

PARENTS: To register your swimmer/s, you must obtain a registration link from your club.

Use your club's link to access the registration portal. The screen below will appear.

USA Swimming Online Member Registration

Welcome

You are currently not logged in to the USA Swimming site. Click the 'Login' button below to be redirected to a screen that will allow you to login or create a login. After you have logged in, you will be redirected back to this page and allowed to continue the Online Member Registration process.



1. **LOGIN:** Click the **CREATE A LOGIN** button. Create a login is for **PARENTS**, not for athletes under the age of 16.
2. **CREATE A LOGIN:** Enter a Username and Password. Click the view button for the password, so you can ensure it is correct.

LOGIN

Please login with your username and password.

Username:

Password:

CREATE A LOGIN

Enter the required information below.

Email Address:

Username:

Password:

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

Use a personal email address instead of a shared account. This will be linked to your individual account. Shared or group email addresses such as office@abcde.com should not be

3. **Check your email inbox for a PingOne verification code.** Copy and paste to the box on the screen. Click VERIFY. Log in using the username and password you just created.

CREATE A LOGIN

Look for the verification email that was sent and enter the code here.

Verification Code:

4. Once you have verified your PingOne account, you will be prompted to **FINALIZE YOUR LOGIN ACCOUNT**. If you have never been a USA Swimming member, **DOUBLE CLICK** the 'Have you ever had a USA Swimming Membership?' toggle button to **'NO'**.

If you have been a USA Swimming member at any time, you will need to **CLICK** the 'Have you ever had a USA Swimming Membership?' toggle button to **'YES'**.

PARENTS: Unless you are a USAS official, ex-USAS athlete, or club volunteer, you most likely will NOT have or have had a USAS membership.

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? Yes No X ←

Please note that the new Member IDs are 14 random digits and letters. The old USA Swimming IDs were 6 digits, followed by 8 letters. You should have received your new Member ID from your club or LSC. If you do not have it, click the "Use Additional Info" button.

Member ID (14 characters)*

New members will not have a membership ID. Check the NO box above.
You will request an ID, receive an email with ID, and enter the new ID in the box.

LINK ACCOUNT

USE ADDITIONAL INFO

Next you will need to verify that you would like to send your new Member ID via email by clicking the 'Send Member ID' button.

Send Email?

Email Member ID

You should receive an email that provides your Member ID. Please use your Member ID to link your login account to your member record.

SEND MEMBER ID

CANCEL

Once you have submitted your request, you should **receive an email with your new Member ID**. The email will be sent to the same email address that we have on file in the old SWIMS account. This may not be the same email address that you have in Deck Pass. **If you do not receive an email, contact the KY Swimming office, kyswim@kylsc.org.** Enter this new ID into the 'Member ID' field and click the 'Link Account' button.

LOG OUT – USE CLUB REGISTRATION LINK – LOGIN – REGISTER YOUR SWIMMER/S

USA Swimming Online Member Registration

Who is the membership for?

The membership is for myself, **SWIM PARENT ACCOUNT NAME**

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

Has this person ever had a USA Swimming Membership? X ←

Click to change to NO or YES.

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

Has this person ever had a USA Swimming Membership? No Yes

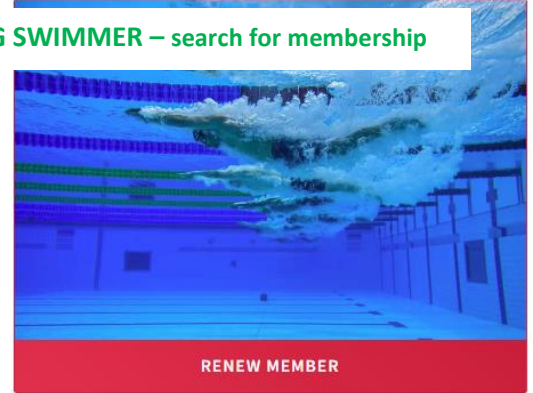
NEW SWIMMER



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

Has this person ever had a USA Swimming Membership? Yes No

RENEWING SWIMMER – search for membership



NEW MEMBERS SKIP THIS STEP

If your swimmer is an existing USAS member, you will select YES from the membership question and select RENEW MEMBER. You will search for your swimmer from the screen below. Find your swimmer and complete the registration.

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

USA Swimming Online Member Registration

Enter member information and emergency contact information.

Select membership type.

COMPLETE the registration process.

Registration For:

- * **About Member**
- × Member Contact (complete other steps first)
- × Membership (complete other steps first)
- × Ethnicity (complete other steps first)
- × Gender (complete other steps first)
- × Member Summary (complete other steps first)

About Member

Legal First Name* Legal Last Name* Suffix

Legal Middle Name*

Birth Date* Month Day Year

Member does not have a Middle Name ⓘ

Member is a US Citizen?* Yes No

Preferred Name

YOU CAN FIND MORE INDEPTH INSTRUCTIONS HERE:

<https://usaswimming.thecloudtutorialusers.com/main/articles/1661981586441>