



MEMBERSHIP RENEWAL GUIDE





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MEMBERSHIP RENEWAL GUIDE

Starting September 1, 2023, you should use this guide to help navigate a step-by-step process to renew your USA Swimming membership. Please keep in mind:

- You can renew your USA Swimming membership anytime from September 1, 2023- August 31, 2024.
- You can renew on mobile, but desktop is the recommended platform. Once you have completed and paid for your membership, you will receive a confirmation email and can view an itemized receipt in your USA Swimming account.
- This guide covers renewals only. **New members will still need to register using their club's unique registration link and create a USA Swimming account through the Online Member Registration (OMR) process.**
- **Expired members need to use a club's new OMR 2023-2024 link to register but should not create a new USA Swimming account.**

If you need further assistance, please submit a help ticket.

RENEWAL GUIDE

STEP 1: Log into your account at hub.usaswimming.org

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

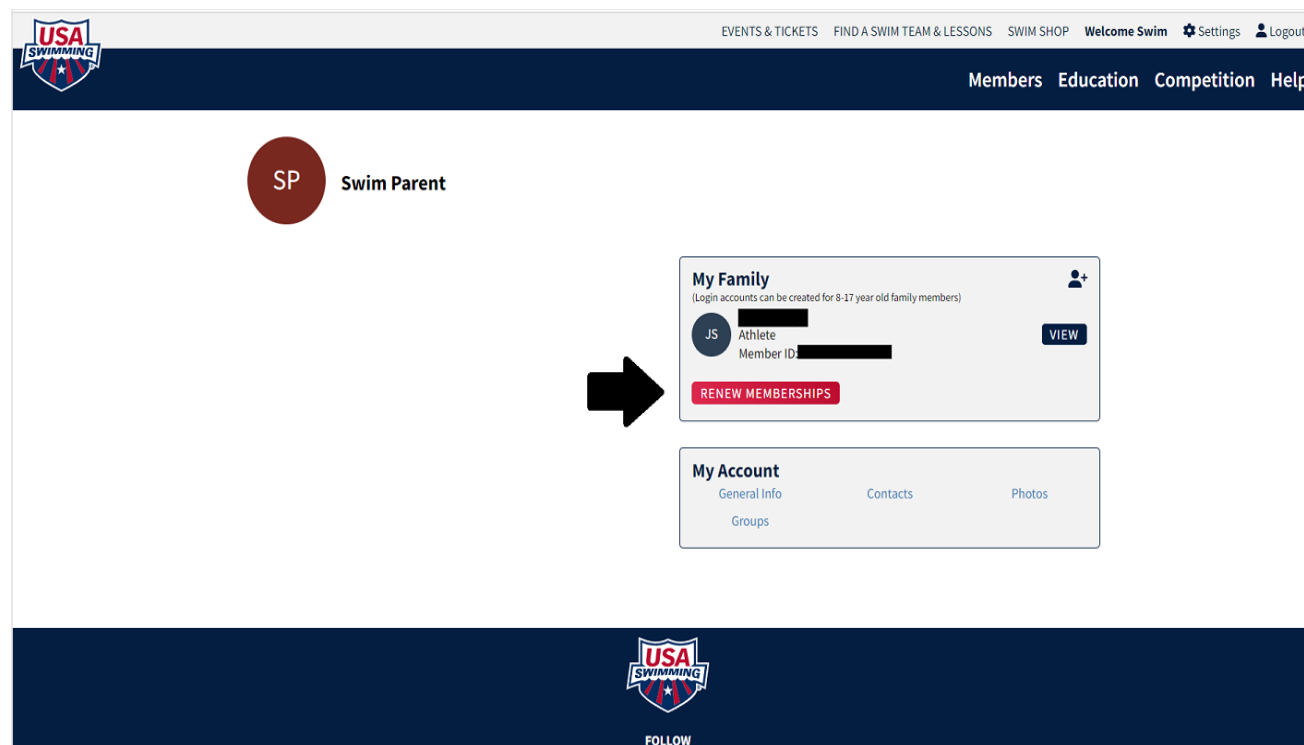
FORGOT PASSWORD

CREATE A LOGIN



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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.



STEP 3: Click the "Renew Memberships" button. A pop-up window will display a table with all members 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.

Select Memberships to Renew

If you want to renew a membership with a different team than 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' 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 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 missing required information, you will not see their renewal membership(s) below. To be able to register a member with missing required information, please contact your team for a link to their registration page. On the team's registration page, you will need to scroll down to the 'Create New Memberships' section and click on the 'Add a New Member' button.

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	SELECT
Wilson	Male			Flex Athlete (12/31/2022)	Premium Athlete (12/31/2023)	<div><input type="checkbox"/> Team is Renewing</div> <div>CHANGE MEMBER TYPE</div>
Alexandra	Female			Coach (12/31/2022)	Coach (12/31/2023)	<div><input type="checkbox"/></div>
Juliana	Female			Premium Athlete (12/31/2022)	Premium Athlete (12/31/2023)	<div><input checked="" type="checkbox"/></div> <div>CHANGE MEMBER TYPE</div>
Robert	Male			Premium Athlete (09/18/2022)	Premium Athlete (12/31/2023)	<div><input type="checkbox"/></div> <div>CHANGE MEMBER TYPE</div>
Christopher "Chris"	Male			Official (12/31/2022)	Official (12/31/2023)	<div><input checked="" type="checkbox"/></div>
Christopher "Chris"	Male			Other (12/31/2022)	Other (12/31/2023)	<div><input type="checkbox"/></div> <div>CHANGE MEMBER TYPE</div>

SELECT ALL RESULTS

UNSELECT ALL RESULTS

RENEW

CANCEL

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 from the dropdown, and click "Save."

Change Renewal Member Type

Selected Member

Prior Membership (Expires): Premium Athlete (12/31/2022)

Renewal Membership (Expires): Premium Athlete (12/31/2023)

Change Renewal Member Type To*

Premium Athlete

SAVE

CANCEL

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 membership with a different team than 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' 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 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 missing required information, you will not see their renewal membership(s) below. To be able to register a member with missing required information, please contact your team for a link to their registration page. On the team's registration page, you will need to scroll down to the 'Create New Memberships' section and click on the 'Add a New Member' button.

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	SELECT
	Male	02/18/2004		Premium Athlete 12/31/2023	Premium Athlete 12/31/2024	<div><input checked="" type="checkbox"/> CHANGE MEMBER TYPE</div>

SELECT ALL RESULTS

UNSELECT ALL RESULTS

RENEW

CANCEL

STEP 7: Click "Continue" to proceed to the checkout and pay for your renewal(s).

Renewed Memberships

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	RENEWED MEMBERSHIP	EXPIRES
	Male	02/18/2004		Premium Athlete	12/31/2023

CONTINUE

STEP 8: Review the items in your shopping cart and click "Check Out."

Shopping Cart

ITEM	AMOUNT
<div><div></div><div>Premium Athlete</div><div>Pay for this later</div><div>^</div><div></div></div>	\$85.00
USA Swimming Membership Fee	\$68.00
LSC Membership Fee	\$17.00
Subtotal: \$85.00	

Optional

Donate to the USA Swimming Foundation

Help save lives and build champions.

0.00

Cover the \$2.85 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

\$0.00

Total: \$85.00

CHECK OUT

STEP 9: FINAL STEP! To complete the payment process, enter the payment information and click "Pay."

Shopping Cart

[Return to List of Items](#)

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.

Card number

1234 5678 9123 4567

Expiration

05 / 25

CVC

515

Country

United States

ZIP

01886

CANCEL

PAY \$85.00

HOW TO RENEW WHILE TRANSFERRING CLUBS

Only current members are eligible for a transfer.

If your membership is expired, you will need to use the 2023-2024 OMR link from your new club. You should not create a new account.

STEP 1: Secure the 2023-2024 OMR link from your new club

STEP 2: Log into your account at hub.usaswimming.org

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



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STEP 3: After September 1, 2023, use your new team's 2023-2024 OMR link to renew (reach out to your new team if you do not have this link). Enter the OMR link into your browser search bar and press "Enter." **DO NOT CREATE A NEW ACCOUNT.**

STEP 4: In the "Renew Eligible Memberships" box, select the members you would like to renew on the new team by clicking the checkbox in the "Select" column.

USA Swimming Online Member Registration

Welcome

Renew Eligible Memberships

This renewal registration is associated as a member of the

LSC: New LSC
Team: New Team (NT)

A renewal membership displayed in red text indicates that your renewal membership team is different than your prior membership team. By renewing with this registration URL you will transfer this membership to a different team. If you do not wish to transfer this membership to a different team, please contact your coach to get a valid registration URL, or use the 'Renew Memberships' button on your dashboard to renew with the prior membership team.

A 'Team is Renewing' message in the 'Select' column below indicates 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' 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 were expecting to see not appearing below? Use the 'Add Family Member' button to ensure the member is associated with your account.

IMPORTANT: If a member is missing required information, you will see a 'Provide Missing Info & Renew' button instead of a checkbox in the 'Select' column below. Please click the 'Provide Missing Info & Renew' button to provide the missing required information and renew your membership(s).

ADD FAMILY MEMBER

NAME	COMP. CATEGORY	BIRTH DATE	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	TRANSFER?	SELECT
Natalie [REDACTED]	Female	[REDACTED]	Premium Athlete (12/31/2022)	Premium Athlete (12/31/2023)	⚠ Yes	<input checked="" type="checkbox"/> CHANGE MEMBER TYPE

SELECT ALL RESULTS **UNSELECT ALL RESULTS**

RENEW

STEP 5: A confirmation box will appear with the renewal information. Review the information and then click "Continue."

Renewed Memberships

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	RENEWED MEMBERSHIP	EXPIRES
Natalie	Female		New Team (NT)	Premium Athlete	12/31/2023

CONTINUE

STEP 6: You will be taken to the Shopping Cart. Review the information and then click "Check Out."

Shopping Cart

ITEM	AMOUNT
Natalie Premium Athlete <div>Pay for this later</div>	\$80.00
USA Swimming Membership Fee	\$68.00
LSC Membership Fee	\$12.00
Subtotal:	\$80.00

Optional

Donate to the USA Swimming Foundation

Help save lives and build champions.

0.00

Cover the \$2.70 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

\$0.00

Total: \$80.00

CHECK OUT

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USA






SWIMMING

STEP 7: FINAL STEP! To complete the payment process, enter the payment information and click "Pay." You will receive a confirmation email.

Shopping Cart

[Return to List of Items](#)

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.

Card number	Expiration	CVC
<div>1234 5678 9123 4567</div> <div></div>	<div>05 / 25</div>	<div>515</div> <div></div>
Country	ZIP	
<div>United States</div> <div>▼</div>	<div>01886</div>	

CANCEL

PAY \$85.00

