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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

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” 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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MEMBER ID</th>
<th>COMP. CATEGORY</th>
<th>BIRTH DATE</th>
<th>AGE</th>
<th>LAST MEMBERSHIP</th>
<th>SELECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raji</td>
<td></td>
<td>Male</td>
<td></td>
<td>13</td>
<td>Premium Athlete</td>
<td></td>
</tr>
<tr>
<td>Adam</td>
<td></td>
<td>Male</td>
<td></td>
<td>15</td>
<td>Flex Athlete</td>
<td></td>
</tr>
<tr>
<td>Ryan</td>
<td></td>
<td>Male</td>
<td></td>
<td>13</td>
<td>Flex Athlete</td>
<td></td>
</tr>
<tr>
<td>Harvey</td>
<td></td>
<td>Male</td>
<td></td>
<td>11</td>
<td>Premium Athlete</td>
<td></td>
</tr>
<tr>
<td>Alec</td>
<td></td>
<td>Male</td>
<td></td>
<td>19</td>
<td>Premium Athlete</td>
<td></td>
</tr>
<tr>
<td>Louis</td>
<td></td>
<td>Male</td>
<td></td>
<td>29</td>
<td>Premium Athlete</td>
<td></td>
</tr>
<tr>
<td>Maddox</td>
<td></td>
<td>Male</td>
<td></td>
<td>9</td>
<td>Premium Athlete</td>
<td></td>
</tr>
<tr>
<td>Maris</td>
<td></td>
<td>Male</td>
<td></td>
<td>7</td>
<td>Premium Athlete</td>
<td></td>
</tr>
<tr>
<td>Alexandra</td>
<td></td>
<td>Female</td>
<td></td>
<td>19</td>
<td>Premium Athlete</td>
<td></td>
</tr>
<tr>
<td>Joseph</td>
<td></td>
<td>Male</td>
<td></td>
<td>19</td>
<td>Premium Athlete</td>
<td></td>
</tr>
</tbody>
</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 may also filter by age, membership type, or click "Select All Results."
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.

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

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. The USA Swimming Member Fee and LSC Fee will be listed for each individual.
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.

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