

How to Transfer a Member (as a Club User)

Please note:

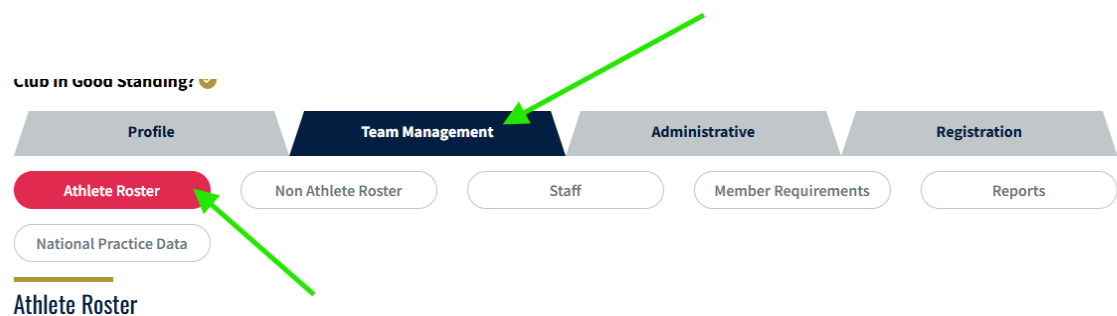
- This should only be used if a member has left your club or is no longer affiliated with your club.
- Clubs may only initiate a transfer to the Unattached club for your LSC.
- All other transfers shall be initiated by the member/parent or through the LSC with member/parent authorization.

To initiate a member transfer:

1. Log into your USAS account at hub.usaswimming.org

- 1) Verify that you are a Club Admin, Head Coach, or Club Registrar.
- 2) Log into hub.usaswimming.org.
- 3) **Navigate to Club > My Club >**

Team Management > Athlete Roster/Non-Athlete Roster.



- 4) On the roster, identify the member that requires a transfer and check the Transfer Box:

FILTER

CLEAR FILTER

EXPORT CURRENT ROSTER

TRANSFER SELECTED MEMBERS

272 Athletes

NAME	COMP CATEGORY	BIRTH DATE	AGE	GOOD STANDING UNTIL	MEMBER TYPE	ATTACH DATE	TRANSFER PENDING	SYNC	TRANSFER
	Male		12	12/31/2025	Premium Athlete		No	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A POP UP will appear that states that the member will remain on your roster until the Un-Attached transfer's Pending Status is Approved by the LSC.

Transfer Members?

Are you sure you want to transfer the selected members to Unattached? After transferring, they will appear on your roster with a Pending status until the transfer is approved.

YES, TRANSFER

CANCEL

After submitting your transfer, the transfer status will update to "Pending," and the transfer information will appear under the "Club Transfer" pill on the member's View/Edit Member page. For updates on your transfer status or to receive assistance, please contact your LSC Registration Chair.