

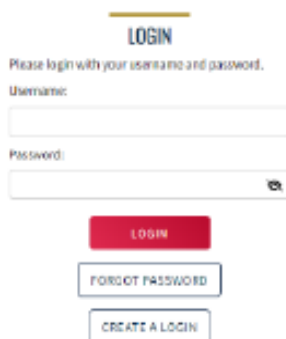
Creating an Account in SWIMS 3.0 and Registering with USA Swimming

(These instructions are for parents, coaches, officials and other non-athlete or adult athletes to create a new account for USA Swimming. The adult members can then add their swimmers to their USA Swimming accounts. Once the account is set up follow the instructions to register your swimmer/s).

The first step in the process is for the **parent or guardian** to create a USA Swimming Account for themselves (you are not registering with USA Swimming, just creating an account).

1. [LINK To SET UP USA SWIMMING LOGIN](#)

2. You will be taken to a page that looks like:

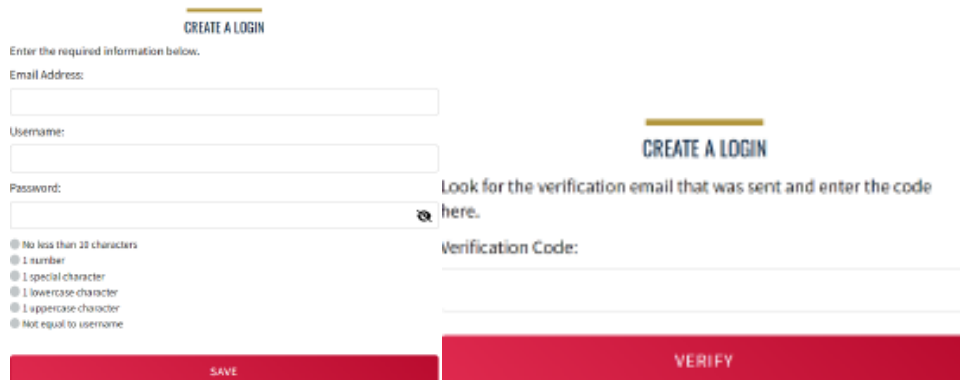


The screenshot shows a login form with the following elements:

- Section header: **LOGIN**
- Instruction: Please login with your username and password.
- Username field: A text input box.
- Password field: A text input box with a toggle icon for visibility.
- Buttons: A red **LOGIN** button, a **FORGOT PASSWORD** button, and a **CREATE A LOGIN** button.

3. You will click on **CREATE A LOGIN**. 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 should not be used.

4. You'll receive an email with a verification code. Once the verification code is entered you'll be asked to log in using the username and password you just created. If you don't receive this email, please check your SPAM FOLDER.



The screenshot shows two pages side-by-side:

Left Page: CREATE A LOGIN

- Section header: **CREATE A LOGIN**
- Instruction: Enter the required information below.
- Fields: Email Address, Username, and Password (with a toggle icon).
- Requirements (checkboxes):
 - No less than 20 characters
 - 1 number
 - 1 special character
 - 1 lowercase character
 - 1 uppercase character
 - Not equal to username
- Buttons: A red **SAVE** button.

Right Page: VERIFY

- Section header: **CREATE A LOGIN**
- Instruction: Look for the verification email that was sent and enter the code here.
- Field: Verification Code (with a toggle icon).
- Buttons: A red **VERIFY** button.

5. Then you'll be asked if you've ever been a member of USA Swimming in the past. This question is for the PARENT or ADULT creating the account. I assume in most of your cases that will be NO unless you were a former athlete/coach or official.

Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership? Yes

Please note that the new Member ids are 14 random digits and letters. The old USA Swimming ids were 6 digits, followed by 8 letters. You should have received your new Member id from your club or LSC. If you do not have it, click the "Use Additional info" button.

Member id (14 characters)*

LINK ACCOUNT

USE ADDITIONAL INFO

If the answer is no, click the icon to show *No* and complete the steps shown on the screen. You will automatically be logged into SWIMS 3.0.

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

6. Once you have created the account, you need to link your current swimmer or register your swimmer. Please contact your team registrar for your swimmer's ID or the link to register.