

# MEMBER SELF-RENEWAL GUIDE

AVAILABLE FOR MEMBERS AFTER SEPT 1, 2023

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# OUR CLUB OPTED OUT OF BULK RENEWAL (LEFT "NO") = ATHLETES and/or NON-ATHLETES WILL BE SELF-RENEWING

What it means to Opt Out for Bulk Renewal or not make any changes in your SWIMS account before Aug 25<sup>th</sup>, 2023 10PM MST:

If your club chooses to opt out of Club Bulk Renewal, the following will apply:

- Renewing members associated with your club will be required to complete their own membership renewals for the upcoming registration year.
- The club will NOT be able to renew memberships; each member must handle their own renewals.
- USA Swimming will be sending out a series of messages that go out prior to the members expiration on December 31, 2023, which will include a step-by-step guide on how to renew.
- Membership support will come from your LSC registrar.



#### MEMBER SELF RENEWAL GUIDE

This guide is to help those that are self-renewing for the 2023-2024 Season. After Sept 1<sup>st</sup>, chosen members can use this guide to help them in a step-by-step process on how to renew their USA Swimming membership. Members from 2022-2023 will be able to renew their USA Swimming Club members at anytime from Sept 1- August 31, 2024. New members will still need to create a new SWIMS account with the 2023-2024 OMR link for the specific team and create and account. Expired members will need to use the clubs new OMR 2023-2024 link to create a login into their account, but should not create a new account.

Because the team chose for their members to self-renewal, USA Swimming will send a series of emails to remind members that it is time to renew their USA Swimming membership. Members can self-renew from mobile, but desktop is still preferred. Once the member has completed and paid for their membership with a credit card, they will receive an immediate confirmation email, and be able to view their receipt in the SWIMS account.

If a member needs further assistance, please utilize the LSC registrar.

Their contact information can be found here:

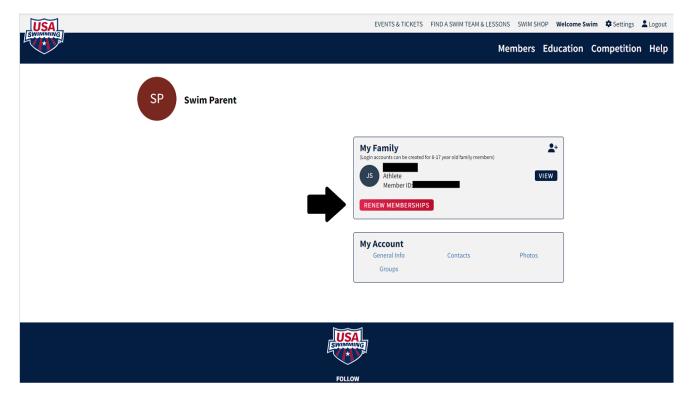
https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs

## MEMBERSHIP SELF RENWAL FOR 2023-2024

#### STEP 1: Log into your account at <a href="https://hub.usaswimming.org">hub.usaswimming.org</a>

# Please login with your username and password. (Note that usernames created on our old system before Sept 1, 2022 will no longer work. Click "Create a Login" below if you need a new account) Username: YourUsername Password: LOGIN FORGOT USERNAME FORGOT PASSWORD CREATE A LOGIN

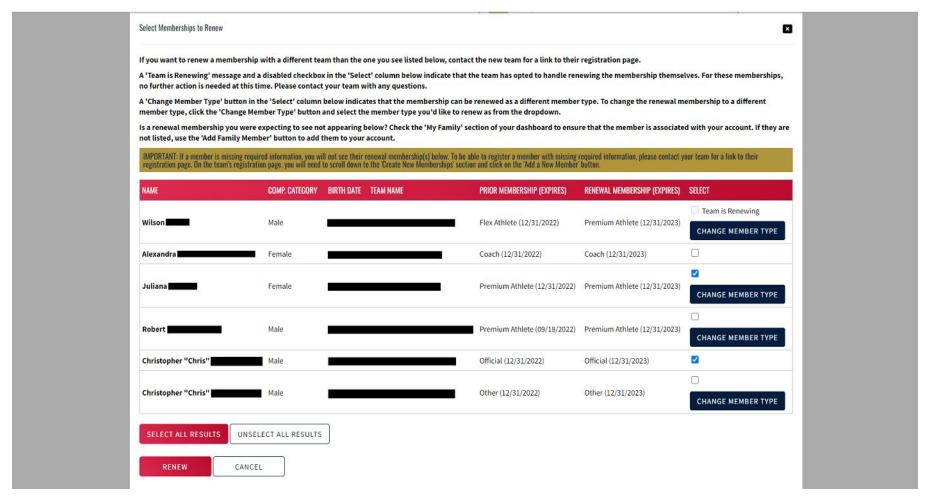
**STEP 2**: If you or any members connected to your account are eligible for one-button renewals, you will see a red 'Renew Memberships' button at the bottom of the 'My Family' section of your Member Dashboard.





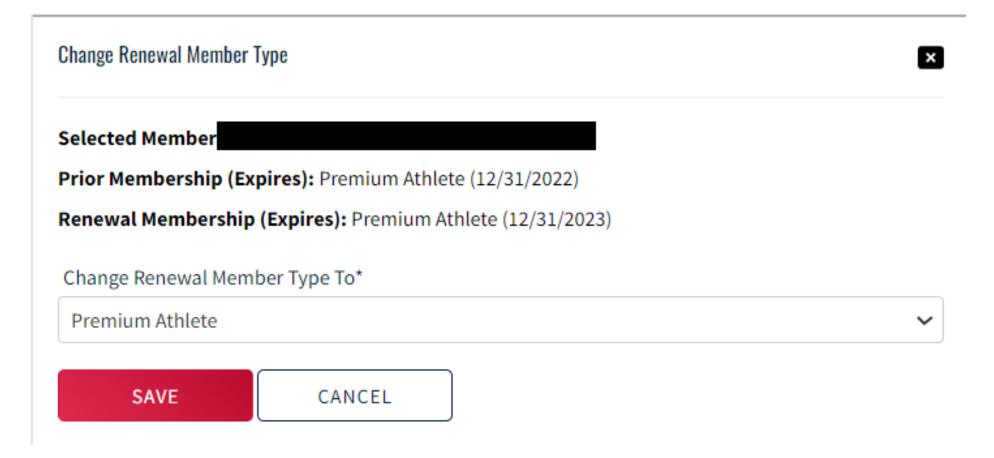
**STEP 3:** Click the 'Renew Memberships' button. A pop-up window will display a table with everyone who is eligible for renewal. If a member is eligible for multiple renewals (e.g., Athlete, Official, Coach, etc.), each renewal option will have its own line in the table. You may choose to renew more than one membership per member, if applicable.

**STEP 4**: Read through the information in the pop-up window carefully.

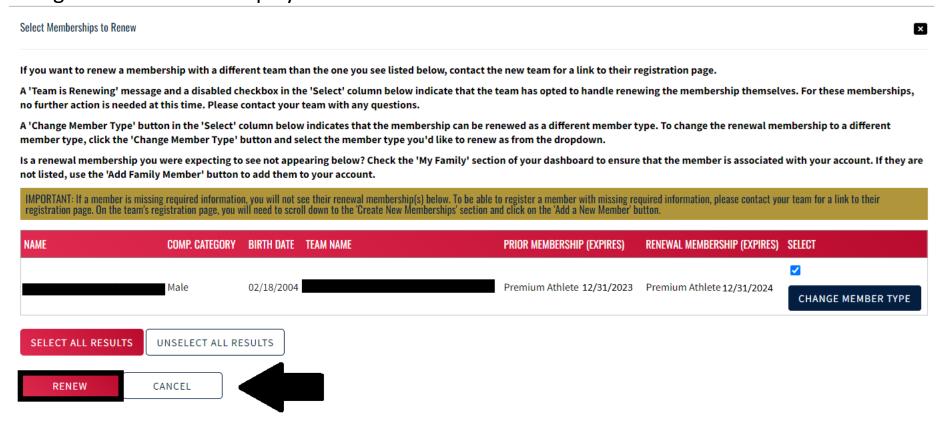


**STEP 5**: Click the checkbox in the 'Select' column for each of the memberships you want to renew.

NOTE: A 'Change Member Type' button in the 'Select' column indicates that the membership can be renewed as a different member type. An example of this would be renewing a Flex membership to a Premium membership. To change the renewal membership to a different member type, click the 'Change Member Type' button, select the member type you'd like to renew as from the dropdown, and click 'Save.'



**STEP 6:** Once you've made your selections, click the red "Renew" button. The renewal(s) you've selected will be added to your cart, and the membership information for each renewing member will be displayed.

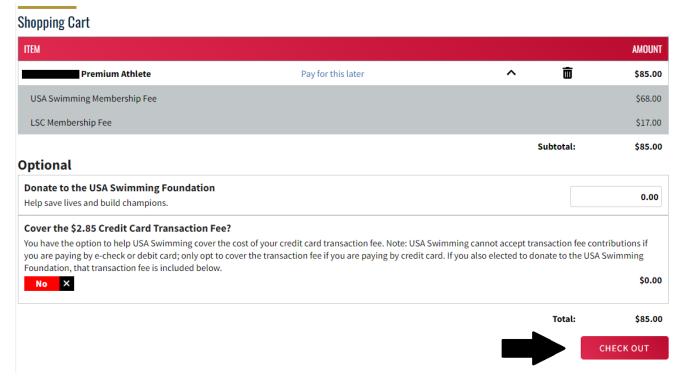


**STEP 7:** Click 'Continue' to proceed to the checkout and pay for your renewal(s).

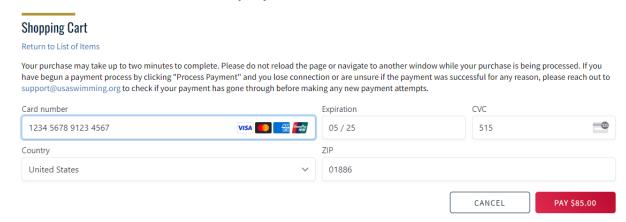




#### **STEP 8**: Review the items in your shopping cart and click 'Check Out.



**STEP 9: FINAL STEP!** To complete the payment process, enter the payment information and click 'Pay.' Member will receive confirmation email of payment and renewal.





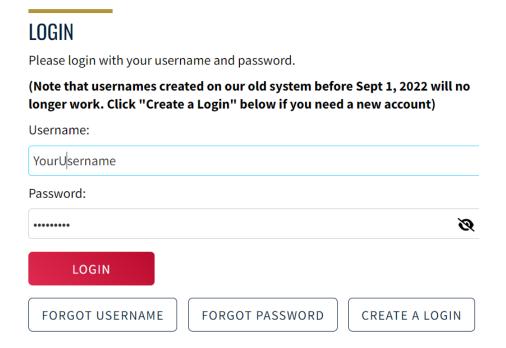
## HOW TO RENEW BUT ALSO TRANSFER CLUBS

Only current members are eligible for a transfer.

If the member is expired from 2022-2023, they will need to use the 2023-2024 OMR link from the new club they will be joining, but not create a new account.

**STEP 1:** The member gets the new 2023-2024 OMR link from the club

STEP 2: Log into your account at <a href="https://hub.usaswimming.org">hub.usaswimming.org</a>

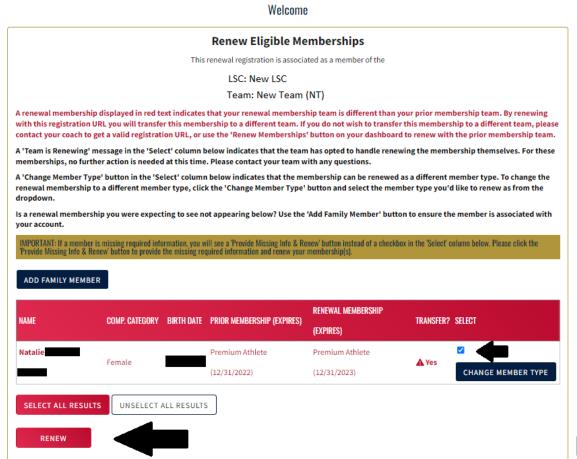




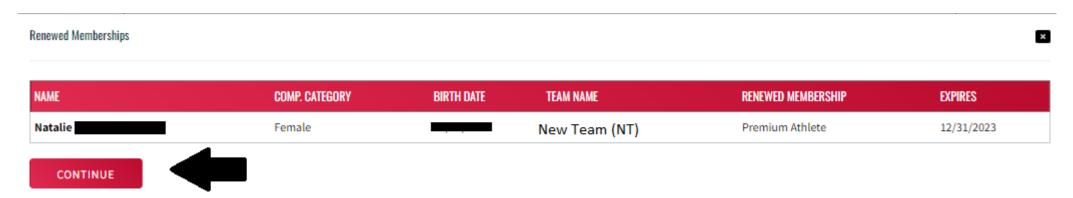
**STEP 3**: After Sept 1, 2023, use the new team's 2023-2024 Online Member Registration (OMR) link to renew. (Reach out to your new team you are transferring to, if you do not have this link) Enter the OMR link into your browser search bar and press 'Enter.' **DO NOT CREATE A NEW ACCOUNT.** 

**STEP 4**: In the Renew Eligible Memberships box, select the members you would like to renew with the new team by clicking the checkbox in the 'Select' column.

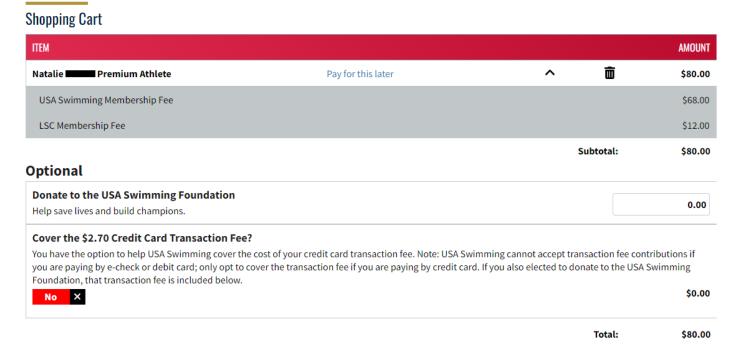
#### **USA Swimming Online Member Registration**



# **STEP 5:** A confirmation box will appear with the renewal information. Review the information and then click 'Continue.'



STEP 6: You will be taken to the Shopping Cart. Review the information and then click 'Check Out.'



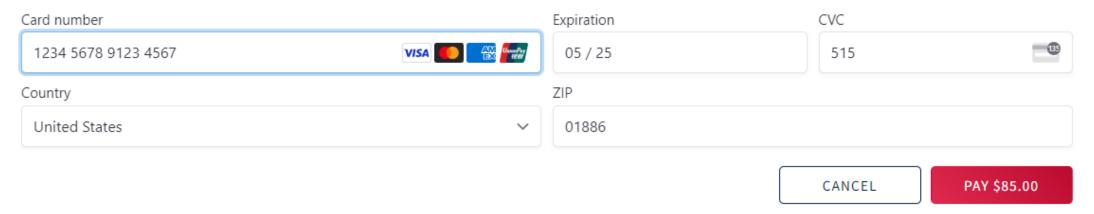


**STEP 7: FINAL STEP!** To complete the payment process, enter the payment information and click 'Pay.' Member will receive confirmation email of payment and renewal.

#### **Shopping Cart**

#### Return to List of Items

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.



**REMINDER**: USA Swimming will communicate to your members who renewed, that they still need to be in good standing if an athlete over 18, coach, official or administrator. They still need to complete annual requirements to attend practice and competition. It would be helpful for clubs to remind them as well.



# MORE QUESTIONS?

If you have any questions, please reach out to your LSC Registration Chair for assistance. Their contact information can be found here:

<a href="https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs">https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs</a>