



Swimmers approaching 18 are required by USA Swimming to complete the APT (Athlete Protection Training) class. If this class is not attached to their USA Swimming member record, they will not be allowed to compete.

Do NOT take the APT class attached to the USA Swimming Safe Sport web site. It will not be attached to the swimmer member record and will not count.

When the parent registers a swimmer with USA Swimming, they will create a USA Swimming account. They will then create member record(s) for their swimmer(s). Each member record will be assigned a Member ID. This Member ID can be found in the USA Swimming member record and also in the Team Unify member record (ID Card #). This number is now randomly generated by USA Swimming and looks similar to "D79C36D269F548".

To begin this procedure the swimmer will need their Member ID and the link to their team hub for USA Swimming. The parent will need to provide this info to the swimmer.

#### **Recommendations:**

- Turn off all pop-up blockers (allow pop-ups in your browser)
- Use an updated version of Chrome or Firefox



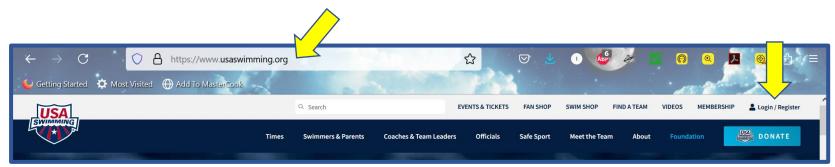
To Begin: Go to the USA Swimming web site

Option 1: From our web page click on the Register With USA Swimming and follow the link.

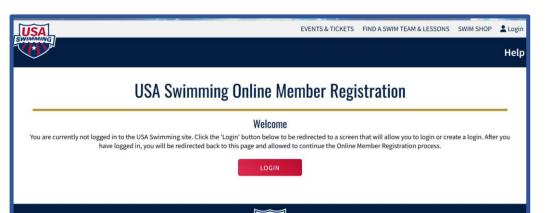




Option 2: Go directly to USA Swimming https://hub.usaswimming.org



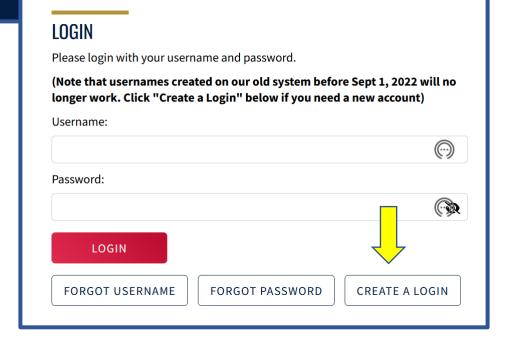




When you follow the link from our web page you should see the Online Member Registration screen. Click Logon. You should see the Login Screen.

If you go directly to USA Swimming from the browser you will see the Login screen.

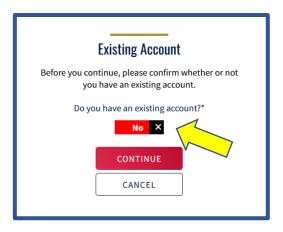
From the Login screen select 'Create a Login'





#### Victory Aquatics

#### APT For 18+ Swimmers

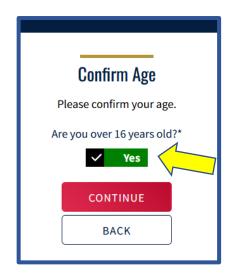


When you click on Create Logon it will ask if you have an existing account. This references the swimmer account, not the parent account. If you have already taken the APT class before you will already have an account.

If you (the swimmer) already have an account click on 'cancel', do not create another account.

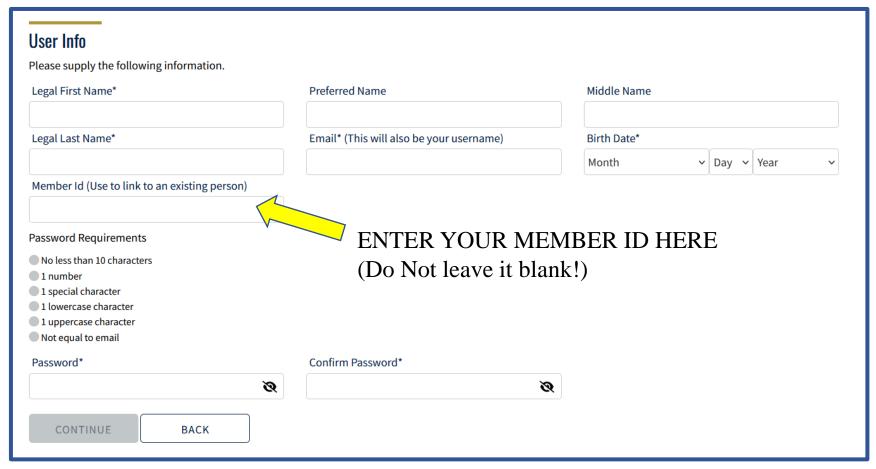
If you (the swimmer) do not have your own account, click on the box to answer 'No'.

You must be 16 or over to create an account. If you are over 16, click on the box to answer 'yes'.





Enter your User Info – Enter birth certificate name in 'Legal First Name' and 'Legal Last Name'. You can enter nickname in 'Preferred Name'.

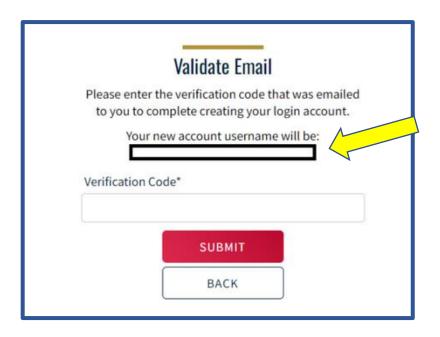


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Verify your email address. A verification code will be sent to the email address you entered on the previous page. This will be your account login.

Go to your email box to get the Verification Code and enter it here. Click Submit to create your account.





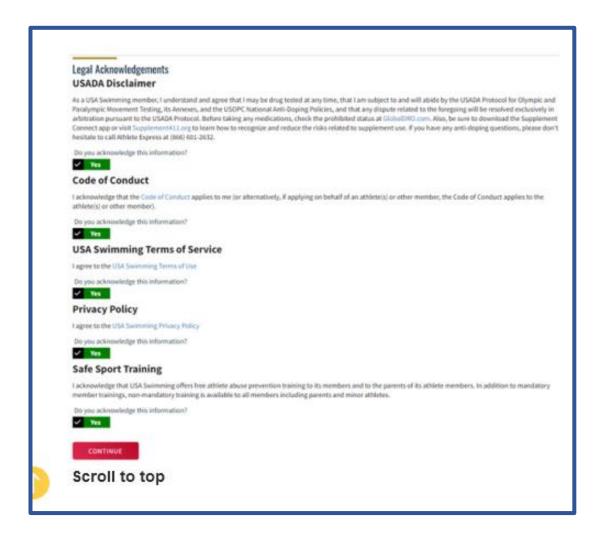
#### Update contact information if it is not correct

Is the following contact information correct? If any contact information is not correct, please use the 'Update Contact Information' button to make updates. **UPDATE CONTACT INFORMATION** Jane Marie Doe Member Id DOB C59843EBA32846 01/01/1985 Member Contact Email Address Phone janedoe@email.com **Emergency Contact** Full Name Email Phone Address YES, CONTACT INFORMATION IS CORRECT



Read and confirm you acknowledge each of the USA Swimming Policies.

When you have acknowledged all the legal documents click 'Continue'

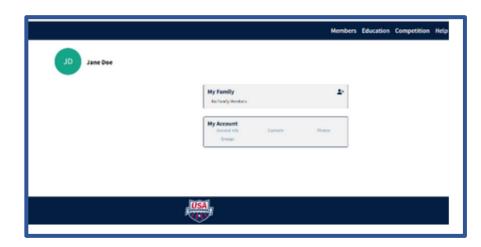




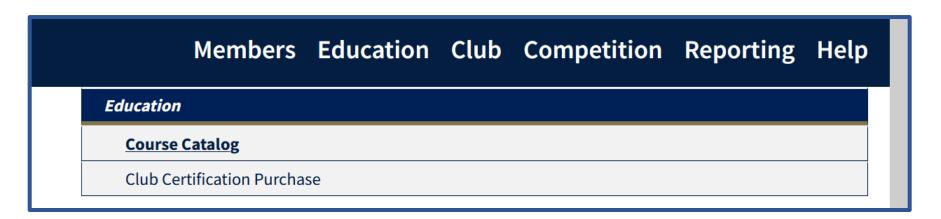
#### Victory Aquatics

#### APT For 18+ Swimmers

You should be directed to your dashboard and you should see 'Education' on the task bar.



#### Click on 'Course Catalog'





#### Click on 'Athletes'

You should see the Athlete Protection Training Course. (Note: if the Athlete Protection Training (APT) course doesn't show up, logoff and wait 10 minutes, then logon again.)

