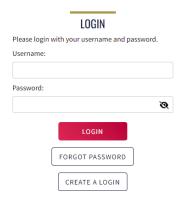
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How do I create an account in SWIMS as a new member?

Once you receive your OMR link from your club, you will need to create a new login and password for the new SWIMS system, using the 'Create A Login' button shown below.



Once you have done that and verified your address through the email that you will receive, you will be prompted to create a new account or link an existing account. If you have not had a previous USA Swimming Membership you will need to click the 'Have you ever had a USA Swimming Membership?' toggle button to 'No'.



Here you will need to provide the required information and click the 'Submit' button. You will then be taken to the USADA Disclaimer page. In order to continue the registration process, you will need to select 'Yes' on all of the toggle buttons and click the 'Continue' button at the bottom.

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After you click the 'Continue' button, you will see a signature box. To sign, you will enter your full name and click the 'Sign the Documents' button.



After you have signed the USADA Disclaimer Documents, you will be taken to your club page where you can verify that the club information is correct. You will then click the 'Continue' button at the bottom.



Once you've clicked the 'Continue' button, you will be taken to a page asking 'Who is the membership for?', you will need to select if this membership is for yourself or a family member. For now, we will go through the steps of setting up a membership for yourself.



Once you have clicked the radio button 'This membership for for myself, (Your name)', the next page you will see is the 'About Member' form. Here you will need to enter all required information and then click the 'Continue' button at the bottom.

After you have clicked 'Continue', you will be

taken to the 'Member Contact' form. Please fill in the required information and click the 'Continue' button.

USA Swimming Online Member Registration

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The next form that will appear after you click the 'Continue' button is the 'Emergency Contact' form. Please fill in all of the required information and click the 'Continue' button. Please make sure you have entered an individual you trust and would like to have as your 'Emergency Contact'. If you would like to add additional emergency contacts, you can click the 'Add More Contacts' button.



The next page you will be taken to is the 'Membership' selection page. Please make all of the correct selections for the memberships you are signing up for and click the 'Continue' button.



Next you will see the 'Ethnicity' selection page. Here you will select whether you are 'Hispanic or Latino', 'Not Hispanic or Latino', or 'I prefer not to say' and you will select your 'Other Ethnicity' depending on the choice you have made. You will then click the 'Continue' button.

You will then be taken to the 'Gender/Competition Category' page. This page's title will be dependent upon the Memberships you have chosen. If you have chosen an Athlete membership, the title will show 'Competition Category'. If you have chosen a Non-Athlete membership, the title will show 'Gender'. You will make the appropriate selection and click the 'Continue' button.

Next you will see the 'Legal Acknowledgements' Page. This should show that you have already signed the USADA Disclaimer Documents. You will click the 'Continue' button.



You will then be taken to your 'Member Summary' page. This will show you all of the selections you have made and the information you have provided. You will click the 'Continue' button at the bottom of the page.



The next 'Summary' page will show you the initial total before continuing to the 'Shopping Cart'. You can click the arrow to the right in

the grid to view the 'Fee Details'. You will then click the 'Continue' button to go to the 'Shopping Cart'.



Once in the 'Shopping Cart', you are able to begin the checkout process. Here you can include an optional donation or to cover the 'Credit Card Transaction Fee' by clicking the toggle button to 'Yes'. You will then click the 'Check Out' button.



On the 'Checkout' page, you are able to enter either your Credit Card information or your Bank information. You will then click the 'Process Payment' button.

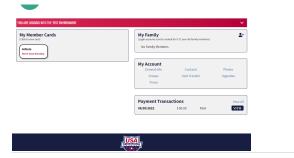


Once the payment has been processed and was successful, you will see the following:



Click the 'Return' button and you will be taken to the 'Member Dashboard' where you will be able to view your Member Cards and other information.





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