Retrieving Your Username & Password

1. Go to <u>www.usaswimming.org</u> and click *Login* at the top right corner of the window.



2. On the Login page, select *Forgot Username*. Enter the email address used to create your account and submit. An email will be sent to that address with the username(s) associated with that email. Be sure to check your spam folder if it does not arrive pretty quickly.

LOGIN	
Please login with your username and password.	FORGOT USERNAME
(Note that usernames created on our old system before Sept 1, 2 longer work. Click "Create a Login" below if you need a new acc	Enter your email address, and we'll send your username.
Username:	Email Address:
Password:	SUBMIT
	CANCEL
LOGIN	
FORGOT USERNAME FORGOT PASSWORD CREATE	

If you do not receive an email to that account, try another email address that you might have.

3. Once you have retrieved the username, select *Forgot Password* and enter the username that you just received which will prompt an email to be generated with a verification code.

LOGIN		
Please login with your username and password.		
(Note that usernames created on our old system before Sept 1, 2 longer work. Click "Create a Login" below if you need a new acc	Enter your username, and we'll send password reset instructions to your email address.	
Username:	Username:	
Password:	SUBMIT	
LOGIN	CANCEL	
FORGOT USERNAME FORGOT PASSWORD CREATE		

You will be prompted to enter the verification code and a new password. (I suggest avoid using a \$ in the password.) Once you have created the new password, you should be able to log into your account.

If these steps do not work, please contact <u>registrationchair@virginiaswimming.org</u> for additional help.