

How do I Create a Login for My Child?

Parents can create a login for their children through the My Family portal. Child logins must be created on one computer using the parent login immediately after adding them to the My Family section (either by registering them using a club's registration link or by clicking the Add to Family button in the My Family section). Parents will not be able to complete the setup process after logging out or switching to another computer. This process must all be done during one login session. The following steps will guide you through the process.

- **IF YOUR CHILD IS NOT LISTED AS A FAMILY MEMBER**, START AT STEP 1
- **IF YOUR CHILD IS LISTED AS A FAMILY MEMBER**, START AT STEP 6

1. Log in at **hub.usaswimming.org** using your parent login credentials.

Login

Please login with your username and password.

Username

Password



LOGIN

FORGOT USERNAME

FORGOT PASSWORD

CREATE A LOGIN

2. Once logged in, you will be taken to your dashboard where you will be able to see your family members to the

right.

The screenshot shows the USA Swimming member portal for Ned Stark. The header includes the USA Swimming logo and navigation links: EVENTS & TICKETS, FIND A SWIM TEAM & LESSONS, SWIM SHOP, Welcome Ned, and Logout. A dark blue navigation bar contains links: Members, Education, Club, Facilities, Competition, Groups, Reporting, and Admin. The user profile for Ned Stark (Athlete, Coach, Official, Parent, LSC Admin, Member) is shown. A red banner states: "YOU ARE LOGGING INTO THE DEVELOPMENT ENVIRONMENT". The main content area includes:

- My Member Cards** (Click to view card): Athlete (Not in Good Standing), Coach (Not in Good Standing), Official (Not in Good Standing), LSC Admin (Not in Good Standing), and Member (Not in Good Standing).
- My Family** (Login accounts can be created for 8-17 year old family members): Arya Stark (VIEW).
- My Account**: General Info, Contacts, Photos, Groups, Club Transfer, Upgrades, and Times.
- My Actions**: Arya's Flex Athlete membership has expired. (VIEW).
- Payment Transactions** (View All):

Date	Amount	Status	Action
08/05/2022	\$ 10.61	Paid	VIEW
08/05/2022	\$ 68.28	Paid	VIEW

3. If your child is not currently shown in your My Family section, click on the  icon to add a family member. ***Notice: To add a child as a family member you must be listed as a contact on the athlete's member record.

Please access this link for a step-by-step guide on [How to Add a Family Member](#).

The screenshot shows the "Add Family Member" modal form. It has a title bar with "Add Family Member" and a close button (X). The main heading is "Add Contact(s) to My Family". Below this is a "Contact(s)*" label and a dropdown menu. A note states: "If the person you wish to add isn't listed above (click on the ∨ to show the list), please reach out to their club for assistance with updating their contact information." At the bottom are two buttons: "SAVE" (red) and "CANCEL" (white with blue border).

4. Once you have clicked the icon to add a family member, you will need to make sure your Athlete has you listed as a contact to in their member record.
5. After clicking "Save," your child will appear in the "My Family" section, as seen above in step 2.

IF YOUR CHILD IS LISTED AS A FAMILY MEMBER, START HERE



6. To create a login, you (the parent) will need to click on the "View" button next to your child's name in the "My Family" section.

7. From your child's dashboard, click on the "Create a Login Account" button.

USA SWIMMING

EVENTS & TICKETS FIND A SWIM TEAM & LESSONS SWIM SHOP Welcome Ned Logout

Members Education Club Facilities Competition Groups Reporting Admin

Back to Parent

AS Arya Stark

REMOVE FROM MY FAMILY

CREATE A LOGIN ACCOUNT

My Account

General Info Groups Contacts Photos

USA SWIMMING

FOLLOW

Instagram YouTube Facebook Twitter

8. This will log you (the parent) out and take you to the "Create A Login" page. Please make sure the email provided for your child is not the same as your parent email, as your child needs their own unique email address.

User Info

Please supply the following information.

Child First Name

Example

Child Preferred Name

Child Middle Name

Child Last Name

Child

Email* (This will also be your child's username)

emailforchild@example.com

Child Birth Date

01/01/2015

Child Member Id

DA792A3607C448

Password Requirements

- ✓ No less than 10 characters
- ✓ 1 number
- ✓ 1 special character
- ✓ 1 lowercase character
- ✓ 1 uppercase character
- ✓ Not equal to email

Password*

.....

Confirm Password*

.....

CONTINUE

BACK

9. Your child will receive a verification email at the email address provided above. After entering the validation code, they will be able to log in using their new credentials (their email will be their username, and their password will be the one provided above).

Validate Email

Please enter the verification code that was emailed to you to complete creating your login account.

Your new account username will be:
emailforchild@example.com

Verification Code*

SUBMIT

BACK

10. Your child may now log in using their credentials at **hub.usaswimming.org**.

Login

Please login with your username and password.

Username

emailforchild@example.com

Password

.....



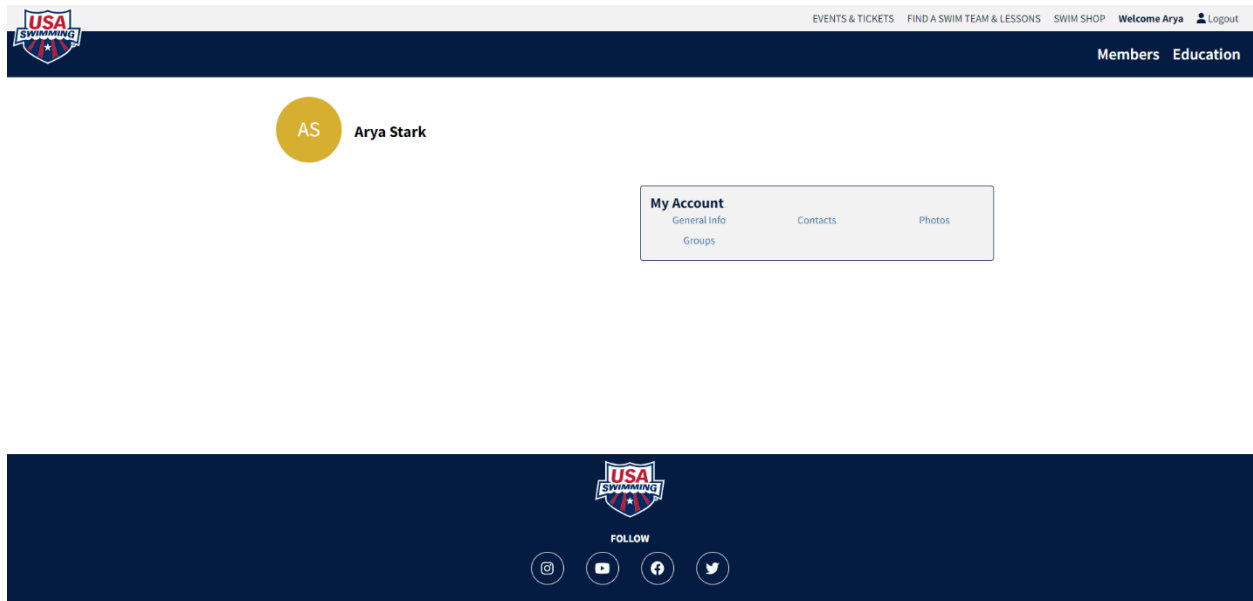
LOGIN

FORGOT USERNAME

FORGOT PASSWORD

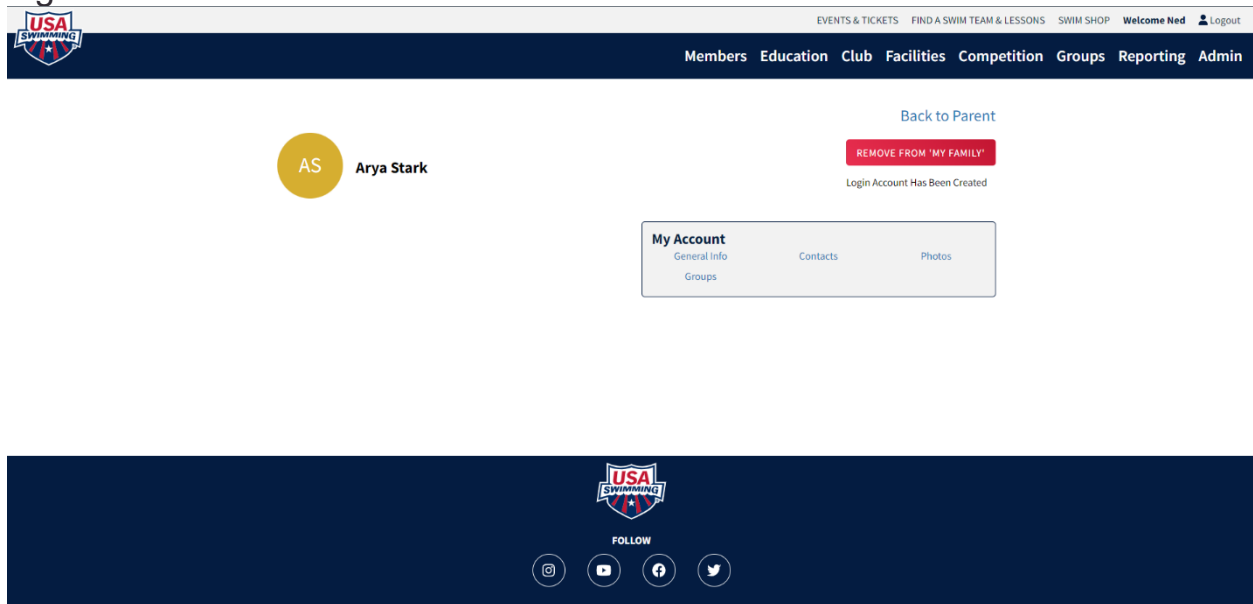
CREATE A LOGIN

11. Your child will be taken to their dashboard.



12. Your child now has their own login credentials. You can log them out and log back in using your own credentials.

13. When you log in, you will see your child in the "My Family" section as seen in step 2. When you click the "View" button, their dashboard will show that you have created a login.



If you ever need to remove a family member from your My Family section, click the "Remove from 'My Family'" button.