

Renewing Individual Memberships

These instructions are for parents renewing memberships for their athletes or non-athletes renewing their own registrations.

1. Log into your account on the [USA Swimming website](#).

USA SWIMMING

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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:

Password:

LOGIN

FORGOT USERNAME FORGOT PASSWORD CREATE A LOGIN

HELP

If you are a parent about to register your child, please create your account first - ARTICLE

How do I set up my new SWIMS account if I already have a membership? - ARTICLE

How do I create an account in SWIMS as a new member? - ARTICLE

How do I create a new account for a family member? - ARTICLE

How do I register a new member? - VIDEO TUTORIAL

Select the appropriate options at the bottom of the window if you've forgotten your username and/or password. You should not create a new login. If you are unable to retrieve your username or change your password, contact businessoffice@virginiaswimming.org for assistance.

2. Once you're logged in you'll see your name and family members on your dashboard.

My Member Cards
(Click to view card)

Official
Good Standing

My Family
(Login accounts can be created for 8-17 year old family members)

- Athlete 1 **VIEW**
- Athlete 2 **VIEW**
- Athlete 3 **VIEW**
- Athlete 4 **VIEW**

RENEW MEMBERSHIPS

Select *Renew Memberships*.

3. The next window will show all the members of in your family:

Select Memberships to Renew ✕

CONFUSED? CLICK HERE

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	SELECT
Athlete 1	Female		NOVA of Virginia Aquatics, Inc (VA)	Premium Athlete (12/31/2015)		Not Eligible for One Button Renew - Contact Team for Registration Link
Member	Female		NOVA of Virginia Aquatics, Inc (VA)	Official (12/31/2023)	Official (12/31/2024)	Team is Renewing
Athlete 2	Male		Unattached - Virginia Swimming (VA)	Individual Season Athlete (06/03/2023)	Individual Season Athlete (02/26/2024)	<input type="checkbox"/> CHANGE MEMBER TYPE
Athlete 3	Female		Unattached - Virginia Swimming (VA)	Premium Athlete (12/31/2015)		Not Eligible for One Button Renew - Contact Team for Registration Link
Athlete 4	Male		Sea Devil Swimming (PV)	Premium Athlete (12/31/2014)		Not Eligible for One Button Renew - Contact Team for Registration Link

SELECT ALL RESULTS
UNSELECT ALL RESULTS

RENEW
CANCEL

If a member is eligible for renewal a checkbox will be available in the Select column. Individuals in the grey rows are not eligible for “one button renewal” and must be renewed using the team’s Online Member Registration link. Members that will be renewed by the club are also indicated (see second row).

4. Notice the *Renewal Membership* column. If you want to renew in the same membership type, just select the box. Example – if you want to renew Athlete 2 as Individual Season again for 2024, just select the box in that row.

If you want to change the membership to another type, click *Change Member Type*. Click on the dropdown in the window that opens to select the type of membership desired and *Save*.

Member ID: 6BBA431AEBFA49

Change Renewal Member Type ✕

Selected Member: Eric Charles Fagan (Male, DOB: 04/05/2005)

Prior Membership (Expires): Individual Season Athlete (06/03/2023)

Renewal Membership (Expires): Individual Season Athlete (02/26/2024)

Change Renewal Member Type To*

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SAVE
CANCEL

5. The renewal window will show the updated Member Type. Then click the box in the Select column and click *Renew*. The following window will appear:

Renewal Memberships Added to Shopping Cart ✕

The following renewal memberships have been added to the shopping cart. Please click 'Continue' to check out and complete the renewal process.

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	RENEWED MEMBERSHIP	EXPIRES
Athlete 2	Male		Unattached - Virginia Swimming (VA)	Individual Season Athlete	02/26/2024

CONTINUE

(If the Renewed Membership is not correct, still proceed to the following step because you'll be able to delete the registration before paying.)

6. Select *Pay* and you'll be able to view the renewals that you have submitted.

Shopping Cart

ITEM	AMOUNT
Athlete 2 Individual Season Athlete Pay for this later ▼ 🗑️	\$53.00
Subtotal: \$53.00	

Optional

Donate to the USA Swimming Foundation
Help save lives and build champions.

Cover the \$1.89 Credit Card Transaction Fee?
You have the option to help USA Swimming cover the cost of your credit card transaction fee. Note: USA Swimming cannot accept transaction fee contributions if you are paying by e-check or debit card; only opt to cover the transaction fee if you are paying by credit card. If you also elected to donate to the USA Swimming Foundation, that transaction fee is included below.
 No Yes \$0.00

Receive 50% off a subscription to Swimming World Magazine
Calling all passionate swimmers, dedicated swim parents, and expert swim coaches of USA Swimming! Are you ready to take your love for the pool to the next level? Experience the thrill, knowledge, and inspiration that only Swimming World Magazine can bring you! Select "yes" to get exclusive access to a half-priced subscription to Swimming World Magazine (sent directly to your email in the next 24 hours).
 No Yes

Total: \$53.00

CHECK OUT

Check your Shopping Cart carefully! If the renewal information is correct, select *Check Out*. (Making a donation to the USA Swimming Foundation or agreeing to cover the credit card transaction fee is optional.) You will then be taken to the *Shopping Cart* and can enter your payment information.

If any renewal is incorrect or any renewal is included that shouldn't be there you can select the trashcan to delete it and then select Yes to confirm deletion. You'll be able to go back and make corrections if needed.

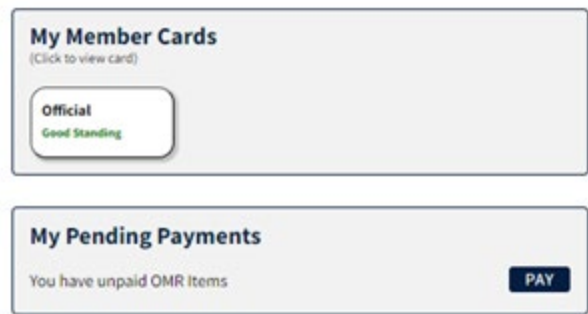
Are you sure you wish to delete the following item?

Eric Fagan Individual Season Athlete
\$53.00

This cannot be undone.

7. If you receive an error message, it probably means the system is currently busy. Your registrations should be saved so go ahead and log out. If your payment was processed you'll receive a receipt. Be sure to save a copy!

If you receive an error message wait a few minutes and then log back in. You should see a shopping cart in the banner at the top of the page as well as a notification *My Pending Payments*. Select *Pay* and enter your payment information again. If you still get an error message, try logging in on another device to make the payment.



The image shows two UI panels. The top panel is titled "My Member Cards" and includes a link "(Click to view card)". Below this is a rounded rectangular button with the text "Official" and "Good Standing" in green. The bottom panel is titled "My Pending Payments" and contains the text "You have unpaid OMR Items" on the left and a dark blue button with the white text "PAY" on the right.

If you have any difficulty completing the registration process or submitting payment, please contact businessoffice@virginiawimming.org.