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.

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.

Select *Renew Memberships.*

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

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*.

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:

(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.

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.
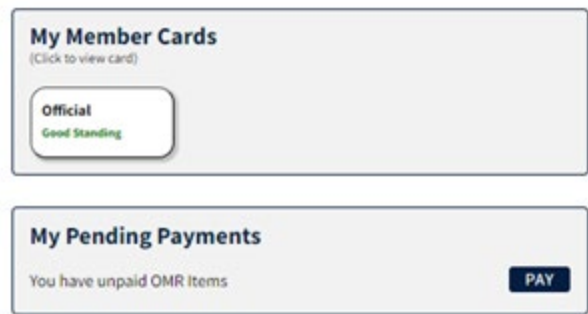

7. If you receive an error message, it probably means the system is currently busy. Your registrations should be saved so go ahead and log out. If your payment was processed you'll receive a receipt. Be sure to save a copy!

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.

My Member Cards
(Click to view card)

Official
Good Standing

My Pending Payments

You have unpaid OMR items

PAY

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