



ATHLETE MEMBERSHIP SELF-RENEWAL GUIDE





This Guide Includes:

- Athletes / Non- Athlete Renewal Instructions - Page 4
- Renewal Instructions for Transferring Members- Page 10
- Questions – Page 14



MEMBERSHIP RENEWAL GUIDE

Starting September 1, 2024, you should use this step-by-step guide to navigate the process of renewing your USA Swimming membership. Please keep in mind:

- You can renew your USA Swimming membership anytime from September 1, 2024- August 31, 2025.
- Swimmers are members and parents are not. Parents of swimmers under 18 will log in to their “parent account.” Swimmers should be attached to the “parent account.”
- **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 register through the Online Member Registration (OMR) process using their club's unique registration link and create a USA Swimming account.
- Expired seasonal members need to use a club's new OMR 2024-2025 link to register but do not need to create a new USA Swimming account.



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)

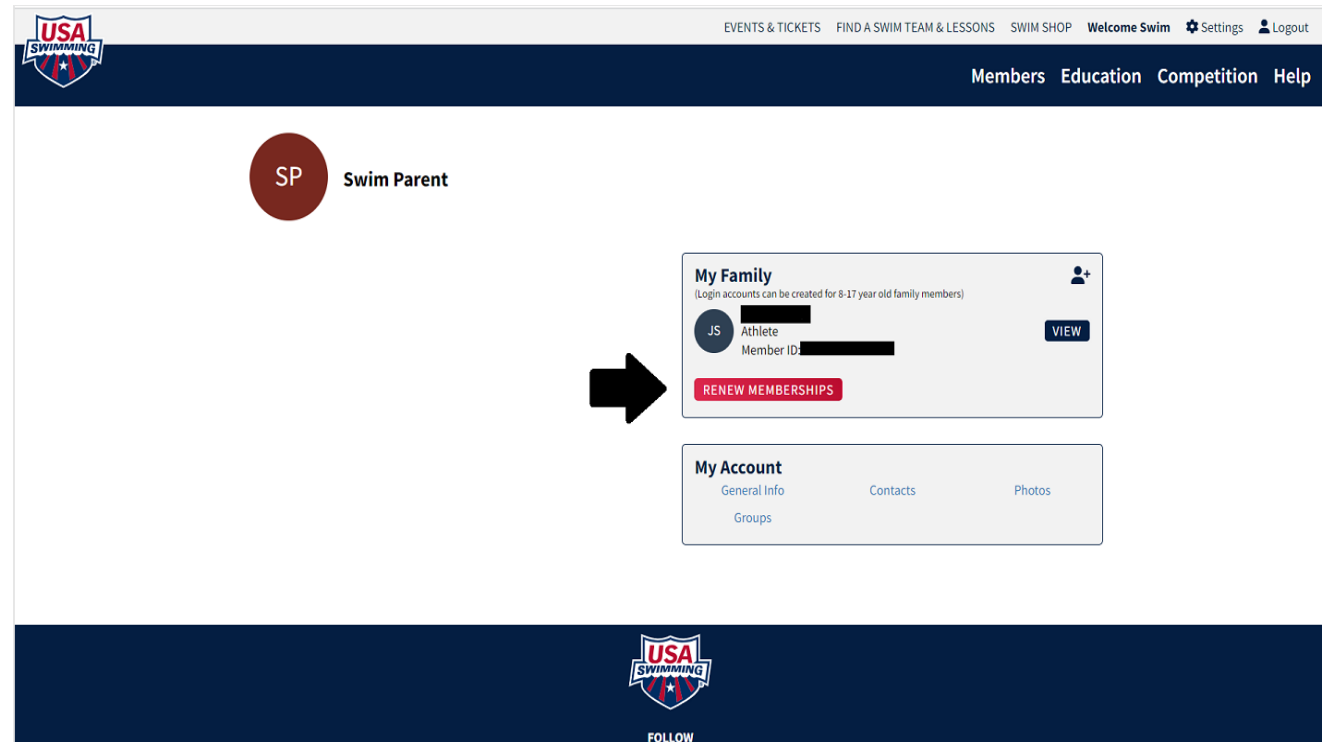
Username:

Password:

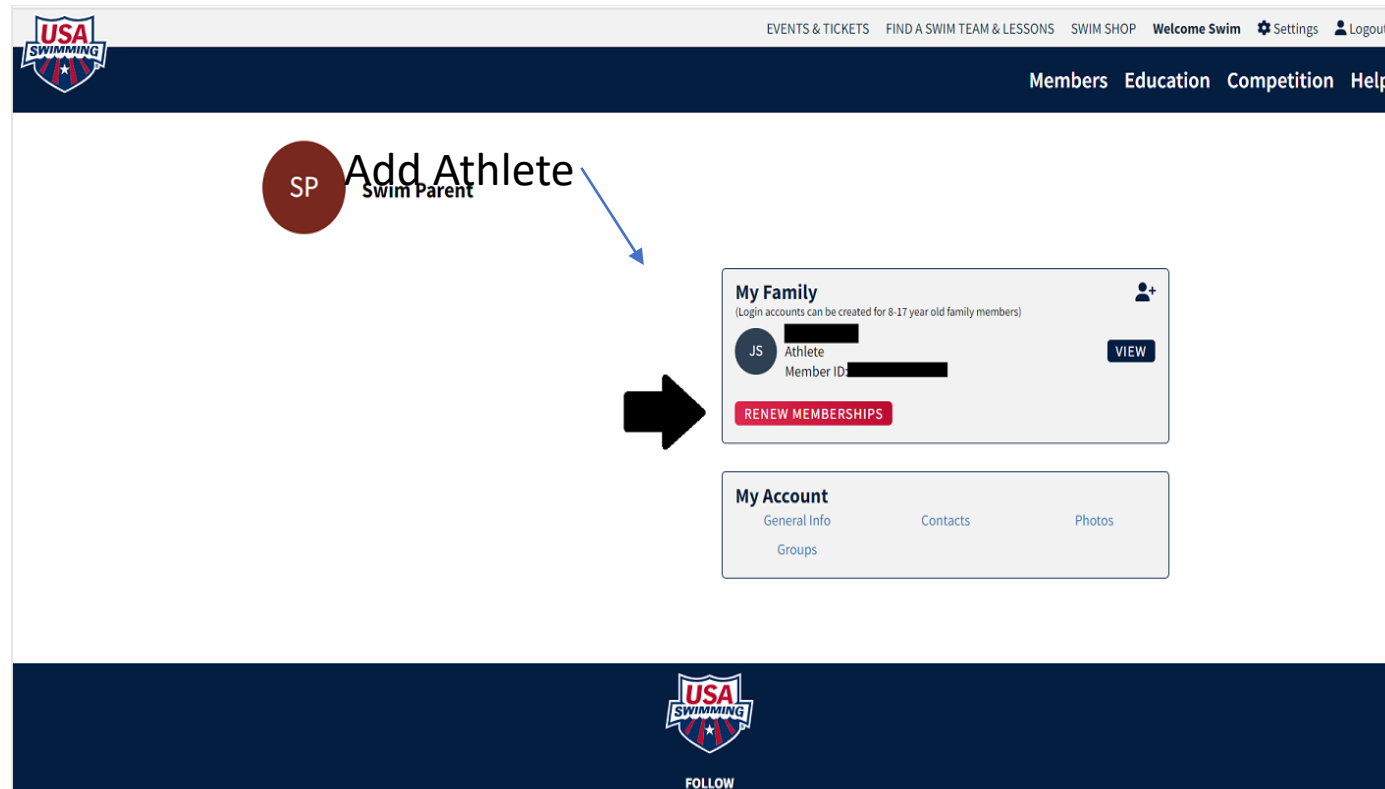


MEMBER SELF-RENEWAL GUIDE

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 2a: If the swimmer is not attached to the Parent Account, add them by clicking on the “add individual” icon located in the upper right corner of the my family section. Needed information includes athlete /member ID. If you don’t have this, please get this information from the club or your [LSC Registration Chair](#).



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)	<input type="checkbox"/> Team is Renewing <input type="button" value="CHANGE MEMBER TYPE"/>
Alexandra ██████████	Female	██████		Coach (12/31/2022)	Coach (12/31/2023)	<input type="checkbox"/>
Juliana █████	Female	██████		Premium Athlete (12/31/2022)	Premium Athlete (12/31/2023)	<input checked="" type="checkbox"/> <input type="button" value="CHANGE MEMBER TYPE"/>
Robert ██████████	Male	██████████████		Premium Athlete (09/18/2022)	Premium Athlete (12/31/2023)	<input type="checkbox"/> <input type="button" value="CHANGE MEMBER TYPE"/>
Christopher "Chris" ██████████	Male	██████		Official (12/31/2022)	Official (12/31/2023)	<input checked="" type="checkbox"/>
Christopher "Chris" ██████████	Male	██████		Other (12/31/2022)	Other (12/31/2023)	<input type="checkbox"/> <input type="button" value="CHANGE MEMBER TYPE"/>



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 [REDACTED]

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
[REDACTED]	Male	02/18/2004	[REDACTED]	Premium Athlete 12/31/2023	Premium Athlete 12/31/2024	<input checked="" type="checkbox"/> CHANGE MEMBER TYPE

[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
[REDACTED]	Male	02/18/2004	[REDACTED]	Premium Athlete	12/31/2023

[CONTINUE](#)

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

Shopping Cart

ITEM	AMOUNT
Premium Athlete Pay for this later	\$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.

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 Yes \$0.00

Total: **\$85.00**

STEP 9: 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

Expiration CVC

Country ZIP

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 2024-2025 OMR link from your new club. You should not create a new account.

STEP 1: Secure the 2024-2025 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



STEP 3: After September 1, 2024, use your new team's 2024-2025 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 [REDACTED]	Female	[REDACTED]	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 [REDACTED] Premium Athlete Pay for this later ^ 🗑️	\$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.

\$0.00

No ✕

Total: \$80.00

CHECK OUT →



STEP 7: 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

1234 5678 9123 4567



Expiration

05 / 25

CVC

515



Country

United States



ZIP

01886

CANCEL

PAY \$85.00



QUESTIONS?

If you have question or need further assistance, please send an email to your [LSC Registration Chair](#) or email swimssupport@usaswimming.org

