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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

STEP 2: Click the Club tab and select ‘My Club.’
**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:

a) 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

b) Click “Exit Bulk Renew,” select a Membership Type from the dropdown menu, and continue the process for that Membership Type.
STEP 5: A list of eligible members in the category you’ve selected (Athletes or Non-Athletes) will be displayed in a table.
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.
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".
**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.

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

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

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

**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