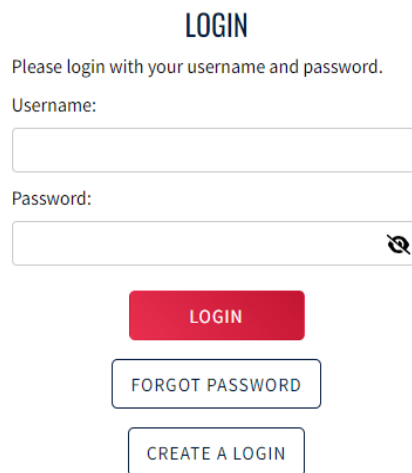


Steps – USA Swimming Registration

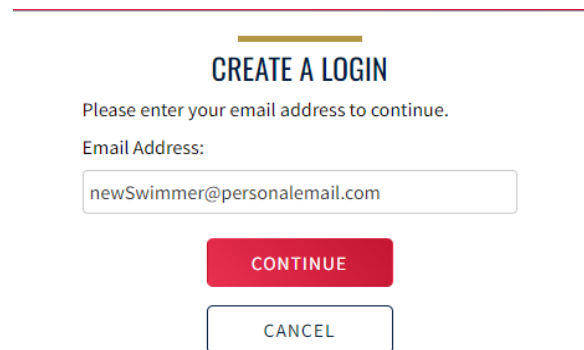
To create all NEW USA Swimming Memberships, families need to create their own 'Parent Account'. A 'Parent Account' is required BEFORE you attempt to register your children. It does not matter whether you are an Athlete or an Official, or neither of those, you **MUST** still have your 'Parent Account' before you can register your children. Children under the age of 16 are not able to register for their own account. The 'Parent Account' exists so that the parent or guardian can manage their children's information, registrations, and renewals. You will not use the club registration link for this account.

1. You will need to go to hub.usaswimming.org. Here you will see a 'Login' screen:



The screenshot shows the 'LOGIN' screen of the USA Swimming registration system. At the top, there is a yellow horizontal line followed by the word 'LOGIN' in blue. Below this, a message says 'Please login with your username and password.' There are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a small eye icon to its right. Below the input fields are three buttons: a red 'LOGIN' button, a white 'FORGOT PASSWORD' button, and a white 'CREATE A LOGIN' button.

2. Once you click on the 'Create A Login' button where you will then be taken to the 'Create A Login' screen:



The screenshot shows the 'CREATE A LOGIN' screen of the USA Swimming registration system. At the top, there is a yellow horizontal line followed by the words 'CREATE A LOGIN' in blue. Below this, a message says 'Please enter your email address to continue.' There is one input field labeled 'Email Address:' containing the text 'newSwimmer@personalemail.com'. Below the input field are two buttons: a red 'CONTINUE' button and a white 'CANCEL' button.

3. Here you will need to fill in your personal email address and click the 'Continue' button. Once you click the 'Continue' button, you will be sent a verification code via email. The email will look like the picture below. Please check your spam/junk folder if you do not see the email in your inbox.

USA Swimming Verification Code External Inbox x



swims@usaswimming.org

to sgoupil+30 ▾

Your USA Swimming Verification Code is: **164202**

↩ Reply

↩↩ Reply all

➦ Forward

4. On the USA Swimming website, you will be taken to the following 'Verification' screen. This is where you will enter the verification code that you received in your email. Click the 'Continue' button.

CREATE A LOGIN

Please enter the verification code that was emailed to you.

Verification Code:

790126

CONTINUE

CANCEL

5. The next step is to create your new username and password, as well confirming your password. **Please remember this username and password and write it down!** The autofill does not always work for this site, and you will need to retype both the username and password at times.

CREATE A LOGIN

Enter the required information below.

Username:

maddams

Password Requirements

- ✔ No less than 10 characters
- ✔ 1 number
- ✔ 1 special character
- ✔ 1 lowercase character
- ✔ 1 uppercase character
- ✔ Not equal to username

Password:

Confirm Password:

SAVE

CANCEL

6. Once you click on the 'Save' button you will then be taken back to the 'Login' screen where you will enter your new username and password and click the 'Login' button:

LOGIN

Please login with your username and password.

Username:

Password:

LOGIN

FORGOT PASSWORD

CREATE A LOGIN

7. Once you click on the 'Login' button, you will then be taken to the 'Finalize Login' screen:

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? **No**

Legal First Name*	Preferred Name	Middle Name or Middle Initial
Morticia		
Legal Last Name*	Email Address	Birth Date*
Addams	sgroupil+27@catatype.io	October 31 1965

SUBMIT

BACK

8. Here you will see the question 'Have you ever had a USA Swimming Membership?' and if you, personally, have never had an account, you will need to click that toggle button to 'No'. **Please do not request your child's Member ID, you are not creating an account for your swimmer here.** You will then fill in the required information and click the 'Submit' button. Once you click the 'Submit' button, you will then be taken to the 'Legal Acknowledgements' screen:

Legal Acknowledgements

USADA Disclaimer

As a USA Swimming member, I understand and agree that I may be drug tested at any time, that I am subject to and will abide by the USADA Protocol for Olympic and Paralympic Movement Testing, its Annexes, and the USOPC National Anti-Doping Policies, and that any dispute related to the foregoing will be resolved exclusively in arbitration pursuant to the USADA Protocol. Before taking any medications, check the prohibited status at [GlobalDRO.com](https://www.globaldro.com). Also, be sure to download the Supplement Connect app or visit [Supplement411.org](https://www.supplement411.org) to learn how to recognize and reduce the risks related to supplement use. If you have any anti-doping questions, please don't hesitate to call Athlete Express at (866) 601-2632.

Do you acknowledge this information?

☒ **Yes**

Code of Conduct

I acknowledge that the Code of Conduct applies to me (or alternatively, if applying on behalf of an athlete(s) or other member, the Code of Conduct applies to the athlete(s) or other member).

Do you acknowledge this information?

☒ **Yes**

USA Swimming Terms of Service

I agree to the USA Swimming Terms of Use

Do you acknowledge this information?

☒ **Yes**

Privacy Policy

I agree to the USA Swimming Privacy Policy

Do you acknowledge this information?

☒ **Yes**

Safe Sport Training

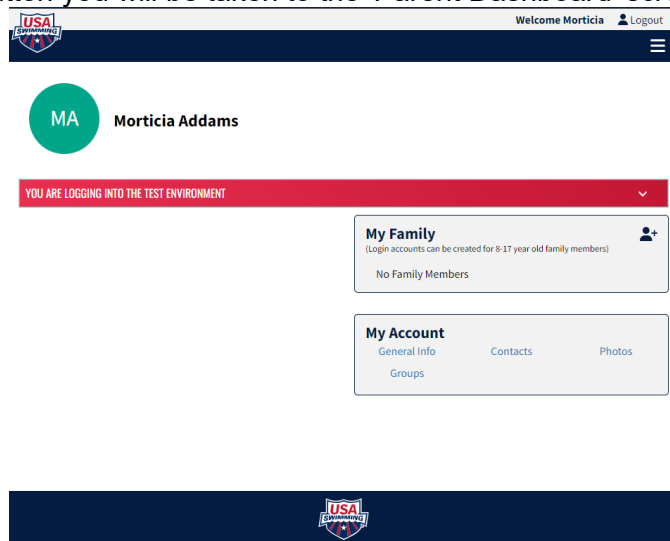
I acknowledge that USA Swimming offers free athlete abuse prevention training to its members and to the parents of its athlete members. In addition to mandatory member trainings, non-mandatory training is available to all members including parents and minor athletes.

Do you acknowledge this information?

☒ **Yes**

CONTINUE

9. You will need to click 'Yes' on all of the toggle buttons in order to continue. Once you have clicked 'Yes' on all of the toggle buttons you will be able to click the 'Continue' button. After you click the 'Continue' button you will be taken to the 'Parent Dashboard' screen:



Congratulations! You have now set up your parent account.

Now you need to add your swimmer(s).

1. Email Kim Hoobler at businessmanager@swimtsa.com for TSA's club registration link. The club registration link will be emailed to you.
2. **There will be a red box in the link as shown below. Click the red box, and it will take you back to the USA Swimming login page.**
3. Enter the login you just created in the steps above, and follow the prompts to register a NEW SWIMMER. **Choose the Premium Athlete option.** Getting your swimmers registered will automatically add them to the My Family section of your dashboard.

