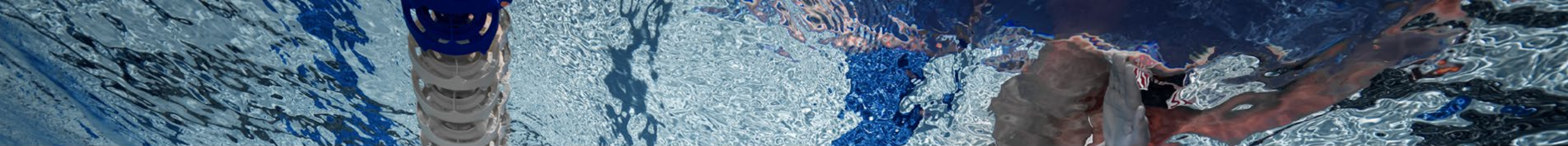




BULK RENEWAL GUIDE

AVAILABLE FOR CLUBS AFTER SEPT 1 EACH YEAR



This Guide Includes:

- Important Informational Overview - Page 3
- How to Bulk Renew Athletes and/Non-Athletes - Page 4
- How to Bulk Renew Transfer Athletes for a Club that chose Bulk Renewal - Page 13
- Questions - Page 14



BULK RENEWAL GUIDE

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 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

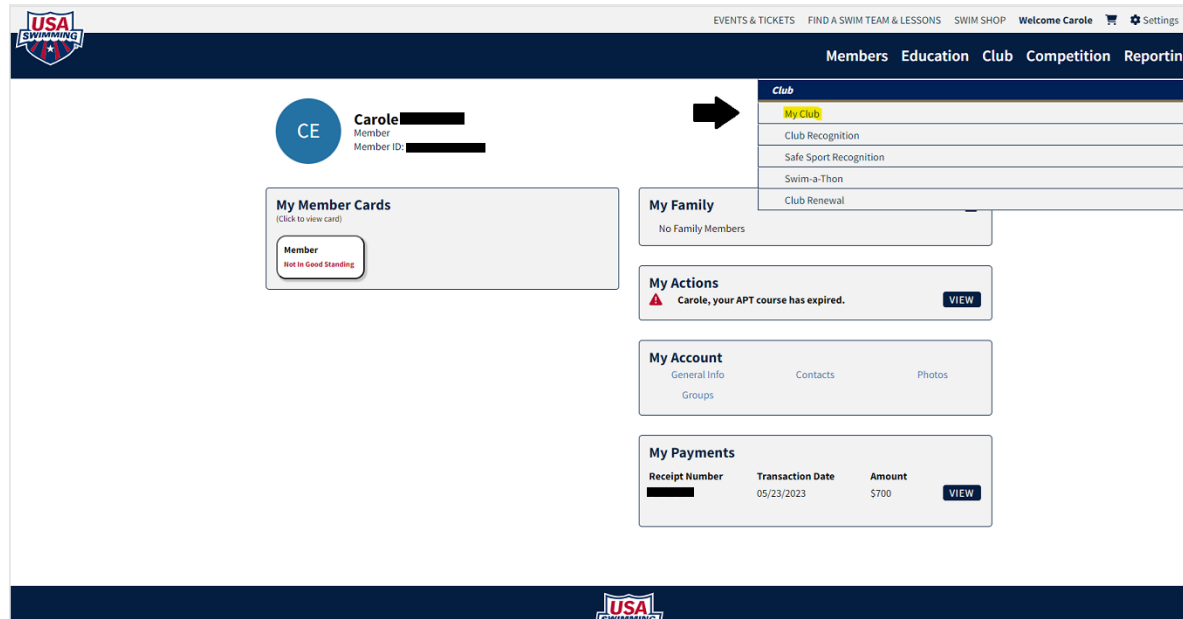
Making Your Selections (With Screenshots): Make sure you are on a Desktop Version.

AFTER SEPT 1, Current Year:

You have opted to renew for a member group in your club. Here is how you renew those members as Head Coach or Club Administrator:

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.

View/Edit Club

← Back to Selection

LSC:

Club Code:

Club Name:

Club in Good Standing?

Profile

Team Management

Administrative

Registration

Registration Link

Bulk Renew Athletes

Bulk Renew Non-Athletes

Activate Vendor

Manage Offerings

View/Edit Club

← Back to Selection

LSC:

Club Code:

Club Name:

Club in Good Standing?

Profile

Team Management

Administrative

Registration

Registration Link

Bulk Renew Athletes

Bulk Renew Non-Athletes

Activate Vendor

Manage Offerings

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.”

Current Registration Year: 09/01/2023 - 08/31/2024

If you selected 'Yes', this club agreed to register existing athletes associated with the club from 2022 - 2023 for the current registration year.

If you selected 'No', this club agreed to require existing athletes associated with the club from 2022 - 2023 to complete their own athlete membership renewals for the current registration year.

Your selection is locked in for the current registration year.

Opt In to Bulk Renewing Athletes for this Club?*

✓

Yes

Opt In Selection Last Modified By

This Club Has Opted In to Bulk Renewing Athletes

Please click 'Renew' to begin the Athlete Bulk Renewal process.

RENEW

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.

Renewal Membership*

--

Administrator

Apprentice Official

Coach

Junior Coach

Official

Other

BULK RENEWAL GUIDE

5

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

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

Currently Bulk Renewing: Athlete Memberships

109 Search Results

SELECT ALL RESULTS

UNSELECT ALL RESULTS

NAME	MEMBER ID	COMP. CATEGORY	BIRTH DATE	AGE	LAST MEMBERSHIP	SELECT
Fayez		Male		13	Premium Athlete	☐
Adam		Male		15	Flex Athlete	☐
Ryan		Male		13	Flex Athlete	☐
Harvey		Male		11	Premium Athlete	☐
Alec		Male		19	Premium Athlete	☐
Louis		Male		19	Premium Athlete	☐
Maddox		Male		9	Premium Athlete	☐
Maris		Female		7	Premium Athlete	☐
Alexandra		Female		19	Premium Athlete	☐
Joseph		Male		19	Premium Athlete	☐

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

BULK RENEWAL GUIDE

USA

SWIMMING

6

TIP: When bulk renewing Non-Athletes, if the member you want to register is not appearing, their Last Membership type may be the issue. Try adjusting the Last Membership selection to use the “double dash” (--) and then press filter. The list of eligible members will now show all eligible members, regardless of their last membership.

Bulk Renew Coach Memberships - Selection

Select Memberships

Last Membership

--

▼

First or Preferred Name

Last Name

FILTER

←

CLEAR FILTER

Currently Bulk Renewing: Coach 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

Select Memberships

Competition Category

--

Min Age

Max Age

Last Membership

--

First or Preferred Name

Last Name

FILTER

CLEAR FILTER

ADD SELECTED TO RENEW

CANCEL

Currently Bulk Renewing: Athlete Memberships

109 Search Results

SELECT ALL RESULTS

UNSELECT ALL RESULTS

NAME	MEMBER ID	COMP. CATEGORY	BIRTH DATE	AGE	LAST MEMBERSHIP	SELECT
Fayez		Male		13	Premium Athlete	☐
Adam		Male		15	Flex Athlete	☐
Ryan		Male		13	Flex Athlete	☐
Harvey		Male		11	Premium Athlete	☐
Alec		Male		19	Premium Athlete	☐
Louis		Male		19	Premium Athlete	☐
Maddox		Male		9	Premium Athlete	☐
Maris		Female		7	Premium Athlete	☐
Alexandra		Female		19	Premium Athlete	☐
Joseph		Male		19	Premium Athlete	☐

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

BULK RENEWAL GUIDE

USA

SWIMMING

8

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)

(Premium Athlete)

(Premium Athlete)

(Premium Athlete)

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

FILTER

CLEAR FILTER

EXIT BULK RENEW

Currently Bulk Renewing: Athlete Memberships

107 Search Results

ADD SELECTED TO RENEW

SELECT ALL RESULTS

UNSELECT ALL RESULTS

Memberships to Renew

CONTINUE TO RENEW

2 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

Fayez (Premium Athlete)

Harvey (Premium Athlete)

CONTINUE TO RENEW

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."

Unselected Memberships

BACK TO SELECTION

107 Unselected Memberships

NAME (LAST MEMBERSHIP)

Adam (Flex Athlete)

Ryan (Flex Athlete)

Alec (Premium Athlete)

Louis (Premium Athlete)

Maddox (Premium Athlete)

Maris (Premium Athlete)

Alexandra (Premium Athlete)

Joseph (Premium Athlete)

Maxim (Flex Athlete)

Memberships to Renew

Competition Category

Min Age

Max Age

Last Membership

First or Preferred Name

Last Name

FILTER

CLEAR FILTER

Currently Bulk Renewing: Athlete Memberships

2 Search Results

NAME	MEMBER ID	COMP. CATEGORY	AGE	LAST MEMBERSHIP	RENEWAL MEMBERSHIP	SELECT
Faye	8BA	Male	13	Premium Athlete	Premium Athlete	☒
Harvey	2F6	Male	11	Premium Athlete	Premium Athlete	☒

RENEW SELECTED MEMBERSHIPS

UNSELECT ALL RESULTS

EXIT BULK RENEW

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

BULK RENEWAL GUIDE

USA

SWIMMING

11

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

Optional

Donate to the USA Swimming Foundation

Help save lives and build champions.

0.00

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

\$0.00

Total: \$170.00

CHECK OUT

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 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

Q Search for your bank

Bank of America

PNC

WELLS FARGO

CHASE

USAA

NAVY FEDERAL Credit Union

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

1298 7198 2178 1881

VISA

MasterCard

AMERICAN EXPRESS

Discover

Expiration

08 / 24

CVC

814

Country

United States

ZIP

80014

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 current registered USA Swimming member.*
The 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](#).

