



BULK RENEWAL GUIDE

AVAILABLE FOR CLUBS AFTER SEPT 1, 2023

UPDATED 12/11/23



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BULK RENEWAL GUIDE

Clubs should use this guide to help navigate a step-by-step process to bulk renew their USA Swimming members. This process is for 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.**

Anyone with Club Admin access can bulk renew USA Swimming members. If your club opted for bulk renewal, you are responsible for managing and completing all chosen membership renewals for the upcoming 2023-2024 registration year. Clubs must communicate with their members that the club will renew their annual USA Swimming membership and collect payment. *If a member of your club tries to renew directly, they will see an alert stating their team is renewing their membership, and they will not have the option to complete a self-renewal.*

We recently surveyed clubs that have completed a bulk renewal, and they offered some tips:

- It takes about 10 min for every 50-60 kids.
- Filtering by age will help larger teams ensure they renew only returning athletes.

You do not need to renew all members in one transaction. You can renew different groups on different days. You can also renew one member at a time if needed.

Please contact your LSC Registration Chair [here](#) if you have any questions or concerns.

HOW TO BULK RENEW MEMBERS

Making Your Selections (With Screenshots): Make sure you are on a Desktop Version. Mobile will be too hard.

AFTER SEPT 1, 2023:

You have opted to renew for a member group in your club. Here is how you renew those members:

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:

LOGIN

FORGOT USERNAME

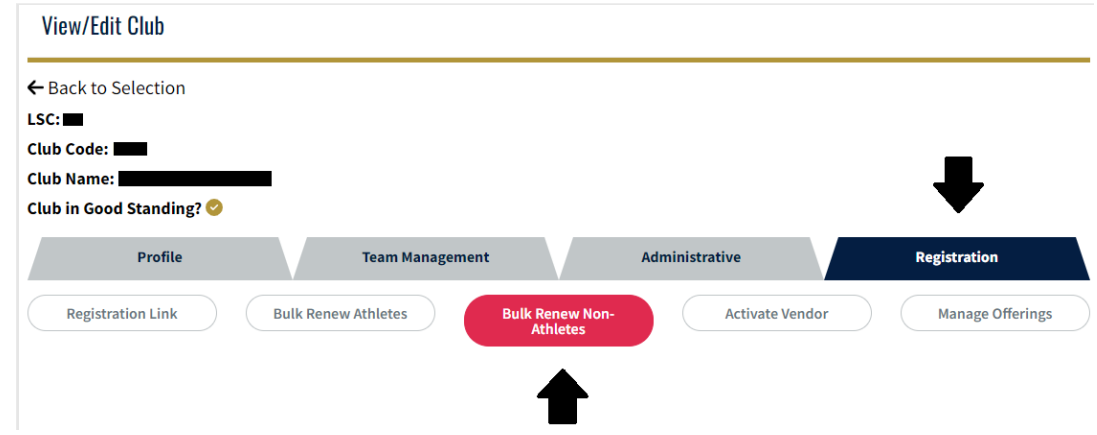
FORGOT PASSWORD

CREATE A LOGIN

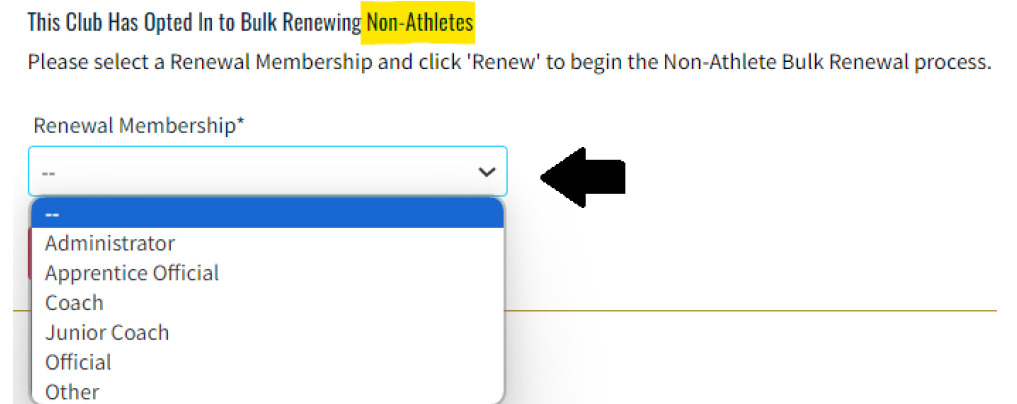
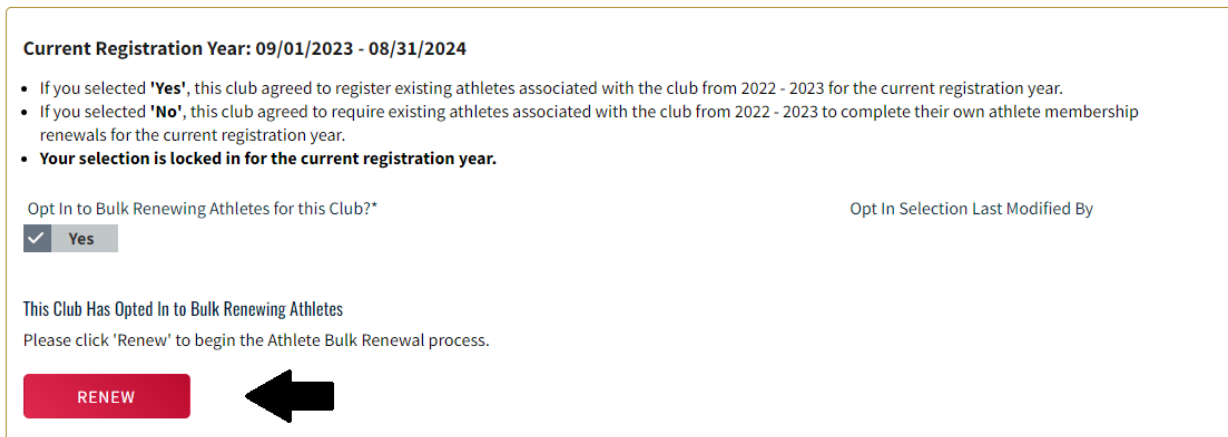
STEP 2: Click the Club tab and select 'My Club.'

The screenshot shows the USA Swimming member portal interface. At the top right, there are navigation links: EVENTS & TICKETS, FIND A SWIM TEAM & LESSONS, SWIM SHOP, Welcome Carole, and Settings. Below these is a dark blue navigation bar with tabs: Members, Education, Club, Competition, and Reporting. The 'Club' tab is selected, and a dropdown menu is open, showing options: My Club (highlighted), Club Recognition, Safe Sport Recognition, Swim-a-Thon, and Club Renewal. An arrow points from the text 'Click the Club tab and select 'My Club.' to the 'My Club' option in the dropdown. The main content area shows a user profile for 'Carole' (Member ID: [redacted]) with a 'CE' icon. Below the profile are several sections: 'My Member Cards' (with a 'Member Not in Good Standing' status), 'My Family' (No Family Members), 'My Actions' (Carole, your APT course has expired. VIEW), 'My Account' (General Info, Contacts, Photos, Groups), and 'My Payments' (Receipt Number: [redacted], Transaction Date: 05/23/2023, Amount: \$700. VIEW).

STEP 3: Click the Registration tab and select 'Bulk Renew Athletes' or 'Bulk Renew Non-Athletes.' Whichever category of members you chose to renew during the opt-in period.



STEP 4: For Athletes, click the red 'Renew' button to begin the bulk renewal process. For Non-Athletes, you will first need to select which membership type you are renewing from the dropdown before clicking 'Renew.'



Step 4 Continued for Non-Athlete Renewals (**Athlete Renewals Continue to Next Slide for Step 5**):

Please be aware that you must fully complete Non-Athlete bulk renewals one Membership Type at a time. In other words, if you choose Official from the dropdown menu in Step 4, you will complete the entire bulk renewal process (Steps 1-15) for your renewing Officials before completing the entire process again for your next Non-Athlete Membership Type (e.g., Coach, Other, etc.).

If you are in the middle of completing a bulk renewal for one Membership Type and need to renew members for a different Membership Type, you need to either:

- Fully complete the bulk renewal for the current Membership Type, and then go back through the bulk renewal process for the next Membership Type.

OR

- Click “Exit Bulk Renew,” select a Membership Type from the dropdown menu, and continue the process for that Membership Type.

Bulk Renew Official Memberships - Selection

Select Memberships

Last Membership: --

First or Preferred Name: [Text Input]

Last Name: [Text Input]

FILTER CLEAR FILTER

EXIT BULK RENEW

Currently Bulk Renewing: Official Memberships

34 Search Results

ADD SELECTED TO RENEW SELECT ALL RESULTS UNSELECT ALL RESULTS

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

Renewal Membership*

--

- Administrator
- Apprentice Official
- Coach
- Junior Coach
- Official
- Other

This Club Has Opted In to Bulk Renewing Non-Athletes

Please select a Renewal Membership and click 'Renew' to begin the Non-Athlete Bulk Renewal process.

STEP 5: A list of eligible members in the category you've selected (Athletes or Non-Athletes) will be displayed in a table.



Select Memberships

Competition Category: --
Min Age:
Max Age:
Last Membership: --

First or Preferred Name:
Last Name:

Currently Bulk Renewing: Athlete Memberships

109 Search Results

NAME	MEMBER ID	COMP. CATEGORY	BIRTH DATE	AGE	LAST MEMBERSHIP	SELECT
Fayez ██████████	██████████	Male	██████	13	Premium Athlete	<input type="checkbox"/>
Adam ██████████	██████████	Male	██████	15	Flex Athlete	<input type="checkbox"/>
Ryan ██████████	██████████	Male	██████	13	Flex Athlete	<input type="checkbox"/>
Harvey ██████████	██████████	Male	██████	11	Premium Athlete	<input type="checkbox"/>
Alec ██████████	██████████	Male	██████	19	Premium Athlete	<input type="checkbox"/>
Louis ██████████	██████████	Male	██████	19	Premium Athlete	<input type="checkbox"/>
Maddox ██████████	██████████	Male	██████	9	Premium Athlete	<input type="checkbox"/>
Maris ██████████	██████████	Female	██████	7	Premium Athlete	<input type="checkbox"/>
Alexandra ██████████	██████████	Female	██████	19	Premium Athlete	<input type="checkbox"/>
Joseph ██████████	██████████	Male	██████	19	Premium Athlete	<input type="checkbox"/>

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

Step 5 Continued for Non-Athlete Renewals (Athlete Renewals Continue to Next Slide for Step 6):

For Non-Athletes, only those whose “Last Membership” type was the same as the Membership Type you are currently renewing will appear in the table. For example, if you are currently bulk renewing Officials, the eligible members who were Officials last year will show up in the table.

To display *all* members who are eligible to be renewed for the Membership Type you are currently renewing, click the “Last Membership” dropdown, select the double dash at the top of the list (--), and click “Filter.” Every eligible member for the Membership Type you’re renewing will appear in the table.

Bulk Renew Official Memberships - Selection



Select Memberships

Last Membership

--

First or Preferred Name

Last Name

Memberships

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

SELECT ALL RESULTS

UNSELECT ALL RESULTS

Administrator
Apprentice Official
Coach
Flex Athlete
Individual Season Athlete
Junior Coach
Official
Other
Outreach Athlete
Premium Athlete
Season 1 Athlete
Season 2 Athlete
Single Meet Athlete

STEP 6: Go through the list and select each member you would like to renew, one at a time, or click the red "Select All Results" button located just above the table to select all members. You can also filter by age, membership type, or "Select All".

Bulk Renew Athlete Memberships - Selection x

Select Memberships

Competition Category: Min Age: Max Age: Last Membership:

First or Preferred Name: Last Name:

Currently Bulk Renewing: Athlete Memberships

109 Search Results

NAME	MEMBER ID	COMP. CATEGORY	BIRTH DATE	AGE	LAST MEMBERSHIP	SELECT
Fayez [REDACTED]	[REDACTED]	Male	[REDACTED]	13	Premium Athlete	<input type="checkbox"/>
Adam [REDACTED]	[REDACTED]	Male	[REDACTED]	15	Flex Athlete	<input type="checkbox"/>
Ryan [REDACTED]	[REDACTED]	Male	[REDACTED]	13	Flex Athlete	<input type="checkbox"/>
Harvey [REDACTED]	[REDACTED]	Male	[REDACTED]	11	Premium Athlete	<input type="checkbox"/>
Alec [REDACTED]	[REDACTED]	Male	[REDACTED]	19	Premium Athlete	<input type="checkbox"/>
Louis [REDACTED]	[REDACTED]	Male	[REDACTED]	19	Premium Athlete	<input type="checkbox"/>
Maddox [REDACTED]	[REDACTED]	Male	[REDACTED]	9	Premium Athlete	<input type="checkbox"/>
Maris [REDACTED]	[REDACTED]	Female	[REDACTED]	7	Premium Athlete	<input type="checkbox"/>
Alexandra [REDACTED]	[REDACTED]	Female	[REDACTED]	19	Premium Athlete	<input type="checkbox"/>
Joseph [REDACTED]	[REDACTED]	Male	[REDACTED]	19	Premium Athlete	<input type="checkbox"/>

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

STEP 7: Once you've selected all the members you would like to renew for a given membership type (Premium Athlete, Flex, Season 1 Athlete, etc.), click the red "Add Selected to Renew" button.

Bulk Renew Athlete Memberships - Selection

Select Memberships

Competition Category: --

Min Age: [] Max Age: [] Last Membership: --

First or Preferred Name: [] Last Name: [] FILTER CLEAR FILTER

ADD SELECTED TO RENEW

CANCEL

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

STEP 8: Select the membership type you would like for the selected members and click 'Add to Renew with Selected Membership type'.

Select Renewal Membership

Renewal Membership*

Premium Athlete

ADD TO RENEW WITH SELECTED MEMBERSHIP

CANCEL

The members will be moved over to the right-hand column as memberships ready to renew.

Bulk Renew Athlete Memberships - Selection

Select Memberships

Competition Category: -- Min Age: [] Max Age: [] Last Membership: --

First or Preferred Name: [] Last Name: [] FILTER CLEAR FILTER

ADD SELECTED TO RENEW

CONTINUE TO RENEW CANCEL

Memberships to Renew

3 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

[] (Premium Athlete)

[] (Premium Athlete)

[] (Premium Athlete)

10

STEP 9: Complete steps 5-7 for each membership type you need to renew.

STEP 10: Once you've moved all the memberships you would like to renew over to the right-hand column, click the blue "Continue to Renew" button.

Select Memberships

Competition Category: --
Min Age:
Max Age:
Last Membership: --

First or Preferred Name:
Last Name:

Currently Bulk Renewing: Athlete Memberships

107 Search Results

Memberships to Renew

←

2 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

Fayez ██████ (Premium Athlete)

Harvey ██████ (Premium Athlete)

←

STEP 11: The memberships you've selected to renew will appear in a table for review. You may remove any memberships you do not want to renew by clicking the blue checkmarks in the "Select" column.

STEP 12: To add more members for renewal, click "Back to Selection".

The screenshot shows two panels. The left panel, titled "Unselected Memberships", contains a "BACK TO SELECTION" button with a black arrow pointing to it. Below the button, it lists 107 unselected memberships with names like Adam, Ryan, Alec, Louis, Maddox, Maris, Alexandra, Joseph, and Maxim, each followed by their membership type in parentheses. The right panel, titled "Memberships to Renew", has search filters for Competition Category, Min Age, Max Age, and Last Membership. Below the filters, it shows "Currently Bulk Renewing: Athlete Memberships" with 2 search results. A table displays these results with columns for Name, Member ID, Comp. Category, Age, Last Membership, Renewal Membership, and Select. The "Select" column contains blue checkmarks, with a black arrow pointing to the checkmark for Fayeze. Below the table are buttons for "RENEW SELECTED MEMBERSHIPS" (with a black arrow pointing to it), "EXIT BULK RENEW", and "UNSELECT ALL RESULTS".

NAME	MEMBER ID	COMP. CATEGORY	AGE	LAST MEMBERSHIP	RENEWAL MEMBERSHIP	SELECT
Fayeze	8BA	Male	13	Premium Athlete	Premium Athlete	<input checked="" type="checkbox"/>
Harvey	2F6	Male	11	Premium Athlete	Premium Athlete	<input checked="" type="checkbox"/>

STEP 13: To complete your renewals, click "Renew Selected Memberships" and then "Continue to Shopping Cart".

The confirmation message reads: "The Selected Renewal Memberships Have Been Added to the Shopping Cart". Below this, a bold heading states: "Your selected renewal memberships have been added to the shopping cart!". A paragraph follows: "Please choose between continuing to the shopping cart to complete your renewal purchases, or staying on this page and starting the process to renew more memberships." At the bottom, there are two buttons: "CONTINUE TO SHOPPING CART" (in red) and "RENEW MORE MEMBERSHIPS" (in white).

STEP 14: Review your cart items and click "Check Out" to continue to payment. You will see that the USA Swimming Member Fee is listed, as well as the LSC fee for each individual.

Shopping Cart

ITEM	AMOUNT
FL - [REDACTED] Bulk Renewal - Premium Athlete Registration Pay for this later	\$170.00
Fayez [REDACTED] Premium Athlete	\$85.00
USA Swimming Membership Fee	\$68.00
LSC Membership Fee	\$17.00
Harvey [REDACTED] Premium Athlete	\$85.00
Subtotal:	\$170.00

Optional

Donate to the USA Swimming Foundation

Help save lives and build champions.

Cover the \$5.39 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

Total: **\$170.00**



CHECK OUT

BULK RENEWAL GUIDE





STEP 15: Final STEP! To complete the payment process, enter your payment information and click "Pay". Clubs can pay using ACH or Credit Card (see both options below) . **Please allow 5-7 days for ACH transfers to clear.** Membership renewal will show in the members' USA Swimming accounts once USA Swimming has received the funds. Credit Card payment is immediate, and ACH is 5-7 days from the time of initial payment from the club. The club will receive an email confirmation once the payment has cleared.

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


 US bank account


Email ✖


Full name


Bank account














CANCEL

PAY \$30.00

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

CANCEL

PAY \$273.22

REMINDER: Make sure you communicate that athletes over 18, coaches, officials, and administrators still need to be in good standing. These requirements are detailed in their USA Swimming Account dashboard.

HOW TO RENEW TRANSFER MEMBERS TO A CLUB THAT CHOSE BULK RENEWAL

STEP 1: *To be eligible for a transfer, a member must be a registered 2022-2023 USA Swimming member. A 2022 existing member needs to initiate the transfer according to their specific LSC procedures. Review this link for further assistance on how to initiate a transfer [How do I transfer to a different club?](#)*

STEP 2: LSC approves the transfer

STEP 3: The club will be able to renew the member once the member shows up in the renewal roster. Follow STEPS 6-14 in the bulk renewal guide to complete the renewal for the transfer member.

QUESTIONS?

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

