



NON-ATHLETE MEMBERSHIP RENEWAL GUIDE





This Guide Includes:

- Non-Athletes Renewal Instructions - Page 3
- Questions? If you have question or need further assistance, please send an email to your [LSC Registration Chair](#) or email swimssupport@usaswimming.org



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 seasonal members, need to use a club's new OMR 2023-2024 link to register but do not need to create a new USA Swimming account.
- Questions? If you have question or need further assistance, please send an email to your [LSC Registration Chair](#) or email swimssupport@usaswimming.org



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.

The screenshot shows the USA Swimming Member Dashboard. At the top, there is a navigation bar with the USA Swimming logo on the left and links for "EVENTS & TICKETS", "FIND A SWIM TEAM & LESSONS", "SWIM SHOP", "Welcome Swim", "Settings", and "Logout" on the right. Below this is a dark blue header with "Members", "Education", "Competition", and "Help" links. The main content area features a user profile for "Swim Parent" with a circular avatar containing "SP". To the right, the "My Family" section is highlighted with a black arrow. It includes a sub-header "My Family" with a note "(Login accounts can be created for 8-17 year old family members)" and a "VIEW" button. Below this, a member profile for "Athlete" with initials "JS" and a "Member ID" is shown, with a prominent red "RENEW MEMBERSHIPS" button. Underneath is the "My Account" section with links for "General Info", "Contacts", "Photos", and "Groups". The footer contains the USA Swimming logo and a "FOLLOW" button.

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.

The screenshot displays the "USA Swimming Online Member Registration" interface. At the top, it says "Welcome". Below this, there are two main sections: "Create New Memberships" and "Renew Eligible Memberships".

The "Create New Memberships" section contains two boxes. The left box is for "Register New Member" and the right box is for "Add New Role to Existing Member". Both boxes show redacted information for LSC, Club, and LSC Contact, and include a red button for the respective action.

The "Renew Eligible Memberships" section shows the renewal registration is associated with the same LSC and Club as above. It includes a "CONFUSED? CLICK HERE" button and two main buttons: "ADD FAMILY MEMBER" and "REGISTER NEW MEMBER".

Below these buttons is a table with the following columns: NAME, COMP. CATEGORY, BIRTH DATE, PRIOR MEMBERSHIP (EXPIRES), RENEWAL MEMBERSHIP (EXPIRES), TRANSFER? SELECT, and CHANGE MEMBER TYPE. The table contains one row of data for a member with the following details:

NAME	COMP. CATEGORY	BIRTH DATE	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	TRANSFER? SELECT	CHANGE MEMBER TYPE
[REDACTED]	Male	[REDACTED]	Coach (12/31/2023)	Coach (12/31/2024)	No <input type="checkbox"/>	CHANGE MEMBER TYPE

At the bottom of the table, there are buttons for "SELECT ALL RESULTS", "UNSELECT ALL RESULTS", and "RENEW". A large black arrow points to the "RENEW" button, and another large black arrow points to the "CHANGE MEMBER TYPE" button.




STEP 5: Click the checkbox in the "Select" column for each of the memberships you want to renew. 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.

Renewal Memberships Added to Shopping Cart ✕

The following renewal memberships have been added to the shopping cart. Please click 'Continue' to check out and complete the renewal process.

NAME	COMP. CATEGORY	BIRTH DATE	TEAM NAME	RENEWED MEMBERSHIP	EXPIRES
██████████	█	██████	██████████	Coach	12/31/2024

[CONTINUE](#) 

STEP 6: Click "Continue" to proceed to the checkout and pay for your renewal(s).

STEP 7: 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**

CHECK OUT

STEP 8: 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:

Expiration: CVC:

Country: ZIP:



QUESTIONS?

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

