Members from 2022-2023 will be able to renew their USA Swimming Club members at any time from Sept 1- August 31, 2024.

Expired members will need to use the club's new online membership registration (OMR) 2023-2024 link to renew their swimmer's membership. If they haven't already created a parent login account, they will need to do that.

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 at any time you have problems with the registration process, DO NOT SUBMIT A HELP TICKET. Contact the KY Swimming office at <u>kyswim@kylsc.org</u>.

## **STEP 1:** Log into your account at <u>hub.usaswimming.org</u>

## LOGIN

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:		
•••••		Ø
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.

ESWIMMUNG *		EVENTS & TICKETS	FIND A SWIM TEAM & LESSON	IS SWIM SHOP Welcome embers Education	swim Settings Logout
SP	Swim Parent				
	•	My Family (Login accounts can be created 1 JS) Athlete Member ID: RENEW MEMBERSHIP	for 8-17 year old family members)	¥+ VIEW	
		My Account General Info Groups	Contacts	Photos	

**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.

'Team is Renewing' messag	ge and a <mark>disabled checkbo</mark>	am than the one you see listed below x in the 'Select' column below indic	w, contact the new team for a link to their ate that the team has opted to handle ren	registration page. ewing the membership themse	lves. For these membersl
further action is needed a	t this time. Please contact	your team with any questions.			
Change Member Type' but ember type, click the 'Cha	tton in the 'Select' column nge Member Type' button	below indicates that the membersh and select the member type you'd l	ip can be renewed as a different member ike to renew as from th <mark>e dropdown.</mark>	type. To change the renewal m	embership to a different
a renewal membership you ot listed, use the 'Add Famil	u were expecting to see no ly Member' button to add	t appearing below? Check the 'My F them to your account.	amily' section of your dashboard to ensu	re that the member is associate	d with your account. If th
MPORTANT: If a member is missi	ing required information, you w	Il not see their renewal membership(s) bel	w. To be able to register a member with missing	required information, please contact y	our team for a link to their
egistration page, on the teams i	registration page, you win need	to scron down to the create new members	inps section and chek on the Aud a new member	bottom.	
AME	COMP. CATEGORY	BIRTH DATE TEAM NAME	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	SELECT
/ilson	Male		Flex Athlete (12/31/2022)	Premium Athlete (12/31/2023)	Team is Renewing
					CHANGE MEMBER TY
exandra	Female		Coach (12/31/2022)	Coach (12/31/2023)	
uliana	Female		Premium Athlete (12/31/2022)	Premium Athlete (12/31/2023)	
					CHANGE MEMBER IY
obert <b>and a set of the set of th</b>	Male		Premium Athlete (09/18/2022)	Premium Athlete (12/31/2023)	
		11 <u>12</u>			
hristopher "Chris"	Male	1. 	Official (12/31/2022)	Official (12/31/2023)	
hristopher "Chris"	Male		Other (12/31/2022)	Other (12/31/2023)	
					CHANGE MEMBER IT

**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.'

elected Member	
rior Membership (E	xpires): Premium Athlete (12/31/2022)
enewal Membershi	p (Expires): Premium Athlete (12/31/2023)
Change Renewal Men	nber Type To*
0	

**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.

Select Memberships to Renew							
If you want to renew a memb	ership with a diffe	rent team tha	in the one you see listed	below, contact the new team for a link to their	registration page.		
A 'Team is Renewing' message and a disabled checkbox in the 'Select' column below indicate that the team has opted to handle renewing the membership themselves. For these memberships, no further action is needed at this time. Please contact your team with any questions.							
A 'Change Member Type' butt member type, click the 'Chan	A 'Change Member Type' button in the 'Select' column below indicates that the membership can be renewed as a different member type. To change the renewal membership to a different member type, click the 'Change Member Type' button and select the member type you'd like to renew as from the dropdown.						
Is a renewal membership you not listed, use the 'Add Family	Is a renewal membership you were expecting to see not appearing below? Check the 'My Family' section of your dashboard to ensure that the member is associated with your account. If they are not listed, use the 'Add Family Member' button to add them to your account.						
IMPORTANT: If a member is missin registration page. On the team's re	g required informatio gistration page, you v	n, you will not so will need to scrol	ee their renewal membership I down to the 'Create New Me	(s) below. To be able to register a member with missing r mberships' section and click on the 'Add a New Member'	equired information, please contact yo button.	ur team for a link to their	
NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	SELECT	
		Dramium Athlata 13/24/2022	Dramium Athlata 42/24/2024				
	Mate	02/18/2004		Fremium Autete 12/31/2023	Premium Athlete 12/31/2024	CHANGE MEMBER TYPE	
SELECT ALL RESULTS	UNSELECT ALL RE	ESULTS					
RENEW	ANCEL	4					

- **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**: Check out and pay.