

Instructions for creating a new login in SWIMS 3.0 for parents with USA membership

STEP 1 – setting up an account. The account created should be the information of the person setting up the account (parent/guardian, coach, official...this IS NOT the swimmers information – that will come during the registration part of the process.)

Go to <https://hub.usaswimming.org/landing> to create a new login for your USA Swimming account.

On the page that opens you'll need to select **Create a Login**. You will enter an email address. Once the email address is entered, a verification code will be sent to that email. Once the code is entered, you will be asked to enter a username and a password.

Click Login and login with the username and password you just created.

You will then be asked if you have ever been a member of USA Swimming in the past. This is for you, the person setting up the account.

*If you (the parent or guardian) have been a member with USA Swimming click on the icon to show yes. Click the additional info to find your new member ID number. Fill in the information the way you were registered previously. First name, middle initial, last name and birthdate. If you're unsure of how you were registered in the past or your account is not found, **STOP!** And contact registration@utahswimming.org (**You will cause more problems by trying to find it than if you just stop and ask for help**)

After you complete the requested information, your new ID will be emailed to the address shown in the form. Once received, copy and paste the Member ID in the appropriate field and click link account.

*If you have never been a member of USA Swimming, click the icon to show NO and complete the steps shown on the screen. You will automatically be logged in to SWIMS 3.0.

Once this is complete, log out of SWIMS and go to step 2.

STEP 2: REGISTER W/ USA SWIMMING...use the OMR (online member registration) link provided by your club.

1. Click on the registration link provided. This link is unique and specific to your club. Login with the username and password you just created if you are not automatically logged in.
2. Click Continue.

Now...who is the membership for?

If registering yourself, make sure that you select membership is for myself, if registering your athlete, make sure that you select the membership is for someone other than the logged in user.

If you/your swimmer has been registered with USA swimming previously, click the box next to what was selected until it shows a green yes.

There will be a box below with a swimmer in saying "renew member". Click this box and proceed through the process to register.

IMPORTANT.....PLEASE MAKE SURE YOU CHOOSE **THE CORRECT REGISTRATION TYPE**. If you have any questions, please reach out to registration@utahswimming.org.

At the end of the first registration you create, you'll see the option to Add Another Member before you check out if you have more than one swimmer to register.