.

The final step will be the payment of \$82. Your swimmers will show on your “My Family” portion of your Dashboard.

Members Education Club Competition

## 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 Middle Name\*

Member does not have a Middle Name ⓘ

Legal Last Name\*  Suffix

Birth Date\*  
 Month  Day  Year

Member is a US Citizen?\*  
 Yes  No

Preferred Name