

To: ALL OHIO SWIMMING ACCOUNT HOLDERS (PARENTS, ADULT ATHLETES AND NON-ATHLETE MEMBERS)

USA Swimming sent out a notification today referencing a new login experience that will go live on February 5th. It recommends that all members check and, if necessary, update the email and phone number(s) listed in their account before that date. Here are some instructions for doing so:

To CHECK YOUR EMAIL ADDRESS (this is the email that you used to set up your original login to SWIMS):

- Log into your account on the USA Swimming website.
- Click on the **SETTINGS** gear in the top banner:



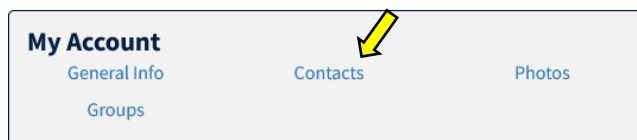
- On the page that opens, click on the **Email** option.

A screenshot of the 'Account Management' page. The page has a white background with a blue header. Below the header, there is a 'Back to My Dashboard' link. Under 'Member Name:' and 'Member Id:', there are two buttons: 'Username' and 'Email'. The 'Email' button is highlighted with a yellow arrow. Below these buttons, there is a section titled 'Email' with a label 'Email*' and a text input field. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

- Make any necessary changes and **SAVE** then select **BACK TO MY DASHBOARD**.

To UPDATE YOUR PHONE NUMBER: (a cell phone number should be included so that you can receive a text notification)

- On your **DASHBOARD**, select **CONTACTS** in the **MY ACCOUNT** section.



- Click on the DOWN ARROW in the row with your name to expand a grid that shows your phone numbers.

A screenshot of the 'Member Contact Info' section. It shows a table with columns: NAME, RELATIONSHIP, EMAIL, PHONE NUMBER, and PRIMARY EMERGENCY CONTACT?. The first row has a down arrow icon in the PRIMARY EMERGENCY CONTACT? column, which is highlighted with a yellow arrow.

- Then select the **EDIT** icon to make corrections to your phone number. (Note: changing your email here will NOT update the email address shown in Settings as described above. The emails can be different.)

A screenshot of the 'Edit Phone Number' form. It shows a table with columns: NAME, RELATIONSHIP, EMAIL, PHONE NUMBER, and PRIMARY EMERGENCY CONTACT?. The first row has an 'EDIT' icon in the PRIMARY EMERGENCY CONTACT? column, which is highlighted with a yellow arrow. To the right of the table, there is a form with fields for 'Phone Type*' (Mobile), 'Phone Number*', and 'Primary Phone?' (Yes). There are 'SAVE' and 'BACK' buttons at the bottom.

- Click **SAVE**

Questions? Please contact us at office@swimohio.com