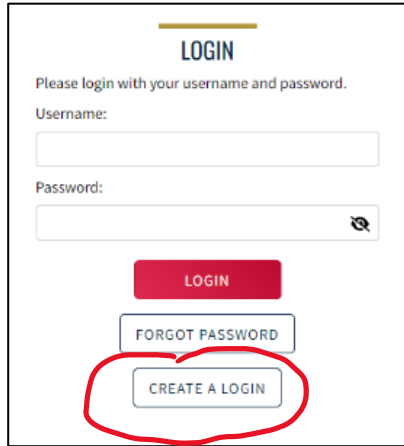


# Instructions for Creating an Account in SWIMS 3.0

(These instructions are just for creating a new account for USA Swimming. This process will not renew your registration for 2023. You will use a link sent from your club to renew your registration.)

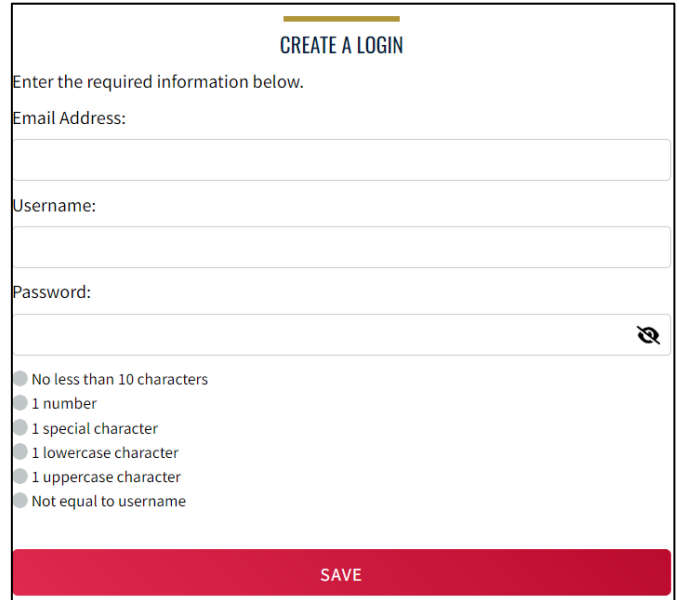
Click <https://hub.usaswimming.org/landing> to create the new USA Swimming account that will replace your current Deck Pass account.

1. On your first visit, you will select **Create a Login**.



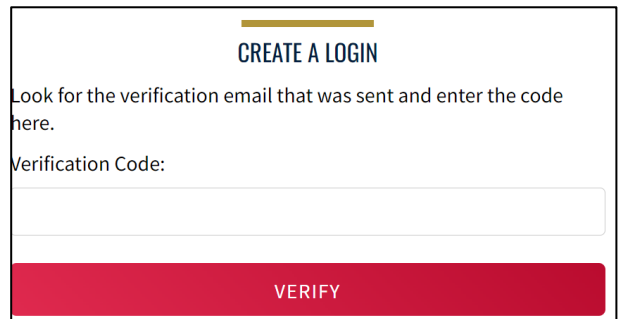
The screenshot shows the 'LOGIN' page with fields for 'Username:' and 'Password:'. Below the fields are three buttons: 'LOGIN', 'FORGOT PASSWORD', and 'CREATE A LOGIN'. The 'CREATE A LOGIN' button is circled in red.

Please make sure to use a personal email address instead of a shared account since this will be linked to your individual membership or account. Shared or group email addresses such as [office@abcde.com](mailto:office@abcde.com) should not be used.



The screenshot shows the 'CREATE A LOGIN' page. It has fields for 'Email Address:', 'Username:', and 'Password:'. Below the password field are several requirements: 'No less than 10 characters', '1 number', '1 special character', '1 lowercase character', '1 uppercase character', and 'Not equal to username'. At the bottom is a red 'SAVE' button.

2. You'll receive an email with a verification (ping) code. Once the verification code is entered you'll be asked to log in using the username and password you just created.

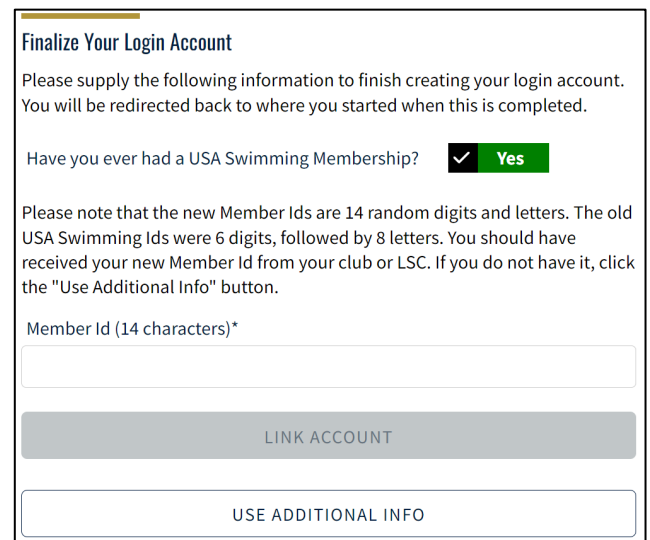


The screenshot shows the 'CREATE A LOGIN' page with the instruction 'Look for the verification email that was sent and enter the code here.' and a 'Verification Code:' field. At the bottom is a red 'VERIFY' button.

3. Next you'll be asked if you've ever been a member of USA Swimming in the past. If the answer is Yes (you'll need to click on the icon for it to indicate Yes or No), select *Use Additional Information* unless you already have your new ID number. Be certain to enter your name as it is listed on your most recent membership card. If you're unsure how you were registered in the past or your account is not found, STOP and contact Moriah at [registrarnes@gmail.com](mailto:registrarnes@gmail.com) for help.

After you complete the requested information your new ID will be emailed to the address shown in the form. Once received, copy and paste the Member ID in the appropriate field and click *Link Account*.

If you have never been a member of USA Swimming, click the icon to show *No* and complete the steps shown on the screen. You will automatically be logged into SWIMS 3.0.



The screenshot shows the 'Finalize Your Login Account' page. It asks 'Have you ever had a USA Swimming Membership?' with a 'Yes' button selected. Below is a note about Member IDs and a 'Member Id (14 characters)\*' field. At the bottom are two buttons: 'LINK ACCOUNT' and 'USE ADDITIONAL INFO'.

That's all there is to it! The username and password you entered in step 1 is the login for your new account