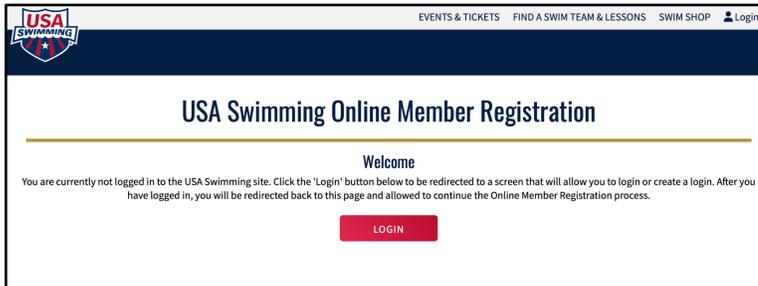


USA Swimming updated its member registration and renewals process, and as part of this update, all families will need to complete a two-step process for their USA Swimming registration.

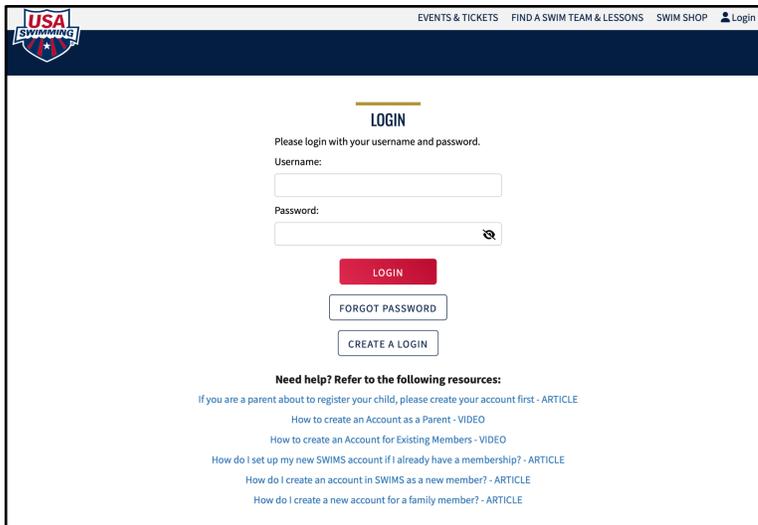
- Create a log in for your family
- Add members (coach, official, swimmers)

## CREATING A LOG IN

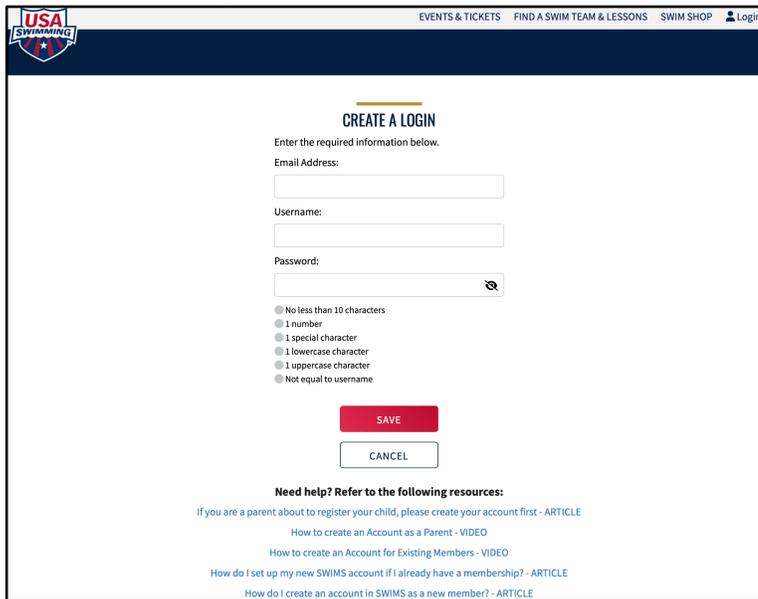
1. Click <https://omr.usaswimming.org/omr/welcome/E1F5F1F619E941> to open the USA Swimming Online Member Registration.



2. Click **Login** to open the Login page.



3. Click **Create a Login**. All families need to create a log in.



The screenshot shows the 'CREATE A LOGIN' page 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'. The main heading is 'CREATE A LOGIN'. Below it, a sub-heading says 'Enter the required information below.' There are three input fields: 'Email Address:', 'Username:', and 'Password:'. The password field has a small icon to its right. Below the password field, there are five radio button options for password requirements: 'No less than 10 characters', '1 number', '1 special character', '1 lowercase character', and '1 uppercase character'. Below these options are two buttons: a red 'SAVE' button and a white 'CANCEL' button. At the bottom, there is a section titled 'Need help? Refer to the following resources:' with four links: 'If you are a parent about to register your child, please create your account first - ARTICLE', 'How to create an Account as a Parent - VIDEO', 'How to create an Account for Existing Members - VIDEO', and 'How do I set up my new SWIMS account if I already have a membership? - ARTICLE'. A final link 'How do I create an account in SWIMS as a new member? - ARTICLE' is also present.

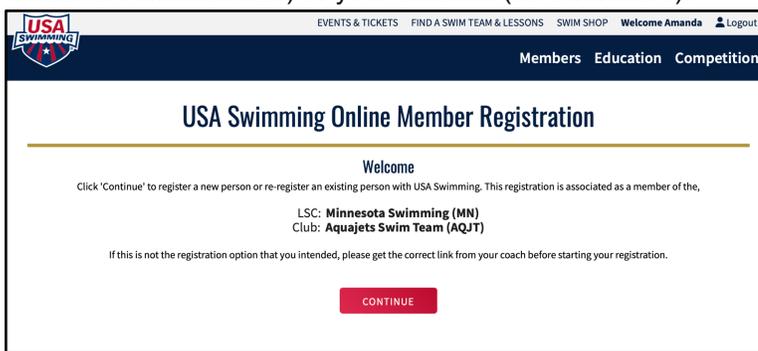
4. Enter the **Email Address**, **Username**, and **Password** you want to use for your new account.
5. Click **Save**.
6. You will be sent a verification code that you need to enter into the webpage before moving on to the next step.

*Please be patient as you walk through this process. If you receive an error or delay, try again in a bit and take a screen shot. At first, I got an error that said the username and password were incorrect. Then I got an error message that an account was already created with my email address. It just took a while for the system to catch up. If errors persist, email [lizahalverson@gmail.com](mailto:lizahalverson@gmail.com) with your name, swimmer name, and member id*

## ADDING RETURNING MEMBERS

This process will walk you through how to add swimmers who have had a USA Swimming membership in the past (all returning swimmers).

1. Your account has been created, and you will now either register yourself (as a coach or official or Administrator) or your children (as swimmers).



The screenshot shows the 'USA Swimming Online Member Registration' page. 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', 'Welcome Amanda', and 'Logout'. Below the navigation bar, there are three tabs: 'Members', 'Education', and 'Competition'. The main heading is 'USA Swimming Online Member Registration'. Below the heading, there is a 'Welcome' section. The text says: 'Click 'Continue' to register a new person or re-register an existing person with USA Swimming. This registration is associated as a member of the, LSC: Minnesota Swimming (MN) Club: Aquajets Swim Team (AQJT)'. Below this text, there is a note: 'If this is not the registration option that you intended, please get the correct link from your coach before starting your registration.' At the bottom, there is a red 'CONTINUE' button.

2. Click **Continue**.

USA Swimming Online Member Registration

Who is the membership for?

The membership is for myself, Amanda Solt

The membership is for someone other than the logged-in user

3. If you are registering yourself as a coach or official, select the first line. If you are registering your child as a **returning swimmer**, select the second option.

USA Swimming Online Member Registration

Who is the membership for?

The membership is for myself, Amanda Solt

The membership is for someone other than the logged-in user

Has this person ever had a USA Swimming Membership?  Yes

RENEW MEMBER

4. Click the **Checkmark** on the ✓/X box because you are registering a child who has already been a USA Swimming member.
5. Click **Renew Member**.

USA Swimming Existing Member Search

← Back to Registration Entry

To search for a person who is an existing member of USA swimming, enter the member's first name, last name, and birth date. If you are unable to locate the member, click 'Back to Registration Entry' and choose the 'Create New Membership' option for the registrant.

Legal First Name\* Legal Last Name\* Birth Date\*

Month Day Year

CLEAR FORM SEARCH FOR MEMBER

6. Enter the **Legal First Name**, **Legal Last Name**, and **Birth Date** of the swimmer you are registering.
7. Click **Search for Member**.
8. Click the **Member Name**.

9. Fill out the **About Member**, **Emergency Contact**, **Ethnicity**, and **Gender** pages.  
 \*\*\*On the **Membership** page, the only option that OMNI Swim Club uses for fall/winter swimmers is the **Premium Athlete**.
10. Review the **Member Summary** page.
11. If you have more swimmers to register (either NEW or RETURNING), click **Add Another Member** to start the process over.

## ADDING NEW MEMBERS (NEW SWIMMERS)

This process will walk you through how to add swimmers who have NOT had a USA Swimming membership in the past (all new swimmers). This is pretty much the same as adding returning swimmers, with one change, for sure. Because I don't have a new swimmer, I couldn't verify the whole process for sure.

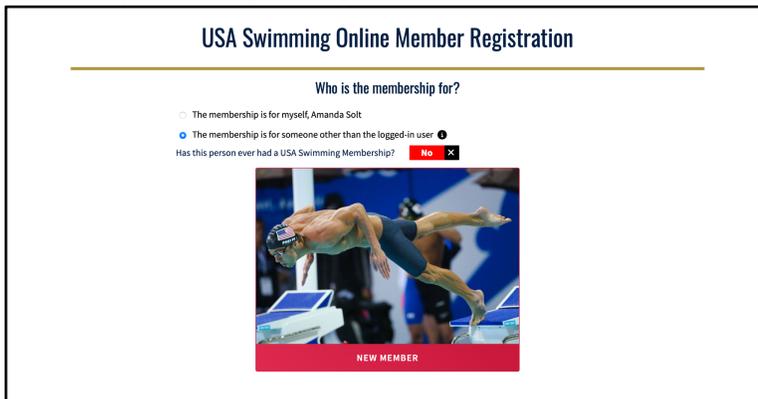
1. Click <https://omr.usaswimming.org/omr/welcome/E1F5F1F619E941> to open the USA Swimming Online Member Registration.
2. Because your account has been created, you will now register your **new swimmers**.

The screenshot shows the 'Welcome' page of the USA Swimming Online Member Registration system. 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', 'Welcome Amanda', and 'Logout'. Below the navigation bar, there are tabs for 'Members', 'Education', and 'Competition'. The main heading is 'USA Swimming Online Member Registration'. Underneath, it says 'Welcome' and provides instructions: 'Click 'Continue' to register a new person or re-register an existing person with USA Swimming. This registration is associated as a member of the, LSC: Minnesota Swimming (MN) Club: Aquajets Swim Team (AQJT)'. A note below states: 'If this is not the registration option that you intended, please get the correct link from your coach before starting your registration.' At the bottom center, there is a red 'CONTINUE' button.

3. Click **Continue**.

The screenshot shows the 'Who is the membership for?' page of the USA Swimming Online Member Registration system. It has the same navigation bar and tabs as the previous page. The main heading is 'USA Swimming Online Member Registration'. Below the heading, it asks 'Who is the membership for?' and provides two radio button options: 'The membership is for myself, Amanda Solt' and 'The membership is for someone other than the logged-in user'. The second option is selected, indicated by a filled circle next to it.

4. Because you are registering your child as a **new swimmer**, select the second option.



The screenshot shows the 'USA Swimming Online Member Registration' page. The title is 'USA Swimming Online Member Registration'. Below the title is a horizontal line. The main heading is 'Who is the membership for?'. There are two radio button options: 'The membership is for myself, Amanda Solt' (unselected) and 'The membership is for someone other than the logged-in user' (selected). Below these options is a question: 'Has this person ever had a USA Swimming Membership?'. There are two buttons: 'No' (selected) and 'Yes' (unselected). Below the question is a photograph of a swimmer in a pool. At the bottom of the photograph is a red button labeled 'NEW MEMBER'.

5. Click the X on the ✓/X box because you are registering a child who not has already been a USA Swimming member.
6. Click **New Member**.
7. Fill out the **About Member**, **Emergency Contact**, **Ethnicity**, and **Gender** pages.  
**On the Membership page, the only option that OMNI Swim Club uses for fall/winter swimmers is the Premium Athlete.**
8. Review the **Member Summary** page.
9. If you have more swimmers to register, click **Add Another Member** to start the process over.

After you have added all the members you need to register to the cart (if you're a coach or official and your swimmers), click Check Out on the last Member Summary page. You will have to pay the USA Swimming portion of the registration fee at the time of Check Out. This is \$68/swimmer. OMNI Swim Club will bill your account for the LSC portion of the registration fee. This is \$8/swimmer.

*OMNI Swim Club used to handle this USA Swimming registration and it was billed to your OMNI account, but because the process has changed to parents registering their swimmers, parents pay right away themselves.*

*Please note that your swimmer can not participate in any meets until this USA Swimming registration is complete.*