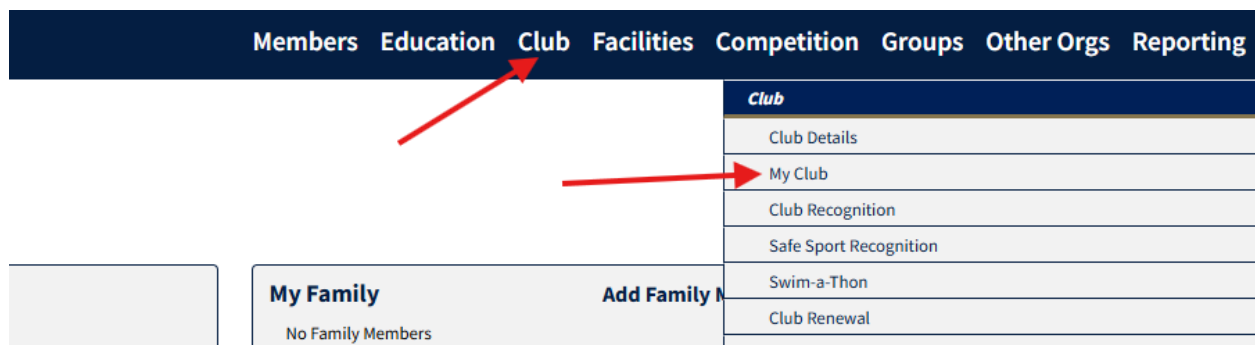


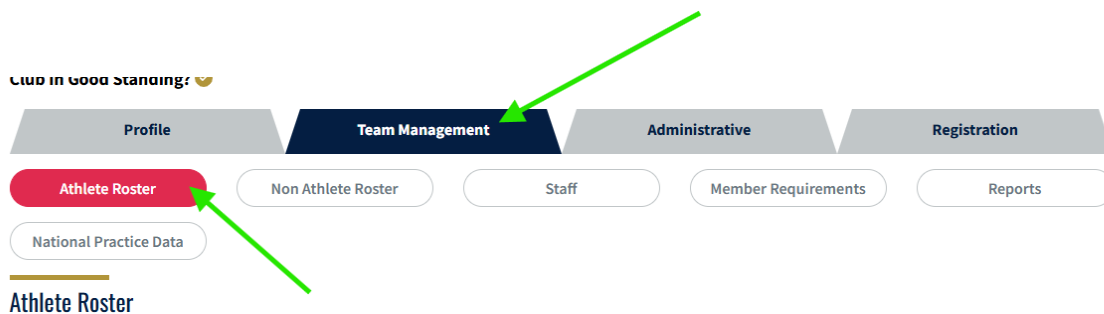
# How do I edit a members contact information or manage their profile?

To edit an athlete's/ members contact information or manage their profile:

1. Log into your USAS account at [hub.usaswimming.org](http://hub.usaswimming.org)
2. Click on 'Club' from the top right navigation options and select 'My Club' from the dropdown



3. On the 'View/Edit Club' page, click the gray 'Team Management' tab



4. In the Athlete/ Non Athlete Roster table, click the Member's Name in which you would like to edit/manage

### Athlete Roster

Competition Category  

--

Min Age

Max Age

Practice Group

Site Group

First or Preferred Name

Last Name

FILTER

CLEAR FILTER

EXPORT CURRENT ROSTER

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 type="checkbox"/>
	Female		16	12/31/2025	Premium Athlete		No	<input type="checkbox"/>	<input type="checkbox"/>
	Male		15	12/31/2025	Premium Athlete		No	<input type="checkbox"/>	<input type="checkbox"/>

5. To edit/manage that athlete's info, under the gray 'General' tab, click 'Info'

Member Name

Member Id

Roles: Athlete

MERGE

General

Profile

National Team

Administrative

Info

Contact Info

Club Transfer

Ethnicities

Disabilities

Requirements

All Courses

Affiliations

Upgrade

Reports

### Member Info

Birth Certificate (Optional)

UPLOAD BIRTH CERTIFICATE

(\*.pdf), (\*.doc), or (\*.docx)

Legal First Name\*

Preferred Name

Middle Name or Middle Initial

Legal Last Name\*

Maiden Name

Suffix  

--

Email\*  
Not collected for members under 16

US Citizen\*  
☒ Yes

Birth Date

Competition Category  
Male

Gender Identity\*  
Male

SAVE

CANCEL

6. To edit/manage that contact information, under the gray 'General' tab, click 'Contact Info' and click the 'Edit' icon next to the contact you would like to edit.

View/Edit Member

← Back to Club

Member Name [REDACTED]

Member Id: [REDACTED]

Roles: Athlete ✓

General

Profile

National Team

Administrative

Info

Contact Info

Club Transfer

Ethnicities

Disabilities

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All Courses

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Member Contact Info

ADD CONTACT

NAME	RELATIONSHIP	EMAIL	PHONE NUMBER	PRIMARY EMERGENCY CONTACT?	
[REDACTED]	Self	[REDACTED]	[REDACTED]		▼
[REDACTED]	Parent	[REDACTED]	[REDACTED]	Yes	✎ ▼