



# BULK RENEWAL GUIDE

*AVAILABLE FOR CLUBS AFTER SEPT 1, 2024*

*UPDATED 6/3/2024*





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# ***BULK RENEWAL GUIDE***

Starting September 1, 2024, clubs can 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 your club's unique registration link and create a USA Swimming account through the Online Member Registration (OMR) process.**

**Anyone with Club Admin access** will be able to bulk renew USA Swimming members. If your club opted for bulk renewal, you are responsible for the management and completion of all chosen membership renewals for the upcoming 2024-2025 registration year. Clubs will need to communicate with their members that the club will be renewing their annual USA Swimming membership and collecting payment. *If a member of your club goes to renew their USA Swimming membership directly, they will see that their team is renewing their membership, and they will not have the option to complete self-renewal.*

**We recently asked clubs who have completed this action and here are a couple of tips:**

- The process takes about 10 min for 50-60 kids = 500 kids will take approximately 50 minutes.
- Filter by age – that will help larger teams to double check and make sure they are renewing only returning athletes.

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

If you have any questions or concerns, please reach out to your LSC Registration Chair for assistance. Their contact information can be found [here](#).



# HOW TO BULK RENEW MEMBERS

**Making Your Selections (With Screenshots): Make sure you are on a Desktop Version.**

**AFTER SEPT 1, 2024:**

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](https://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

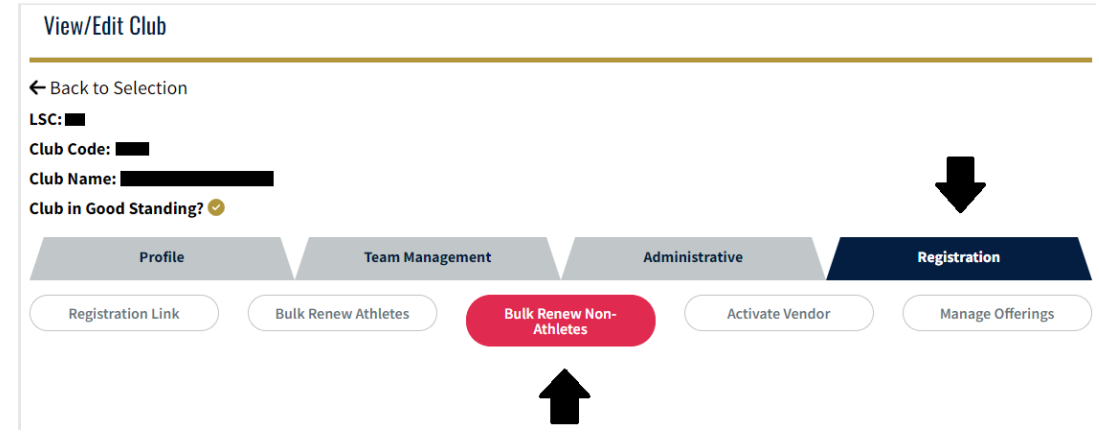
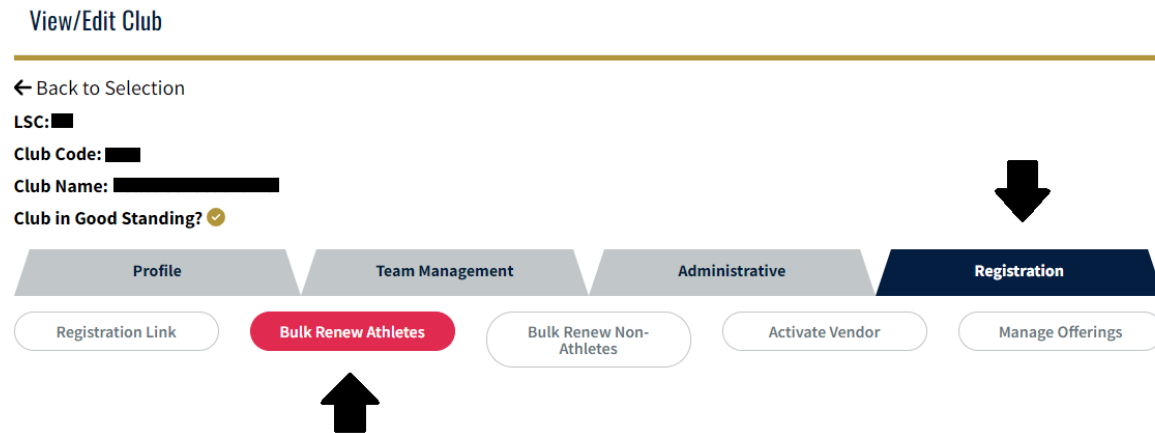
FORGOT PASSWORD

CREATE A LOGIN

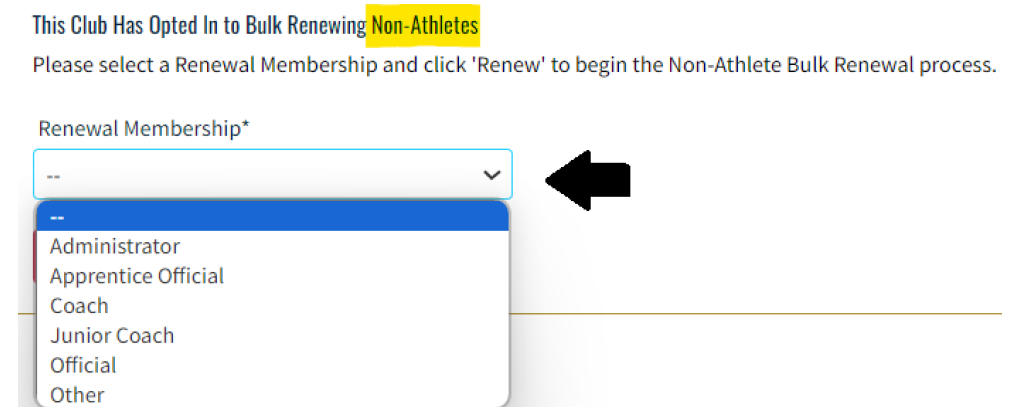
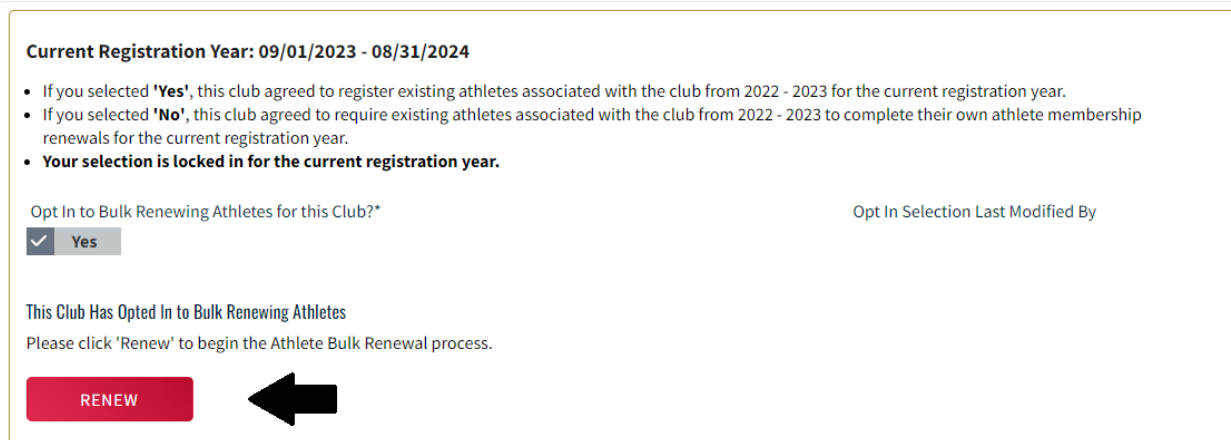
**STEP 2:** Click the Club tab and select 'My Club.'

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 main 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 'My Club' option to the main content area. The main content area displays the user's profile (Carole, Member ID: [redacted]), 'My Member Cards' (with a 'Member Not in Good Standing' card), '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” depending on which 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 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:    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 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 may also filter by age, membership type, or click "Select All Results."

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 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."

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)

[REDACTED] (Premium Athlete)

[REDACTED] (Premium Athlete)

[REDACTED] (Premium Athlete)

8



**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" and a list of names with their membership types: Adam (Flex Athlete), Ryan (Flex Athlete), Alec (Premium Athlete), Louis (Premium Athlete), Maddox (Premium Athlete), Maris (Premium Athlete), Alexandra (Premium Athlete), Joseph (Premium Athlete), and Maxim (Flex Athlete).

The right panel, titled "Memberships to Renew", has search filters for Competition Category, Min Age, Max Age, and Last Membership. Below the filters, it says "Currently Bulk Renewing: Athlete Memberships" and "2 Search Results". A table displays the results:

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

Below the table are buttons for "RENEW SELECTED MEMBERSHIPS" (with a black arrow pointing to it), "EXIT BULK RENEW", and "UNSELECT ALL RESULTS".

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

The Selected Renewal Memberships Have Been Added to the Shopping Cart ✕

**Your selected renewal memberships have been added to the shopping cart!**

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.

[CONTINUE TO SHOPPING CART](#) [RENEW MORE MEMBERSHIPS](#)

**STEP 14:** Review your cart items and click "Check Out" to continue to payment. The USA Swimming Member Fee and LSC Fee will be listed for each individual.

## Shopping Cart

ITEM	AMOUNT
<b>FL - [REDACTED] Bulk Renewal - Premium Athlete Registration</b> <a href="#">Pay for this later</a>	<b>\$170.00</b>
Fayez [REDACTED] Premium Athlete	\$85.00
USA Swimming Membership Fee	\$68.00
LSC Membership Fee	\$17.00
Harvey [REDACTED] Premium Athlete	\$85.00
<b>Subtotal:</b>	<b>\$170.00</b>

## 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:** 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 takes 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](mailto:support@usaswimming.org) to check if your payment has gone through before making any new payment attempts.


  
 Card


  
 US bank account


Email ✖


Full name  
 First and last 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](mailto: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:** *In order to be eligible for a transfer, a member must be a registered 2023-2024 USA Swimming member. 2023 Existing Member needs to initiate the transfer according to their specific LSC procedures. For further assistance initiating the transfer, reach out to LSC.*

**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](mailto:swimssupport@usaswimming.org)

