



# SWIMS 3.0 Help Guide for Club Admins

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# SWIMS 3.0, Online Member Registration and Key Impact to Clubs



**SWIMS 3.0** is USA Swimming's proprietary membership and times management software, launching to the general membership on September 1, 2022



**Online Member Registration (OMR)** is a USA Swimming initiative rolled-out in tandem with SWIMS 3.0, giving members more responsibility for ensuring their profile is accurate and complete

## Key Impacts to Clubs

- All members now **register and pay their USA Swimming/Middle Atlantic Swimming membership fee** via the SWIMS 3.0 platform on the USA Swimming website, clubs renew via the SWIMS 3.0 platform
- Clubs are now responsible for **directly inputting and maintaining their club information through the club portal** instead of submitting updates to the LSC registrar
- Members may now **initiate club transfers through the SWIMS 3.0 member dashboard**, subject to final LSC approval
- Meet directors listed in meet announcements must be **listed in a club's staff in SWIMS 3.0 and be in good standing at the time of competition**, otherwise times from that competition will not be eligible for upload into the times database
- Registrations can **no longer be backdated** – athletes must be registered and in good standing at the time of competition, clubs may no longer accept deck registrations at competitions
- Athlete protection training **no longer has a 30-day grace period** and must be completed prior to an athlete's 18<sup>th</sup> birthday
- **OME, Club Recognition, SSRP, and Swim-A-Thon** will be integrated into the SWIMS 3.0 platform



**PREFACE**

# **Accessing SWIMS 3.0**



# Instructions to Access SWIMS 3.0: Landing page

## 1 Navigate to <http://hub.usaswimming.org/landing>

**!** This site is only accessible to USA Swimming staff, Middle Atlantic Swimming staff, and club administrators until September 1, 2022. Do not provide this link to your members until further notice.

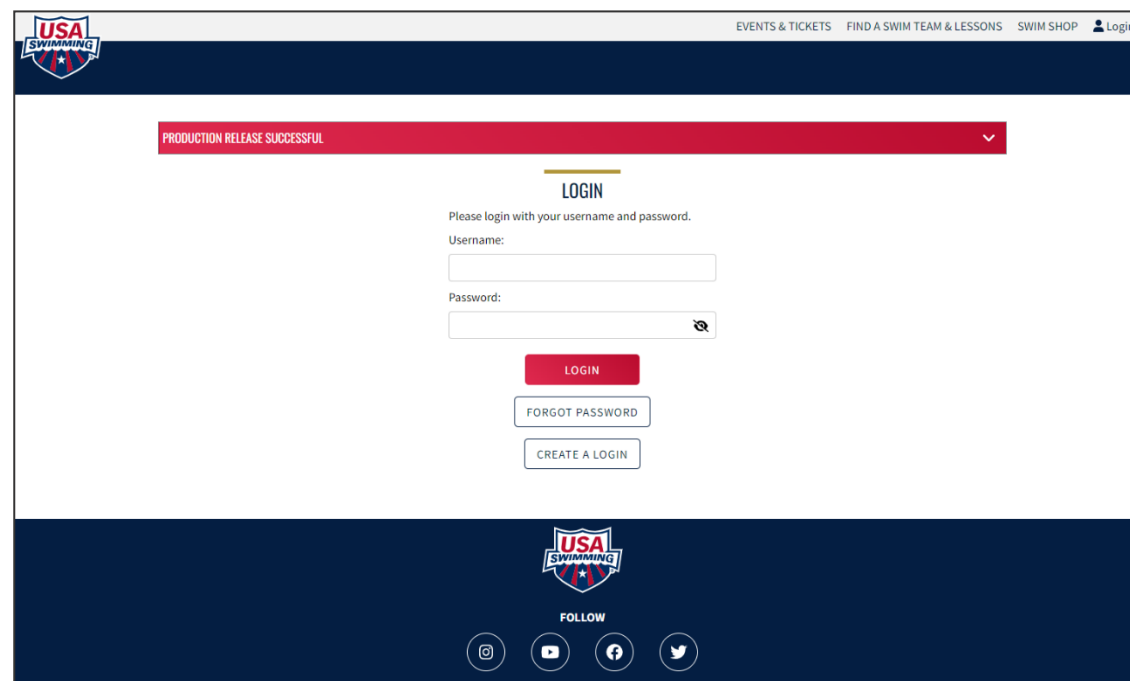


Figure P.1. USA Swimming SWIMS 3.0 landing page



# Instructions to Access SWIMS 3.0: Landing page

**2** If you are a new user: Click “Create a Login” and follow steps on the next pages

**!** USA Swimming is discontinuing Deck Pass. All users will need to create a new account in SWIMS 3.0 upon their first time accessing the system. Your previous Deck Pass or USASwimming.org credentials will not work.

**If you already have an account:** Enter your username & password, and click “Login”

**New Users:** Click  
“Create a Login”

The screenshot shows the USA Swimming SWIMS 3.0 landing page. 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', and 'Login' on the right. Below the navigation bar is a red banner that says 'PRODUCTION RELEASE SUCCESSFUL'. The main content area features a 'LOGIN' section with the heading 'Please login with your username and password.' Below this heading are two input fields: 'Username:' and 'Password:'. A red 'LOGIN' button is positioned below the password field. Below the login button are two buttons: 'FORGOT PASSWORD' and 'CREATE A LOGIN'. The 'CREATE A LOGIN' button is highlighted with a red box. At the bottom of the page, there is a dark blue footer with the USA Swimming logo and the word 'FOLLOW' above four social media icons (Instagram, YouTube, Facebook, and Twitter).

**Existing Users:** Enter  
your username &  
password, click “Login”

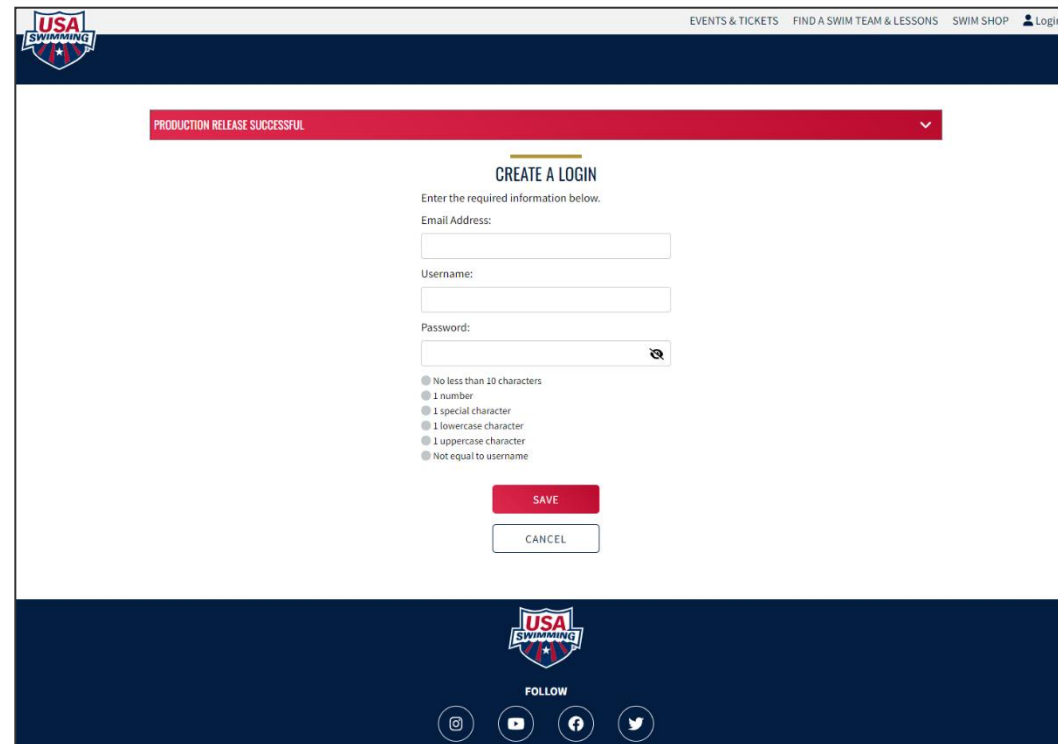
Figure P.1. USA Swimming SWIMS 3.0 landing page



# Instructions to Access SWIMS 3.0: Setting-up your account

*This page applies to new users only*

- 3 Enter an e-mail address, select a username, and choose a password; click “Save”



The screenshot shows the 'CREATE A LOGIN' form on the USA Swimming website. At the top, there is a navigation bar with the USA Swimming logo and links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', and 'Login'. Below the navigation bar, a red banner displays the message 'PRODUCTION RELEASE SUCCESSFUL'. The main form area is titled 'CREATE A LOGIN' and includes the instruction 'Enter the required information below.' The form contains three input fields: 'Email Address:', 'Username:', and 'Password:'. Below the password field, there are five password requirements listed with radio buttons: 'No less than 10 characters', '1 number', '1 special character', '1 lowercase character', '1 uppercase character', and 'Not equal to username'. At the bottom of the form, there are two buttons: a red 'SAVE' button and a white 'CANCEL' button. The footer of the page features the USA Swimming logo and social media icons for Instagram, YouTube, Facebook, and Twitter.

Figure P.2. Create an account landing page

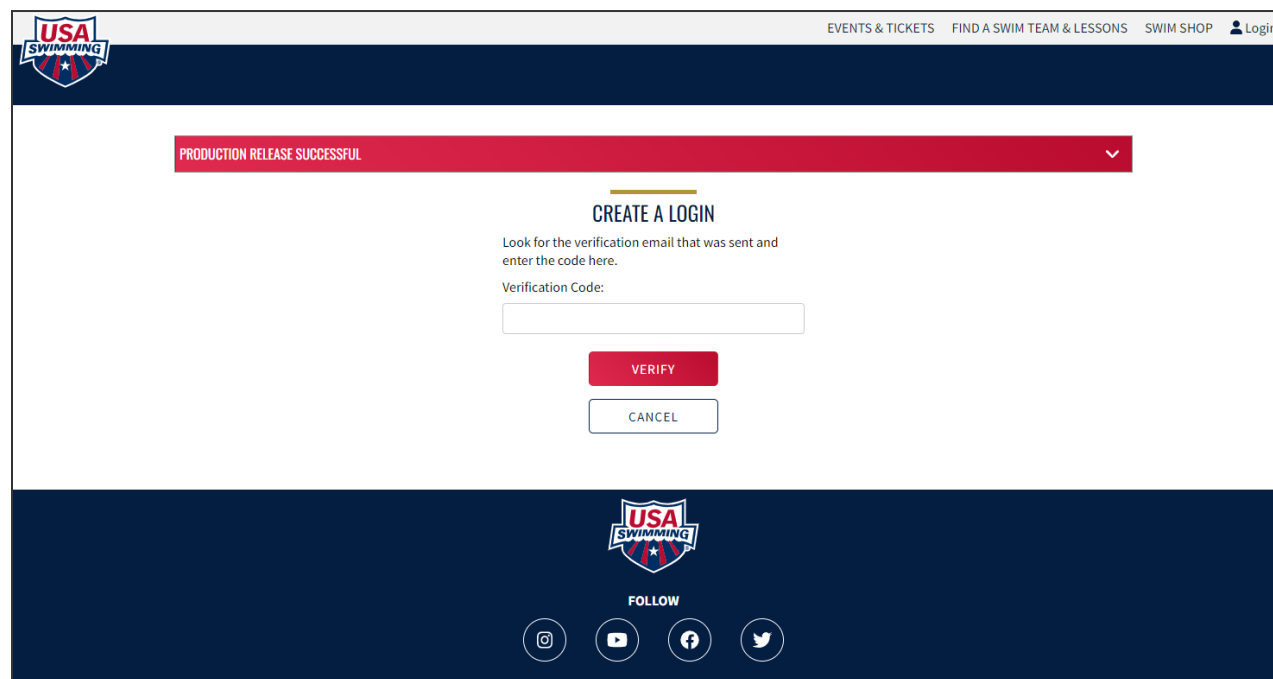


# Instructions to Access SWIMS 3.0: Setting-up your account

*This page applies to new users only*

## 4 Enter the verification code you received via e-mail

**!** The verification code will come from “PingOne”. If you do not receive your verification code, check your spam folder.



The screenshot displays the USA Swimming website interface. At the top left is the USA Swimming logo. The top right navigation bar includes links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', and a 'Login' button. A red notification banner at the top center reads 'PRODUCTION RELEASE SUCCESSFUL'. The main content area is titled 'CREATE A LOGIN' and contains the instruction: 'Look for the verification email that was sent and enter the code here.' Below this is a 'Verification Code:' label and an empty text input field. Underneath the input field are two buttons: a red 'VERIFY' button and a white 'CANCEL' button. The footer features the USA Swimming logo, the word 'FOLLOW', and four social media icons for Instagram, YouTube, Facebook, and Twitter.

Figure P.3. New account e-mail verification





# Instructions to Access SWIMS 3.0: Setting-up your account

*This page applies to new users only*

- 5 After verifying your e-mail address, you will be redirected to the login page. Enter your username & password, and click “Login”

USA SWIMMING

EVENTS & TICKETS FIND A SWIM TEAM & LESSONS SWIM SHOP Login

PRODUCTION RELEASE SUCCESSFUL

LOGIN

Please login with your username and password.

Username:

Password:

LOGIN

FORGOT PASSWORD

CREATE A LOGIN

USA SWIMMING

FOLLOW

Instagram YouTube Facebook Twitter

Enter your username & password, click “Login”

Figure P.1. USA Swimming SWIMS 3.0 landing page



# Instructions to Access SWIMS 3.0: Linking your membership

*This page applies to new users only*

- 5 At your first login, you will be required to link your membership

## If you were ever a member of USA Swimming:

**!** USA Swimming has given every member a new random ID going forward. Your old ID based on name and birthday will not work.

If you know your new Member ID – enter it in the “Member Id” field and click “Link Account”

If you do not know your new Member ID – click “Request Member ID”

## If you were never a member of USA Swimming: Click “Create New Account”

**Existing Members:** Enter your Member ID and click “Link Account” or request your Member ID

The screenshot shows a web form titled "Link Your Account" with the following elements:

- USA Swimming logo in the top left corner.
- Header: "Link Your Account"
- Sub-header: "Please complete the following form to finish creating your login account. You will be redirected back to where you started when you click Link Account button below."
- Form field: "Member Id\*" with an input box.
- Buttons: "LINK ACCOUNT" (red) and "REQUEST MEMBER ID" (white).
- Checkbox: "I have never been a member of USA Swimming and I don't have times in the USA Swimming database." with a "CREATE NEW ACCOUNT" button below it.
- USA Swimming logo in the bottom center.
- Social media icons for Instagram, YouTube, Facebook, and Twitter.

**New Members:** Click “Create New Account” and follow the on-screen instructions

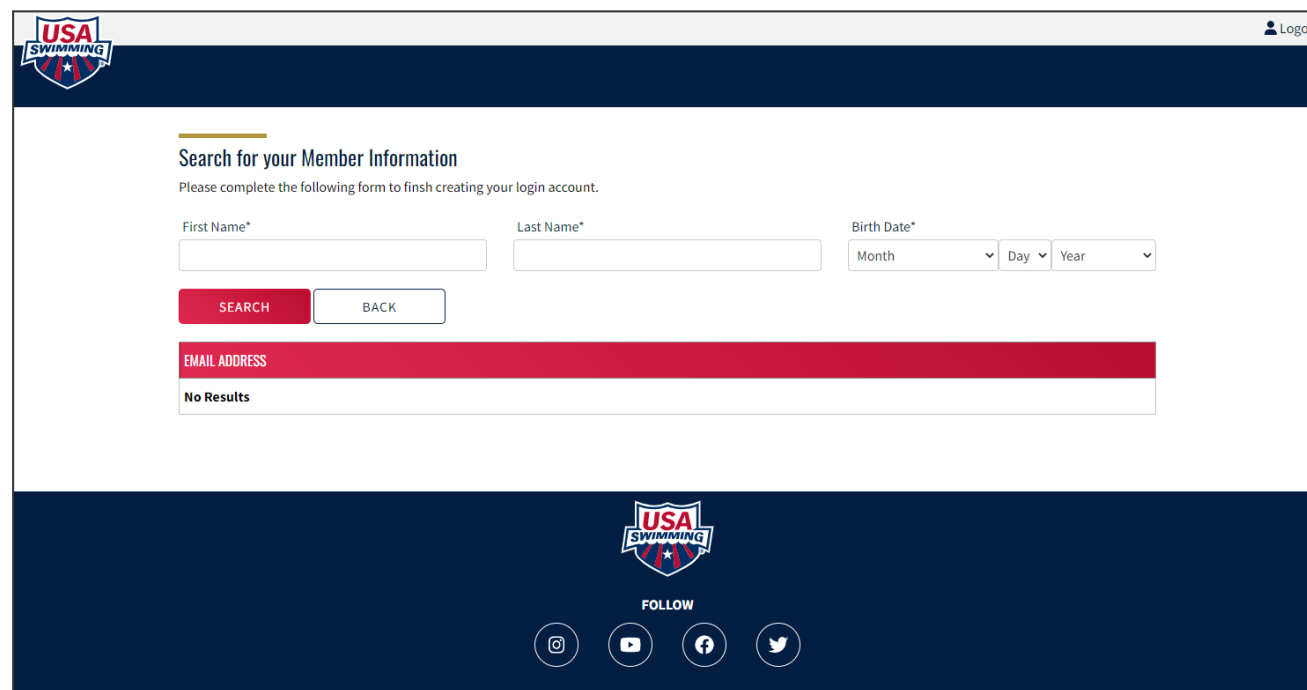
Figure P.4. Link membership landing page



# Instructions to Access SWIMS 3.0: Requesting your Member ID

*This page applies to new users with an existing membership who need to request their new Member ID only*

- 6a To request your Member ID, enter your first name, last name, and birth date; click “Search”



The screenshot shows the USA Swimming website interface for requesting a Member ID. At the top left is the USA Swimming logo, and at the top right is a "Logout" link. The main heading is "Search for your Member Information" with a sub-instruction: "Please complete the following form to finish creating your login account." The form contains three input fields: "First Name\*", "Last Name\*", and "Birth Date\*". The "Birth Date\*" field is a date picker with dropdown menus for "Month", "Day", and "Year". Below the form are two buttons: a red "SEARCH" button and a white "BACK" button. Underneath the buttons is a red bar labeled "EMAIL ADDRESS" and a white box containing the text "No Results". At the bottom of the page, there is a "FOLLOW" section with icons for Instagram, YouTube, Facebook, and Twitter.

Figure P.5. Request Member ID landing page



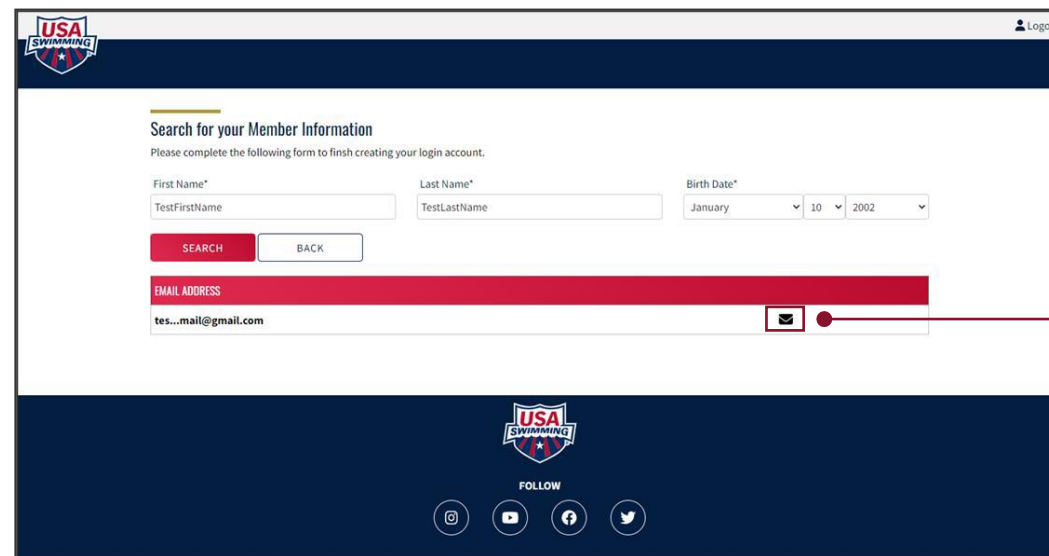
# Instructions to Access SWIMS 3.0: Requesting your Member ID

*This page applies to new users with an existing membership who need to request their new Member ID only*

- 6a** **If the system was able to locate your member record:** You will see an e-mail address populate in the search window; if the e-mail address is correct, click the envelope icon to e-mail yourself your new Member ID at that e-mail address

**!** This e-mail may take up to an hour to arrive; check your spam folder. If you do not receive an e-mail, contact the Middle Atlantic Swimming Office.

**If the system was unable to locate your member record or the e-mail address is incorrect:**  
Contact the Middle Atlantic Swimming Office for further instructions



The screenshot shows the 'Search for your Member Information' form. The form includes fields for 'First Name\*', 'Last Name\*', and 'Birth Date\*'. Below these fields are 'SEARCH' and 'BACK' buttons. A red bar highlights the 'EMAIL ADDRESS' field, which contains the text 'tes...mail@gmail.com'. To the right of the email address is an envelope icon. A red line points from the text 'Click the envelope icon to e-mail yourself your Member ID at the address listed' to this icon. The USA Swimming logo is visible in the top left and bottom center of the page.

Click the envelope icon to e-mail yourself your Member ID at the address listed

Figure P.6. Successful Member ID search result



# Instructions to Access SWIMS 3.0: Requesting your Member ID

*This page applies to new users with an existing membership who need to request their new Member ID only*

- 6a Once you have your member ID, enter it in the “Membership Id” field and click “Link Membership”

Enter your Member ID and click “Link Account”

USA SWIMMING

Logout

## Link Your Account

Please complete the following form to finish creating your login account. You will be redirected back to where you started when you click Link Account button below.

Member Id\*

LINK ACCOUNT REQUEST MEMBER ID

I have never been a member of USA Swimming and I don't have times in the USA Swimming database.

CREATE NEW ACCOUNT

USA SWIMMING

FOLLOW

Instagram YouTube Facebook Twitter

Figure P.4. Link membership landing page



# Instructions to Access SWIMS 3.0: Creating a new member record

*This page applies to new users without an existing membership only*

## 6b Input the requested information and click “Save”

**!** Only complete this step if you have never had a USA Swimming membership and have never had times from another organization in the USA Swimming database. If you are unsure, click “Back” and attempt to locate any existing membership records via the “Request Member ID” process before proceeding.

**Completing this step does not register you as a USA Swimming member; this step only creates a member record and generates your Member ID.** You will still be required to go through the registration process with your club or, if unattached, Middle Atlantic Swimming.

**USA SWIMMING** Logout

### Create New Member Record

Only complete this form if you have never had a USA Swimming membership and have never had times from another organization in the USA Swimming database. Completing this step does not mean that you will be registered as a USA Swimming Member. You will still be required to go through the registration process. If you believe that you may have once been a USA Swimming member or have times in the system, return to the previous page and request a Member ID.

Legal First Name*	Preferred Name	Middle Name or Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Last Name*	Email Address	Birth Date*
<input type="text"/>	joe.gazzarato.travel@miswim.org	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

**USA SWIMMING**  
FOLLOW

Figure P.7. New member record creation landing page



# Instructions to Access SWIMS 3.0: The member dashboard

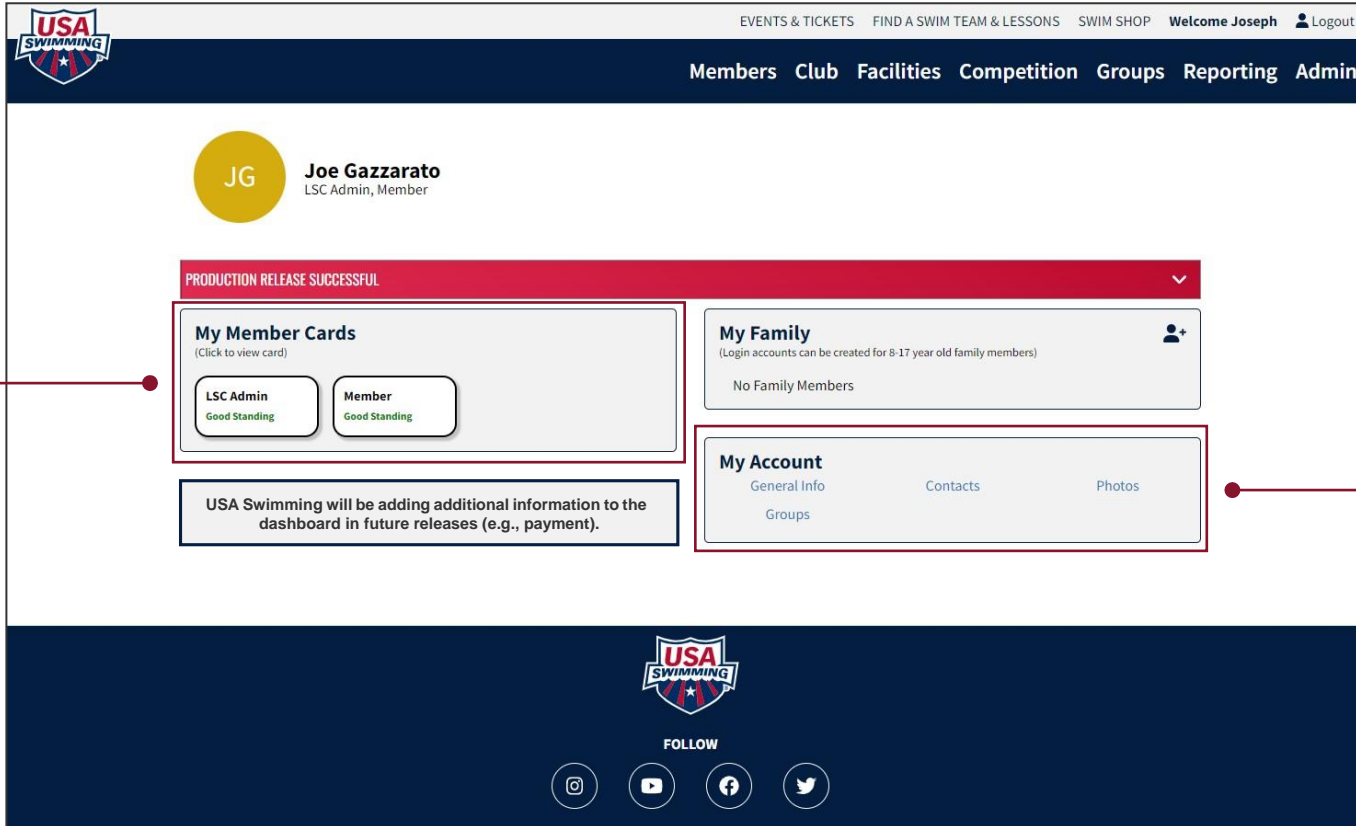
Once you have successfully logged-in, you will see your new USA Swimming member dashboard

 **Tip:** You can navigate back to the member dashboard by clicking “Members” → “Dashboard” at any time

**Member Cards:**  
Access your member cards by clicking tiles here; this replaces the Deck Pass app

It is possible to be in good standing in one membership category and not in another.

For example, a coach with expired CAT will still be an overall member in good standing, but not a coach in good standing



**Navigation Menu:**  
Navigate through SWIMS 3.0; menus visible depend on permissions. **Club admins should see the “Club” tab.**

**Account Settings:**  
Manage your USA Swimming account settings and profile

Figure P.8. New USA Swimming member dashboard



## Instructions to Access SWIMS 3.0: The club portal

In SWIMS 3.0, **clubs are responsible for keeping their own information current in the system.** Clubs will do this via the new club portal.

To access your club portal, click “Club” in the navigation menu, and select “My Club” from the pop-up that appears



Figure P.9. Club navigation menu

**!** If you do not see the “Club” tab in the navigation menu, you may not be your club’s administrator or you may not be in good standing. Contact the Middle Atlantic Swimming Office for additional assistance.





**SECTION 1**

# **Club Profile**



# Club Profile: Summary

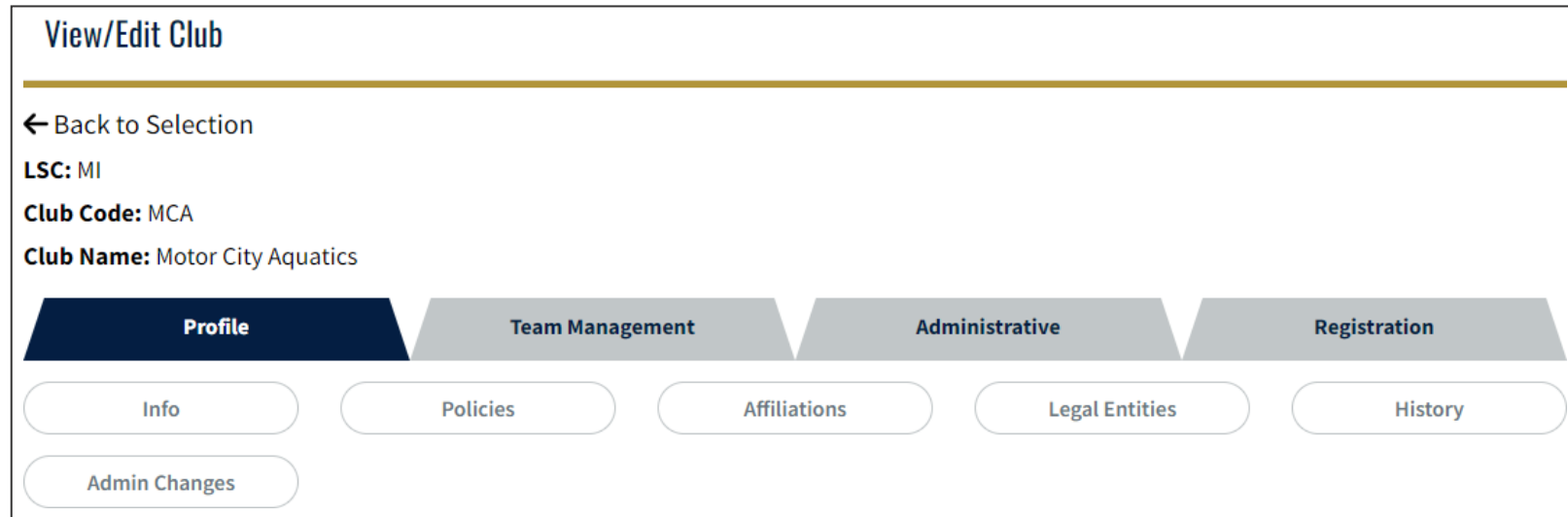


Figure 1.1. Club profile navigation menu

## The club profile section contains most documentation- or paperwork-type information about the club

**Info:** Basic club operational information (e.g., address, ownership type, website, etc.)

**Policies:** Documentation of club compliance with required policies

**Affiliations:** Record of association with other entities (e.g., school district, parks and rec, etc.)

**Legal Entitles:** Record of club's legal entity information

**History:** Club registration history

**Admin Changes:** For LSC use only, not visible or accessible to clubs



# Club Profile: Info

The screenshot displays the 'Club Profile: Info' screen. At the top, there are four main tabs: 'Profile', 'Team Management', 'Administrative', and 'Registration'. Under the 'Profile' tab, there are five sub-tabs: 'Info' (which is highlighted in red), 'Policies', 'Affiliations', 'Legal Entities', and 'History'. Below these sub-tabs is an 'Admin Changes' button. The main content area is titled 'Club Info' and contains the following fields:

Year Founded	Club Type	Owner Type*
<input type="text" value="2011"/>	<input type="text" value="Board Run"/>	<input type="text" value="Non-Profit Corporation"/>
Tax Listing*	Setting	Primary Mailing Address Line 1*
<input type="text" value="501(c)3 Non-Profit Corp"/>	<input type="text" value="Suburban"/>	<input type="text"/>
Address Line 2	City*	State*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code*	Website Address	
<input type="text"/>	<input type="text" value="http://www.motorcityaquatics.org"/>	

Figure 1.2. Club profile – info screen

## Actions for Club Admins

- Input, update, and verify all information on the “Info” screen by September 1, 2022
- Keep information up-to-date throughout year



# Club Profile: Policies

The screenshot displays the 'Club Profile: Policies' screen. At the top, there is a navigation bar with four tabs: 'Profile', 'Team Management', 'Administrative', and 'Registration'. Below this, there are five buttons: 'Info', 'Policies' (which is highlighted in red), 'Affiliations', 'Legal Entities', and 'History'. There is also an 'Admin Changes' button. The main content area is titled 'Club Policies' and contains several settings:

- Pre-Employment screening required?  Yes
- Include in Find-A-Club Search?  Yes
- Racing start certified?  Yes
- State concussion laws?  Yes
- Minor athlete abuse prevention policy?  Yes
- CLBMS 101?  Yes
- CLBMS 101 Completion Date: [Month] [Day] [Year]
- CLBMS 201?  Yes
- CLBMS 201 Completion Date: [Month] [Day] [Year]

Figure 1.3. Club profile – policies screen

## Actions for Club Admins

- Update yes/no checkmarks for applicable policies
  - For more information on which policies are required and for templates, see [the USA Swimming website](#)
  - Clubs will not be able to update CLBMS yes/no checkmarks or completion dates; contact the Middle Atlantic Swimming Office if you have questions



# Club Profile: Affiliations

The screenshot displays the 'Club Profile: Affiliations' screen. At the top, there are four main tabs: Profile, Team Management, Administrative, and Registration. Below these are five sub-tabs: Info, Policies, Affiliations (which is highlighted in red), Legal Entities, and History. On the left side, there are two buttons: 'Admin Changes' and 'Club Affiliations'. A callout box points to the 'ADD AFFILIATION' button, which opens a form titled 'Add Club Affiliation'. This form contains a dropdown menu labeled 'Club Affiliation(s)', a 'SAVE' button, and a 'BACK' button. Below the callout, there is a red header 'AFFILIATION NAME' and a section titled 'No Affiliations'.

Figure 1.4. Club profile – affiliations screen

## Actions for Club Admins

- Update club affiliation by September 1, 2022
  - Click “Add Affiliation” to make changes, open the dropdown, check as many boxes as are applicable and save
  - If no affiliations are applicable, select “Not Applicable” and save



# Club Profile: Legal Entities

**Profile** Team Management Administrative Registration

Info Policies Affiliations **Legal Entities** History

Admin Changes

## Club Legal Entities

Please provide the legal entities associated with the club. The legal entity name(s) should be the legal name(s) used on tax documents. The legal entity tax Id(s) must be in ITIN (XXX-XX-XXXX) or EIN (XX-XXXXXX) format.

**ADD LEGAL ENTITY**

**Add Legal Entity**

Legal Entity Name\* Legal Entity Tax Id\*

**LEGAL ENTITY NAME**

**No Legal Entities**

SAVE BACK

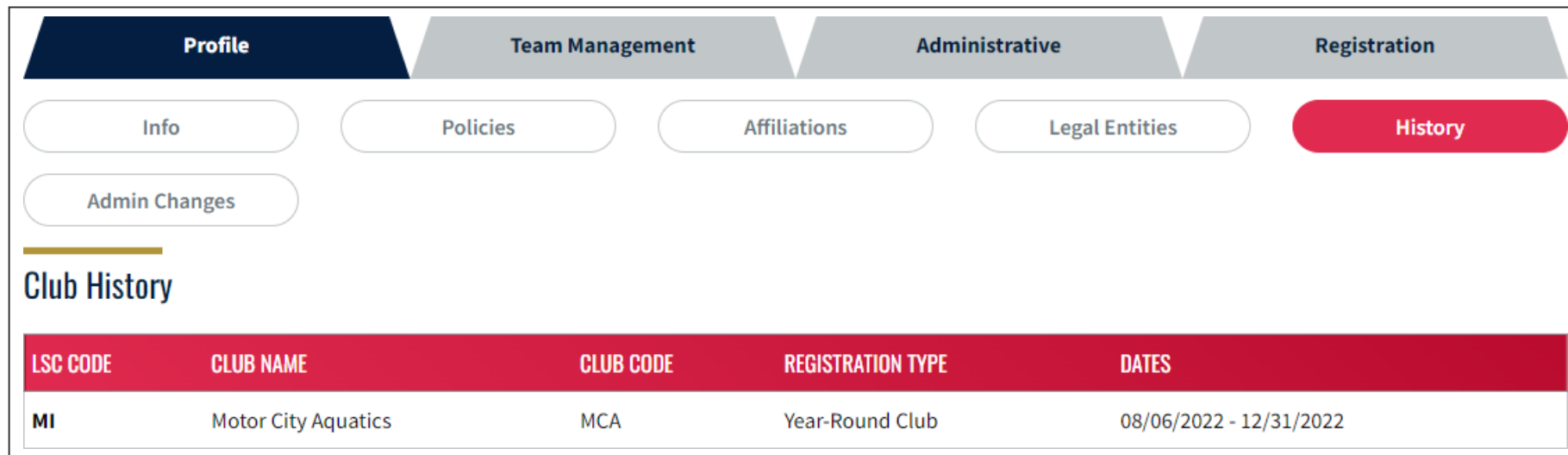
Figure 1.5. Club profile – legal entities screen

## Actions for Club Admins

- Update club legal entity information by September 1, 2022
  - Every club must have at least one legal entity record (name and tax ID) on-file with USA Swimming in SWIMS 3.0



# Club Profile: History




LSC CODE	CLUB NAME	CLUB CODE	REGISTRATION TYPE	DATES
MI	Motor City Aquatics	MCA	Year-Round Club	08/06/2022 - 12/31/2022

Figure 1.6. Club profile – history screen

## Actions for Club Admins

- This page is for informational purposes only, no actions required

 USA Swimming continues to migrate data from SWIMS 2.0 to SWIMS 3.0. You may not see your club's full registration history until a later date. There is no need to contact USA Swimming or Middle Atlantic Swimming about this at this time.



**SECTION 2**

# **Team Management**





# Team Management: Summary

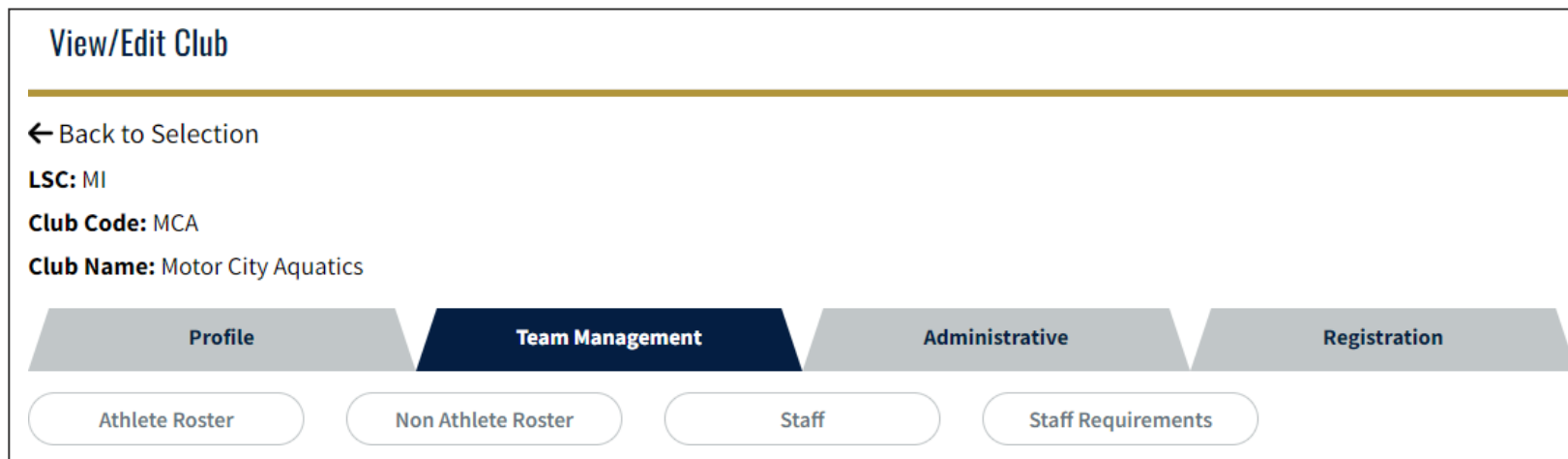


Figure 2.1. Team management navigation menu

## The team management section allows you to manage your athlete/non-athlete rosters and staff

**Athlete Roster:** View athletes currently attached to the club, including athlete good standing status, membership type, and birth date

**Non-Athlete Roster:** View current non-athletes attached to the club, including good standing status and membership type, and birth date

**Staff:** Manage your coaches, board members, and other club volunteers, including granting access to your club portal

**Staff Requirements:** View details for staff certifications and good standing status



# Team Management: Athlete Roster

Profile Team Management Administrative Registration

Athlete Roster Non Athlete Roster Staff Staff Requirements

## Athlete Roster

Competition Category --

Min Age Max Age Practice Group

Site Group First or Preferred Name Last Name

FILTER CLEAR FILTER

170 Athletes

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE	GOOD STANDING EXPIRATION DATE	MEMBER TYPE
Jane Doe	Female	01/01/2009	13	12/31/2022	Premium Athlete

Figure 2.2. Team management – athlete roster screen

- ⚠** The athlete roster is generated based on which athletes are attached to the club via their membership record. Clubs must contact the Middle Atlantic Swimming Office to remove an athlete from its roster.

## Actions for Club Admins

- Monitor athlete roster on ongoing basis to ensure all athletes attached to the club are in good standing



# Team Management: Non-Athlete Roster

Profile Team Management Administrative Registration

Athlete Roster Non Athlete Roster Staff Staff Requirements

## Non Athlete Roster

Practice Group

Site Group

First or Preferred Name

Last Name

14 Non Athletes

NAME	BIRTH DATE	MEMBER TYPE(S)	
John Smith	12/01/1970	Coach	

MEMBER TYPE	REGISTRATION EXPIRATION DATE	GOOD STANDING EXPIRATION DATE
Coach	12/31/2022	11/15/2022

Figure 2.3. Team management – non-athlete roster screen

The non-athlete roster is generated based on which non-athletes are attached to the club via their membership record. Clubs must contact the Middle Atlantic Swimming Office to remove a non-athlete from its roster.

## Actions for Club Admins

- Monitor non-athlete roster on ongoing basis to ensure all non-athletes attached to the club are in good standing



# Team Management: Staff

CLUB STAFF NAME	PHONE NUMBER	EMAIL	IS IN GOOD STANDING?	
Bob Jones	+1 (555) 867-5309	bob.jones@noemail.com	Yes	

Figure 2.4. Team management – staff screen

## Actions for Club Admins

- Review staff currently listed for the club by September 1, 2022
  - Make note of any individuals with the “Coach” tag that are no longer with your team; the ability to remove these individuals is coming in a future release
- Add all board members, meet directors, treasurers, registrars, safe sport coordinators, and other key volunteers as staff
  - This is how you give others access to your club portal, see the next slide for permissions
  - You can only add registered members as staff, and all staff must remain in good standing or else will lose access to the club portal
  - Staff propagate to other sections of SWIMS 3.0 and e-mail distribution lists for USA Swimming, so be sure your staff list is comprehensive (especially for board members and meet directors)
- Keep the staff list current throughout the year, making any changes in the portal **as soon as they are effective**



## Team Management: Staff – Role permissions matrix

	Club Administrator	Club Registrar	Club Swim-a-Thon	Club Meet Director	Club Aquatic Director	Club Safe Sport Coordinator	Head Coach
<b>Club:</b> Edit Club Information	●			●			●
<b>Club:</b> Edit Member Records	●	●					●
<b>Club:</b> Edit Groups	●						●
<b>Club:</b> Manage Registration	●	●					●
<b>Club:</b> View Club Reports	●						●
<b>Club:</b> Renew Club Registration	●	●					●
<b>Club:</b> Club Recognition Program	●	●		●			●
<b>Meets:</b> Create New Hosted Meet	●			●			●
<b>Meets:</b> Edit Hosted Meets	●			●			●
<b>Meets:</b> Submit Pre-Meet Files	●			●			●
<b>Meets:</b> Submit Post-Meet Times	●			●			●
<b>OME:</b> Create OME Hosted Meet	●			●			●
<b>OME:</b> Enter Club in OME Meet	●						●
<b>Facilities:</b> Edit Club Facilities	●				●		●
<b>SSRP:</b> Submit SSRP Application	●					●	
<b>Swim-a-Thon:</b> Administer Event	●		●				
<b>LMS:</b> Purchase Club Certifications	●						●

Figure 2.6. Team management – staff permissions matrix

Staff roles not listed above do not grant club portal access. For more information, visit USA Swimming's [SWIMS 3.0 helpdesk article](#)



# Team Management: Staff Requirements

CLUB STAFF NAME	PHONE NUMBER	EMAIL	IS IN GOOD STANDING?
Jack Johnson		jack.johnson@veryrealemail.com	No

REQUIREMENT	DATE COMPLETED	EXPIRATION DATE
Concussion Protocol Training (CPT)	10/01/2018	No Expiration
Safety Training for Coaches Online (STSC-O)	05/17/2021	05/17/2023
CPR/AED Certification (CPR)	04/24/2021	04/24/2023
Safety Training for Swim Coaches In Water (STSC-W)	04/24/2021	04/24/2023
Athlete Protection Training (APT)	01/23/2022	01/23/2023
Background Check (BGC)	09/30/2020	09/30/2022
Coach's Advantage Tutorial (CAT)	05/06/2020	05/06/2022

Figure 2.7. Team management – staff requirements screen

## Actions for Club Admins

- Monitor staff compliance on ongoing basis to ensure all staff are in good standing
  - Staff not in good standing may not participate in any USA Swimming or Middle Atlantic Swimming activities and will lose club portal access until good standing status is restored



**SECTION 3**

# **Club Administrative**



# Club Administrative: Summary

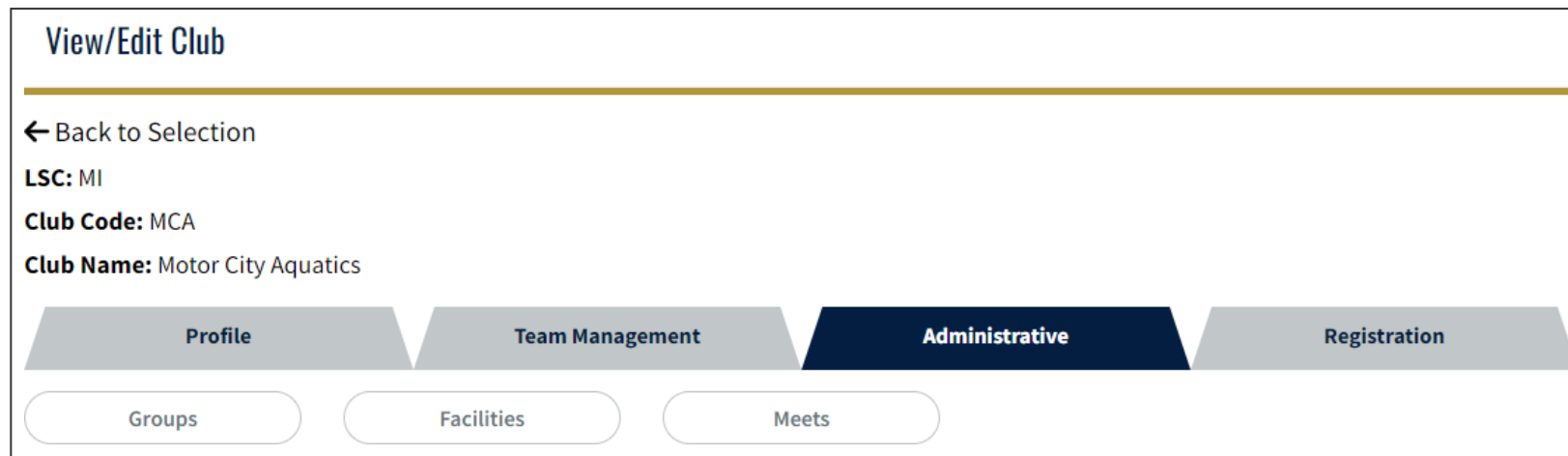


Figure 3.1. Club administrative navigation menu

## The administrative section allows you to manage operational components of your club

**Groups:** Manage member groups specific to your club (sites, practice groups, e-mail distribution lists, etc.)

**Facilities:** Manage training and competition facilities, pool specifications used by your club

**Meets:** Access results from meets in which your team has participated, request meet sanctions (*in future*)

**Pre-Competitive:** Coming in future release, more details will be shared when available





# Club Administrative: Groups

GROUP NAME	GROUP TYPE	GROUP CODE	DATE RANGE	MEMBERS	
White	Practice Group	WT	08/31/2032 - 09/01/2023	1	

Figure 3.2. Club administrative – groups screen

You cannot currently delete groups. We expect this functionality will be introduced in future releases.

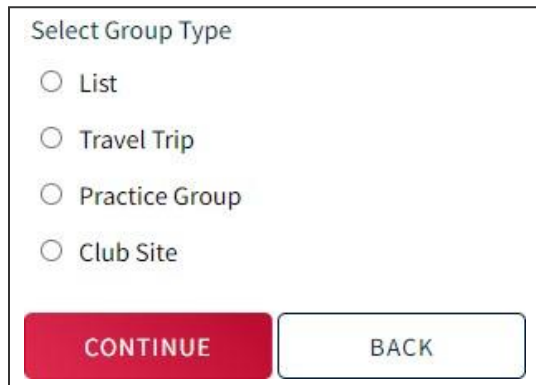
## Actions for Club Admins

- Set-up any practice groups, sites, travel trips, and e-mail distribution lists relevant to your club
- Add members to your groups



# Club Administrative: Groups – Add a group

## 1 Select the applicable group type, click “Continue”



Select Group Type

List

Travel Trip

Practice Group

Club Site

**CONTINUE** **BACK**

Figure 3.3. Club administrative – group types

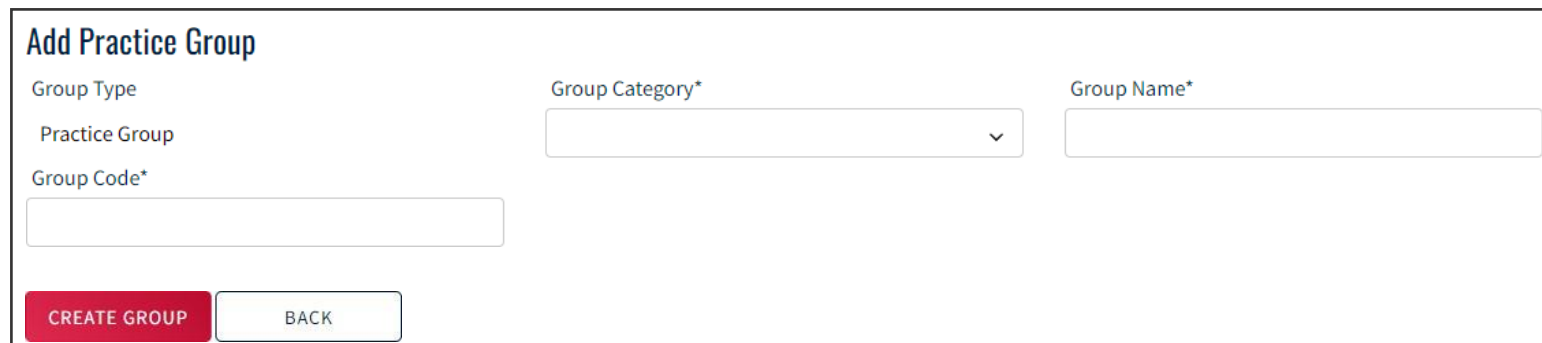
**List:** Group members together for ease of reporting and ease of tracking contact information. No additional member attributes are collected for this list type.

**Travel Trip:** Group athletes together based on attendance to a training or travel trip. For each trip, you can document the location and length of time, and the coaches in attendance.

**Practice Group:** Track performance of different coaches and practice groups. You can assign coaches and facility to each practice group, and you can assign current athlete members to allow for more specific performance reporting for your club.

**Club Site:** Track satellite sites and segment your roster for ease of reporting.

## 2 Input the requested information, click “Create Group”



**Add Practice Group**

Group Type  
Practice Group

Group Category\*

Group Name\*

Group Code\*

**CREATE GROUP** **BACK**

Figure 3.4. Club administrative – example group details page



## Club Administrative: Groups – Edit group membership

- 1 Locate the group in your list and select the person icon

GROUP NAME	GROUP TYPE	GROUP CODE	DATE RANGE	MEMBERS	
White	Practice Group	WT	08/31/2032 - 09/01/2023	1	 

Figure 3.5. Club administrative – example group

- 2 Use the “Add or Remove from Group” check boxes to select which members are in the group, click “Save”

### Add/Edit Group Athletes

**Group Name:** White      **Group Code:** WT  
**Group Type:** Practice Group      **Group Category:** 10 & Under Practice Group  
**Date Range:** 09/01/2023 - 08/31/2032      **Facility:** ██████████  
**Number of Members:** 1      **Coach(es) of Group:** ██████████

Filter By Age  
 Start:       End:       Filter Athlete By Competition Category:      

NAME	COMPETITION CATEGORY	AGE	ADD OR REMOVE FROM GROUP
Grace Green	Female	15	<input type="checkbox"/>

Figure 3.6. Club administrative – example add/remove members group page



## Club Administrative: Facilities

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	PURPOSE	
Birmingham Athletic Club	Bloomfield Hills	MI	48301-3100	4033 W Maple Rd	Training	

Figure 3.7. Club administrative – facilities screen

Clubs must list **all facilities** used for training or hosting competition in their club portal for insurance reasons. Meet sanctions will be denied if a club is hosting a meet at a facility not listed on its profile.

### Actions for Club Admins

- Add and remove club training and competition facilities by September 1, 2022, keep current throughout the year
  - Facilities marked as being used for training will show up in USA Swimming’s Find-a-Club search
  - A facility can be used for both training and competition; if marked as used for training, the “Training” tag will take priority showing in the list
  - You are strongly encouraged to add pools to each facility by clicking the ladder icon



## Club Administrative: Facilities – Add a facility

- 1 Enter facility details into the search, click “Search for Facility”

Figure 3.8. Club administrative – facility search screen

The search will come back with one of two results – an existing facility found, or no facility found

**If matching facility found:**

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	
Rochester High School	Rochester Hills	MI	48309-1747	1361 Walton Blvd	+

**If no facility found:**

There were no results for the below filters. Do you want to add a new facility?

Facility Name: Non-Existent Facility

Figure 3.9. Club administrative – example facility search results



## Club Administrative: Facilities – Add a facility

- 2a** If a matching facility was found: Click the “+” icon at the right of the screen, complete any missing facility contact information, and click “Save”

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	
Rochester High School	Rochester Hills	MI	48309-1747	1361 Walton Blvd	+

Figure 3.10. Club administrative – example successful facility search result

### Edit Club Facility Contact Info

Facility Name	Address Line 1	Address Line 2
Rochester High School	1361 Walton Blvd	
City	State	Zip Code
Rochester Hills	MI	48309-1747
Facility Primary Contact Name*	Facility Email*	Facility Phone Number*
<input type="text"/>	<input type="text"/>	<input type="text" value="+1"/>
Name of Club Contact for Facility*	Email of Club Contact for Facility*	Phone Number of Club Contact for Facility*
<input type="text"/>	<input type="text"/>	<input type="text" value="+1"/>
Facility Can Host Meet?	Is this a training facility? (training facilities will show up in Club Finder)	
Yes	<input checked="" type="checkbox"/>	

Be sure this slider reflects the correct training status!

Figure 3.11. Club administrative – example existing facility edit screen



## Club Administrative: Facilities – Add a facility

- 2b** If no matching facility was found: Click the “Yes, Add Facility” button, complete the facility information, and click “Save”

There were no results for the below filters. Do you want to add a new facility?

Facility Name: Non-Existent Facility

**YES, ADD FACILITY** CANCEL

Figure 3.12. Club administrative – example no existing facility found search result

### Add Facility

International?\*  
**No** ✕

Facility Name*	Address Line 1*	Address Line 2
<input type="text" value="Non-Existent Facility"/>	<input type="text" value="123 Michigan Swimming Dr"/>	<input type="text"/>
City*	State*	Zip Code*
<input type="text" value="MakeBelieve"/>	<input type="text" value="Michigan (MI)"/>	<input type="text" value="48999"/>
Facility Contact Name*	Facility Contact Email Address*	Facility Contact Phone Number*
<input type="text" value="John Smith"/>	<input type="text" value="john.smith@madeupfacility.com"/>	<input type="text" value="+1 (555) 555-5555"/>
Facility Organization Affiliation*	Facility Can Host Meet*	Facility Altitude (ft)*
<input type="text" value="Not Applicable"/>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="text" value="0"/>

**SAVE** BACK

**!** Be sure this slider reflects the correct meet hosting status!  
Once you click save, only the LSC can change this setting.

Figure 3.13. Club administrative – example add facility screen



## Club Administrative: Facilities – Add a facility

**2b** If no matching facility was found: Complete the facility contact information, click “Save”

Cont.

### Edit Club Facility Contact Info

Facility Name	Address Line 1	Address Line 2
Non-Existent Facility	123 Michigan Swimming Dr	
City	State	Zip Code
MakeBelieve	MI	48999
Facility Primary Contact Name*	Facility Email*	Facility Phone Number*
<input type="text" value="John Smith"/>	<input type="text" value="john.smith@madeupfacility.com"/>	<input type="text" value="+1 (555) 555-5555"/>
Name of Club Contact for Facility*	Email of Club Contact for Facility*	Phone Number of Club Contact for Facility*
<input type="text" value="Club Contact Name"/>	<input type="text" value="clubcontactname@clubname.com"/>	<input type="text" value="+1 (222) 222-2222"/>
Facility Can Host Meet?	Is this a training facility? (training facilities will show up in Club Finder)	
Yes	<input checked="" type="checkbox"/> <input type="checkbox"/>	

**SAVE**


 Be sure this slider reflects the correct training status!

Figure 3.14. Club administrative – example new facility contact information screen





## Club Administrative: Facilities – Add a facility

**2b** If no matching facility was found: Complete the facility pool information, click “Save”

Cont.

### Add Pool to Facility

Facility Name	Address Line 1	Address Line 2
Non-Existent Facility	123 Michigan Swimming Dr	
City	State	Zip Code
MakeBelieve	MI	48999
Pool Number / Name*	Pool Dimensions*	Pool Has Starting Blocks*
<input type="text" value="Pool #1"/>	<input type="text" value="SC Pool (25y x 25m)"/>	<input checked="" type="checkbox"/> <b>Yes</b>
Pool Max Depth (ft)	Average Pool Temperature (°F)	
<input type="text" value="10"/>	<input type="text" value="72"/>	

---

### Pool Configurations

COURSE	NUMBER OF LANES
<b>No Pool Configurations</b>	


 You may, but are not required to, add pool configuration details

Figure 3.15. Club administrative – example new facility pool screen



## Club Administrative: Facilities – Add a facility

- 3 Confirm the facility has been added to your club profile



The screenshot displays the 'Club Administrative' interface. At the top, there are four tabs: 'Profile', 'Team Management', 'Administrative' (which is active and highlighted in dark blue), and 'Registration'. Below these tabs are three buttons: 'Groups', 'Facilities' (highlighted in red), and 'Meets'. Under the 'Facilities' button, there is a section titled 'Club Facilities' with a dark blue 'ADD FACILITY' button. Below this is a table with the following data:

FACILITY NAME	CITY	STATE	ZIP CODE	ADDRESS	PURPOSE	
Rochester High School	Rochester Hills	MI	48309-1747	1361 Walton Blvd	Competition	   
Non-Existent Facility	MakeBelieve	MI	48999	123 Michigan Swimming Dr	Training	   

Figure 3.16. Club administrative – facilities screen with successful additions



## Club Administrative: Meets

Profile Team Management **Administrative** Registration

Groups Facilities **Meets**

**Club Meets**

**REQUEST MEET SANCTION** Do **NOT** use this feature!

Report Period  
2022 (9/1/2021 - 8/31/2022)

MEET NAME	HOST ORGANIZATION	DATES	CLASSIFICATION	TYPE	STATUS
ONU vs. JCU	Usa Swimming	10/30/2021 - 10/30/2021	Approved	Collegiate Dual Meet	

Figure 3.17. Club administrative – meets screen

- ⚠ Do not use the “Request Meet Sanction” button to submit sanction requests.** Middle Atlantic Swimming will not be using this feature until further notice, and all sanction requests submitted through SWIMS 3.0 will be automatically rejected.
- Continue e-mailing your sanction application and meet files to [mikeseip@maswim.org](mailto:mikeseip@maswim.org)

### Actions for Club Admins

- This screen is primarily for information at this time, therefore no action is required at this time
  - In future releases, you may be able to view meet reports or conduct other actions for your team from this section



**SECTION 4**

# **Registration**



# Updates to the Athlete Registration Process

**With SWIMS 3.0 and online member registration, athlete registration will be different than in the past:**

- 0a** Before the season begins on **September 1, 2022** – the club sets up its registration / membership type offerings and links its registration vendor (e.g., TeamUnify) in SWIMS 3.0
- 0b** On **September 1, 2022** – the club generates its “Full Price Membership” and “Outreach Membership” registration links in SWIMS 3.0
- 1** The parent or athlete begins the registration process **on the club’s website**, just as in the past
- 2** The parent or athlete completes their registration **with the club** via the club’s existing process. This does not register the athlete with USA Swimming or Middle Atlantic Swimming at this stage
- 3** **NEW:** Once the athlete is registered with the club, the club administrator or club registrar **must send the parent or athlete the club’s unique SWIMS 3.0 registration link (full price or outreach)**. Clubs may do this any way they choose, suggestions:
  - Direct e-mail to the registered member after they’ve completed the club’s registration process
  - Embed the link on your automated registration confirmation e-mail
  - If using TeamUnify with SWIMS 3.0, on the registration confirmation pageBe sure to tell your parents/athletes which member type to select (e.g., Premium Athlete, Flex, Seasonal, etc.) on the USA Swimming website!
- 4** **NEW:** The parent will use the club-provided SWIMS 3.0 registration link to login/create a USA Swimming account and register their athlete **and pay the USA Swimming/Middle Atlantic Swimming registration fee directly in SWIMS 3.0**
  - Clubs should **NOT** collect the **USA Swimming/Middle Atlantic Swimming registration fee with club dues on their website**
  - The athlete is not registered and cannot practice or compete until registered and paid in SWIMS 3.0. Clubs **MUST** monitor and enforce this for insurance purposes

**! Middle Atlantic Swimming will NOT have the ability to process registrations – all registrations must be done in SWIMS !**



# Updates to the Non-Athlete Registration Process

**With SWIMS 3.0 and online member registration, non-athlete registration will be different than in the past:**

- 0a** **Before the season begins on September 1, 2022** – the club sets up its registration / membership type offerings and links its registration vendor (e.g., TeamUnify) in SWIMS 3.0
- 0b** **On September 1, 2022** – the club generates its “Full Price Membership” registration link in SWIMS 3.0; the same link is used for both athletes and non-athletes
- 1** **NEW:** The club administrator or registrar **sends the non-athlete member (coach, official, administrator, other) the club’s unique SWIMS3.0 Full Price Membership link** via e-mail  
Be sure to tell the non-athlete member which member type to select (e.g., Coach, Official, Administrator, Other, etc.) on the USA Swimming website!
- 2** **NEW:** The non-athlete member will use the club-provided SWIMS 3.0 registration link to login/create a USA Swimming account, register, **and pay the USA Swimming/Middle Atlantic Swimming registration fee directly in SWIMS 3.0**
  - The non-athlete member is not registered and cannot participate in ANY club activities (coaching, officiating, etc.) until registered and paid in SWIMS 3.0. Clubs **MUST** monitor and enforce this for insurance purposes
  - Clubs that pay for their coaches’ registrations may consider holding a group registration session with all coaches and using a club credit card to pay in SWIMS 3.0; checks and ACH to Middle Atlantic Swimming can no longer be accepted for registrations
- 3** The non-athlete member **completes certification and education requirements** as needed, e-mails Lifeguard, CPR, STSC, Concussion certificates to the Middle Atlantic Swimming Office for input into SWIMS 3.0
  - Clubs cannot update non-athlete member certifications in SWIMS 3.0
  - Non-athlete members are not in good standing and cannot participate in ANY club activities (coaching, officiating, etc.) until all certification and education requirements are met

**! Middle Atlantic Swimming will NOT have the ability to process registrations – all registrations must be done in SWIMS !**



# Updates to the Transfer Process

## **If a member is transferring to your club at the time of annual registration:**

- The member registers as normal using your club's unique membership link
- The member will automatically attach to your club after payment in SWIMS 3.0 if the 120 day rule has been met.

## **If a member is already registered or is transferring to your club mid-season:**

- The club administrator, club registrar, or parent now initiate the transfer directly in SWIMS 3.0
  - Navigate to the member profile screen and select the "Transfer" menu
  - Click the "Initiate Transfer" link
  - Complete the online transfer form, click "Submit"
- Middle Atlantic Swimming will receive and approve the transfer request; the athlete attaches to the club only after this step is completed
- Middle Atlantic Swimming will bill the receiving club for the transfer using its existing payment system (i.e., no transfer fee is collected in SWIMS 3.0)
- Middle Atlantic Swimming cannot deny any transfer unless presented with a valid court judgement



# You and your members will have questions – that’s expected and okay!

**USA Swimming created some helpful videos you can share with parents, coaches, and anyone else who needs some assistance:**

- » **Online Member Registration Preview:** [Click here](#)
- » **How to Create an Account for Existing Members:** [Click here](#)
- » **How to Create an Account for Parents:** [Click here](#)

**If you need assistance with club administrator tasks, watch these videos from USA Swimming:**

- » **How to Generate Your Team Registration Link:** [Click here](#)
- » **How to Restrict Club Membership Types in SWIMS:** [Click here](#)
- » **How to Activate a Team Management Vendor:** [Click here](#)
- » **TeamUnify Online Member Registration Demonstration:** [Click here](#)

You can also find additional information on [the USA Swimming website](#), and you are welcome to contact the Middle Atlantic Swimming Office with questions. However, due to the volume of members we have, we ask that you do your best to assist your members directly where able and minimize directing them to the Middle Atlantic Swimming Office for routine matters.





# Registration: Summary

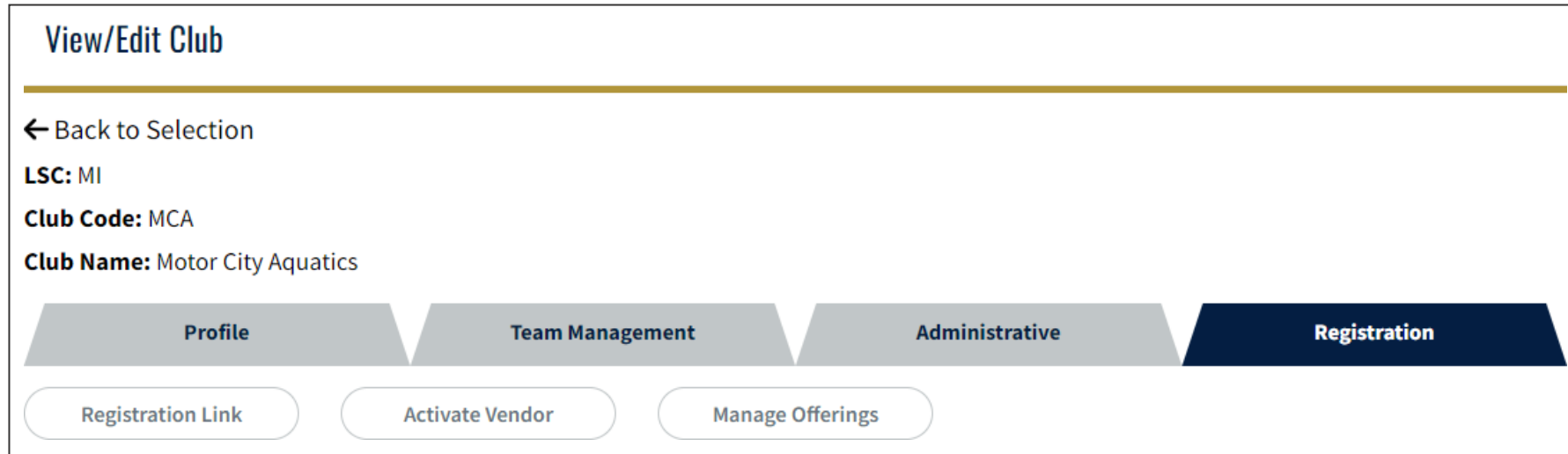


Figure 4.1. Registration navigation menu

## The registration section allows you to manage registration for your club

**Registration Link:** Generate and manage your club's SWIMS 3.0 registration links

**Activate Vendor:** Activate a registration vendor to connect to SWIMS 3.0

**Manage Offerings:** Manage which membership types your club will offer to members in SWIMS 3.0



# Registration: Registration Link



MEMBERSHIP GROUP	EFFECTIVE DATE	EXPIRATION DATE	CUSTOM LINK
Full Price Membership	08/17/2022	08/31/2022	 <a href="#">Generate New Link</a>
Outreach Membership	08/17/2022	08/31/2022	 <a href="#">Generate New Link</a>

Figure 4.2. Registration – registration link screen

 USA Swimming sets the effective and expiration dates for these links based on the current registration year. Do not put any of these links into your registration materials **until you generate a new link on or after September 1, 2022**

## Actions for Club Admins

- Plan how your club will distribute your club's unique SWIMS 3.0 registration links to your members
  - Be very careful how you do this – anyone who has your club's unique link can attach their USA Swimming membership to your club
  - We do not recommend putting your SWIMS 3.0 registration link on any public website pages
  - If your registration link falls into the wrong hands, you may generate a new registration link at any point in time, but you must then update all of your registration materials
- On September 1, 2022, generate your registration links for the 2023 registration year and put into registration materials



# Registration: Activate Vendor

The screenshot shows the 'Registration: Activate Vendor' screen. At the top, there is a navigation bar with four tabs: 'Profile', 'Team Management', 'Administrative', and 'Registration'. Below the navigation bar, there are three buttons: 'Registration Link', 'Activate Vendor', and 'Manage Offerings'. The main content area is titled 'Club Activate Vendor' and contains an 'ADD VENDOR' button. A callout box titled 'Club Add Vendor' is open, showing a dropdown menu for 'Available Club Vendors' with 'TeamUnify' selected. Below the dropdown are 'SAVE' and 'BACK' buttons. The main content area also shows a table with columns 'VENDOR NAME' and 'DATE EXPIRED', and a row with the text 'No results'.

Figure 4.3. Registration – activate vendor screen

## Actions for Club Admins

- Add your registration vendor before September 1, 2022
  - There are only three vendors currently supported: TeamUnify, SwimTopia, Commit Swimming
  - Your vendor will be notified once you have activated them for your club in SWIMS 3.0; contact your vendor representative if you have any questions relating to the integration between SWIMS 3.0 and their software
  - **If you are using TeamUnify, you MUST be on the “new” version of the software for integration between your team website and SWIMS 3.0**, contact your TeamUnify account manager for more information and to confirm your version



# Registration: Manage Offerings

Be sure to select the **correct registration period**

OFFERING	REGISTRATION START DATE	REGISTRATION END DATE	OFFERED BY CLUB?
Administrator	09/01/2022	08/31/2023	<input checked="" type="checkbox"/>
Coach	09/01/2022	08/31/2023	<input checked="" type="checkbox"/>
Flex Athlete	09/01/2022	08/31/2023	<input checked="" type="checkbox"/>

Figure 4.4. Registration – manage offerings screen

## Actions for Club Admins

- Update your club's registration type offerings for the 2023 registration year before September 1, 2022
  - A checked box in "Offered by Club?" means this registration type will be available for members to select in SWIMS 3.0 when using your club's unique registration link
  - You will not be able to change your registration offerings once the 2023 registration year begins, so be sure to check any membership type your club may offer at any point during the registration year
  - If you have questions about a specific membership type, please contact the Middle Atlantic Swimming Office



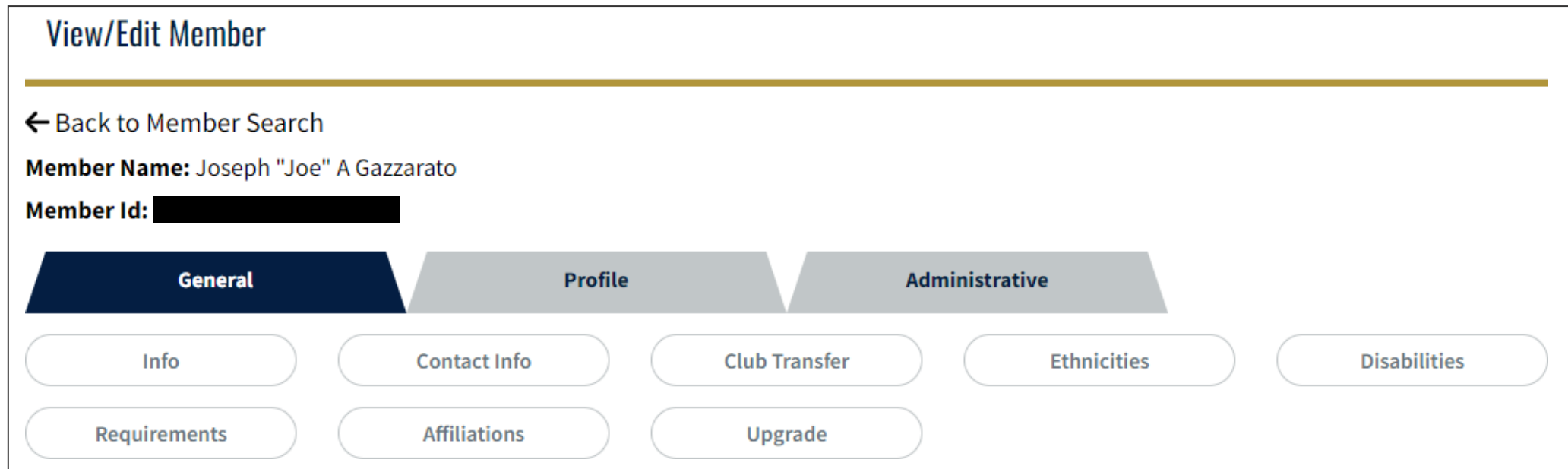
**SECTION 5**

# **Member Edit**



# Member Edit Capability

Club Administrators and Club Registrars can edit members who are attached to their club by clicking the edit icon (  ) next to a member's name in the athlete or non-athlete roster:



**View/Edit Member**

← Back to Member Search

**Member Name:** Joseph "Joe" A Gazzarato

**Member Id:** [REDACTED]

**General** Profile Administrative

Info Contact Info Club Transfer Ethnicities Disabilities

Requirements Affiliations Upgrade

Figure 5.1. Example member edit screen

**Clubs will have access to the “General” and “Profile” tabs.**

The “Administrative” tab is reserved for LSC Administrators and cannot be accessed by clubs.



# Member Edit: General

You can **view**  
the member's  
**ID** in this view

View/Edit Member

← Back to Member Search

**Member Name:** Joseph "Joe" A Gazzarato

**Member Id:** [REDACTED]

**General** Profile Administrative

Info Contact Info Club Transfer Ethnicities Disabilities

Requirements Affiliations Upgrade

Figure 5.1. Example member edit screen, general tab

## The general section contains basic information about the member

**Info:** Basic information about the member (e.g., name, address, birth date, competition category, etc.)

**Contact Info:** Member contact and emergency contact information, as provided by the member at registration

**Club Transfer:** Member club transfer portal

**Ethnicities:** Record member's self-reported ethnicity data

**Disabilities:** Record of member's self-reported disability data

**Requirements:** Status of member's certification and education requirements impacting good standing status

**Upgrade:** Member membership upgrade portal (e.g., from flex to premium)

**Affiliations:** For LSC use only, not visible or accessible to clubs



## Selected Member Edit Views: General – Club transfer

- 1 Expand the member's current club record by selecting the upward carat icon ( ^ ) and click "Initiate Transfer"

The screenshot displays the 'Member Edit' interface with the 'General' tab selected. The 'Club Transfer' button is highlighted in red. Below the navigation tabs, there are buttons for 'Info', 'Contact Info', 'Club Transfer', 'Ethnicities', 'Disabilities', 'Requirements', 'Affiliations', and 'Upgrade'. The 'Member Club Transfer' section shows a table with one record: 'Other' role, effective date 09/29/2019, expiration date 12/31/2022, and status 'Transfer Eligible'. An 'Initiate Transfer' button is visible next to the record.

MEMBER ROLE	EFFECTIVE DATE	EXPIRATION DATE	STATUS
Other	09/29/2019	12/31/2022	Transfer Eligible

Figure 5.2. Member edit, general – club transfer screen





## Selected Member Edit Views: General – Club transfer

- 2 Complete the member transfer form, click “Submit Transfer”

### Member Club Transfer

#### Current Club Info

Club	Member Role
Unattached (MI/UN)	Other

#### Transfer Form

New Club\*

This will confirm that the above information is correct. I understand that the above athlete will remain Unattached for 120 consecutive days from the date of last open sanctioned competition in accordance with USA Swimming Rules and Regulations 203.3.

First and Last Name*	Date
Joseph Gazzarato	08/21/2022

The club from which the athlete is transferring will be notified that this transfer has occurred. The old club has the responsibility to notify the LSC Registrar of the new club within sixty (60) days if the club has obtained a court judgment in accordance with USA Swimming Rules and Regulation 203.6. If there is a court judgment, the swimmer will be Unattached until such time as the judgment has been satisfied.

Figure 5.3. Member edit, general – club transfer form screen

- 3 Middle Atlantic Swimming reviews, approves transfer and bills receiving club via existing payment system



## Selected Member Edit Views: General – Requirements

REQUIREMENT	DATE COMPLETED	EXPIRATION DATE	STATUS
Background Check(BGC)	06/30/2021	06/30/2023	Completed
Athlete Protection Training(APT)	01/13/2022	01/13/2023	Completed
Concussion Protocol Training(CPT)	01/01/2020	No Expiration	Completed
CPR/AED Certification(CPR)	09/22/2020	09/22/2022	Completed
Safety Training for Swim Coaches In Water(STSC-W)	09/22/2020	09/22/2022	Completed
Safety Training for Coaches Online(STSC-O)	10/09/2020	10/09/2022	Completed
Coach's Advantage Tutorial(CAT)	02/06/2021	02/06/2023	Completed

View status of **membership requirements, expiration dates**

Toggle **between roles**, if member is registered as multiple member types

A member may be in good standing in one membership type and not in another.

Be sure to check all membership types.

Figure 5.4. Member edit, general – requirements screen



# Member Edit: Profile

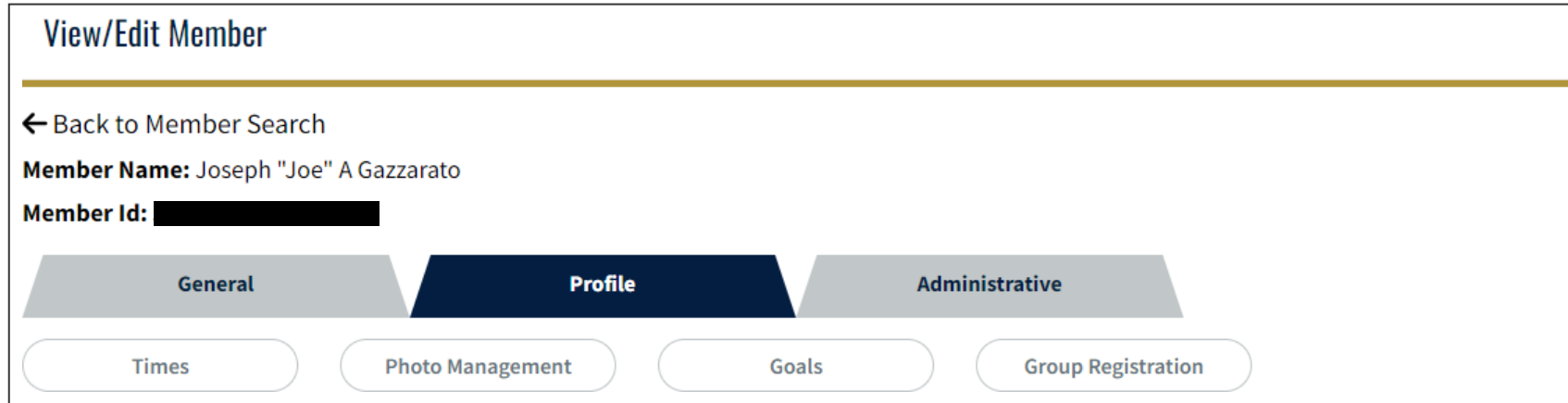


Figure 5.5. Example member edit screen, profile tab

## The profile section contains administrative information about the member

**Times:** Member's times from sanctioned, approved, observed competitions

**Photo Management:** Member's photo, if provided by the member

**Goals:** Member's event goals

**Group Registration:** List of club groups to which the member belongs



**SECTION 6**

# **Frequently Asked Questions**



# Frequently Asked Questions

## SWIMS 3.0 Basics

### How can I look-up a member ID, for example, when I'm adding someone to my club's staff list?

- » You can look-up a member ID by clicking the magnifying glass icon next to the "Member Id" field, inputting the member's first name, last name, and birth date. The search will return the member's ID.

If you do not have the member's birth date, and if the member is attached to your club, you can locate the member in your club rosters, click the edit icon to bring up the member's profile, and copy the ID from the top of the page.

### Why did member IDs change?

- » USA Swimming changed member IDs to better protect member data. In the past, member IDs were a combination of first name, middle initial, last name, and birth date. The new member IDs are randomly-generated strings of alphanumeric characters with no member personal identifiable information, which offer a superior level of privacy over the old member IDs.

### Where are reports?

- » Reports will be made available in a future release of SWIMS 3.0. Stay tuned!

### Where can I view payment information?

- » Payment history will be available on the member dashboard. This dashboard tile will be made available in a future release of SWIMS 3.0. Stay tuned!

### Will we still use Deck Pass for our membership card?

- » No. The Deck Pass app will be discontinued. Use the SWIMS 3.0 website to pull-up your membership card. The website is mobile-friendly.



# Frequently Asked Questions

## Member Registration

### Where will athletes begin the registration process?

- » Athletes (or their parents) will begin the registration process on the club website, as in the past. The athlete will register with the club first, and then the club will provide the athlete with the club's unique SWIMS 3.0 registration link. The athlete will use this link to go to the USA Swimming website, log-in to SWIMS 3.0, and complete and pay for their USA Swimming/Middle Atlantic Swimming registration.

### Do clubs need to collect the USA Swimming/Middle Atlantic Swimming registration fee as was done in the past?

- » No. Clubs should not collect the USA Swimming/Middle Atlantic Swimming registration fee. Each member pays this fee via the SWIMS 3.0 platform. If a club has already collected the USA Swimming/Middle Atlantic Swimming registration fee for the 2023 registration year, the club should refund that amount to its members or issue a credit to members' accounts.

### When is a member considered fully registered?

- » A member is considered fully registered once they have completed the online registration process via the SWIMS 3.0 platform and paid the USA Swimming/Middle Atlantic Swimming registration fee.

Athletes must have a valid membership before their first practice. If you have members that were registered as year-round for the 2022 registration year, their membership is valid through December 31, 2022 and may choose to complete the 2023 USA Swimming/Middle Atlantic Swimming registration process at a later date before the end of 2022. For any new members who were not registered year-round in 2022, they must complete the process before engaging in any USA Swimming or Middle Atlantic Swimming activities.

Note: Being fully registered is not the same as being in good standing. To be in good standing, each member must meet the certification and education requirements applicable to their membership type(s). Members may not engage in any USA Swimming or Middle Atlantic Swimming activities unless they are in good standing.



# Frequently Asked Questions

## Member Registration

### How do clubs share their unique SWIMS 3.0 registration link with members?

- » It is up to each club to determine the best way to share its unique SWIMS 3.0 registration link with members. You will generally provide the “Full Price Membership” link to your members (see below for a note on outreach). We are happy to provide a few suggestions, if helpful:
- Direct e-mail to the registered member after they’ve completed the club’s registration process
  - Embed the link on your automated registration confirmation e-mail
  - If using TeamUnify with SWIMS 3.0, on the registration confirmation page

Clubs should be careful in distributing these links. Anyone who has access to your link will be able to register with USA Swimming/Middle Atlantic Swimming and automatically attach to your team. For this reason, we do not recommend posting these links on public website pages.

### My club’s unique SWIMS 3.0 registration link got shared and members not part of our team are registering with us. What should we do?

- » Your first step should be to generate a new SWIMS 3.0 registration link from within the club portal. You will need to update all of your registration materials with the new link.

Next, you can use your rosters to edit the members who are not part of your team and initiate a transfer request to “MA/UN” (unattached). You must notify the Middle Atlantic Swimming Office via e-mail when you are doing this.

### How do we register outreach athletes?

- » Outreach athletes are full year-round members of USA Swimming and Middle Atlantic Swimming. Once an athlete registers with your club and you verify that the athlete qualifies for an outreach membership, provide your “Outreach Membership” unique SWIMS 3.0 link directly to the athlete. This will give the athlete access to the discounted membership in the SWIMS 3.0 platform. Do not make this link available to your general membership.



# Frequently Asked Questions

## Member Registration

### Which membership “offerings” should I enable in my club portal?

- » You should enable any membership offering type that you plan to offer to your membership at any point during the year. After the registration year begins, you will not be able to enable/disable any offering types.

When providing registration instructions to your members, it is extremely important that you tell them which membership type to select in the SWIMS 3.0 platform (e.g., “Premium Athlete” vs. “Flex”, “Other Non-Athlete” vs. “Administrator”).

### Does every athlete need to create their own individual USA Swimming account?

- » No, parents can create a single USA Swimming account and link all athlete members aged 17 or under to their login. The parent will need each athlete’s member ID, which they can look-up in the SWIMS 3.0 platform or you can provide from the rosters in your club portal.

All athletes aged 18 or older will need their own USA Swimming account linked to their member record to complete the Athlete Protection Training (APT) requirement for adult athletes.

### If an athlete ages-up to 18 during the season, do they need to create their own USA Swimming account?

- » Yes, the athlete will need to create their own USA Swimming account before they turn 18. They must also complete Athlete Protection Training (APT) before their 18<sup>th</sup> birthday. USA Swimming will share additional information on how this process will work for athletes who are initially attached to a parent account at younger ages.

### I’m unattached. Where do I register?

- » Unattached athletes and non-athletes will register via the Middle Atlantic Swimming website. Additional information will be made available on the Middle Atlantic Swimming website once the 2023 registration year begins.





# Frequently Asked Questions

## Member Registration

### **I am both an athlete and a coach (or otherwise have two membership types), how will that work?**

- » You will still register through the SWIMS 3.0 platform, using the link(s) of which ever club(s) with which you are affiliated. You can be affiliated with multiple clubs.

At check-out, you will only be charged for one full-price membership. If you are adding a second membership after your first is already active, you will see a \$0 balance due at check-out.

### **Will Middle Atlantic Swimming accept any paper registration forms? Can I mail payment to Middle Atlantic Swimming?**

- » No, Middle Atlantic Swimming will not accept any paper registration forms, and you cannot mail payment to Middle Atlantic Swimming. All members must complete and pay for their USA Swimming/Middle Atlantic Swimming registration through the SWIMS 3.0 platform.

### **I have questions about how SWIMS 3.0 will integrate with my team management software/registration vendor. What should I do?**

- » You should contact your team management software/registration vendor directly. Middle Atlantic Swimming does not have information on SWIMS 3.0 specifics for third-party products.

### **Who is responsible for communicating this new process to parents, coaches, etc.?**

- » Clubs are responsible for communicating this new process, including any club-specific protocols, to their members. If USA Swimming provides any communication templates or guidance, we will share that with you.



# Frequently Asked Questions

## Club Portal

### How do I renew and pay for our club's 2023 registration?

- USA Swimming will make a club registration link available in the club portal after the 2023 registration year begins. Clubs will use this link to complete their 2023 club registration via the SWIMS 3.0 platform.

Clubs will pay the USA Swimming portion of the club registration fee directly to USA Swimming via the SWIMS 3.0 platform. Middle Atlantic Swimming will invoice and charge clubs for the Middle Atlantic Swimming portion of the club registration fee through its existing payment method.

### How do I view my athlete and non-athlete members' good standing statuses?

- Navigate to your club portal, select the "Team Management" tab, and select the relevant roster. Click the edit icon next to a specific member's record, select the "General" tab, and select the "Requirements" menu.

### How do I create "practice groups" for use in my roster search?

- In your club portal, create a new group and assign it the "Practice Group" type. Then, add athletes and coaches to the group.

### Can I have more than one person designated as head coach on the club staff list?

- No. You can only have one head coach designated on the club staff list.

