



# BULK RENEWAL:

## *HOW TO OPT-IN*

*OPT-IN PERIOD - OPEN UNTIL AUGUST 25, 2023*



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# *HOW TO OPT-IN TO BULK RENEWAL GUIDE*

For the 2023-2024 Season USA Swimming clubs can now choose how they renew their athletes and non-athlete members. From now until August 25th, clubs will need to select whether they want to accept the responsibility of renewing their members OR let their members self-renew.

This guide is to help those who want to opt-in for bulk renewal for their existing members.

- **The opt-in period will be open from now until August 25th, 2023 at 10pm MST.**
- Anyone listed as a Head Coach and/or Club Admin, access can complete the opt-in process.
- **A “NO” response will default to all club members (athletes and/or non-athletes) for the self-renewal process.**

After September 1, SWIMS will reflect what clubs have chosen on how members renew for the 2023-2024 year. **New members or previous members who did not register for the 2022-2023 season, will still need to create a new SWIMS account.**

For further questions or FAQ's [CLICK HERE.](#)

## *BULK RENEWAL OPT-IN =*

**YES,** *CLUBS WILL BULK RENEW THE ATHLETES and/or NON-ATHLETES*

### **What it means to Opt In for Bulk Renewal:**

If your club chooses to opt in for Club Bulk Renewal, the following will apply:

- Your club will be responsible for the management and completion for all the chosen membership renewals for the upcoming 2023-2024 registration year.
- Clubs will need to communicate with its members that the club will be renewing their annual USA Swimming membership and collecting for it. *(MN & MD clubs see LSC registrars)*
- Payment for bulk renewed members must be submitted by the club at the time when the bulk renewal is processed. Credit Card or ACH payments only.
- Members will not see their membership renewed for 2024 until USA Swimming has been paid.
- Membership support will come from your club and the LSC registrar.



# HOW TO OPT-IN

**Making Your Selections (With Screenshots): Please use a Desktop Computer, and not a mobile device.**  
To OPT-IN for Club Bulk Renewal for Athletes and/or Non-Athletes **(Opt in Period: August 4<sup>th</sup> – August 25)**

**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

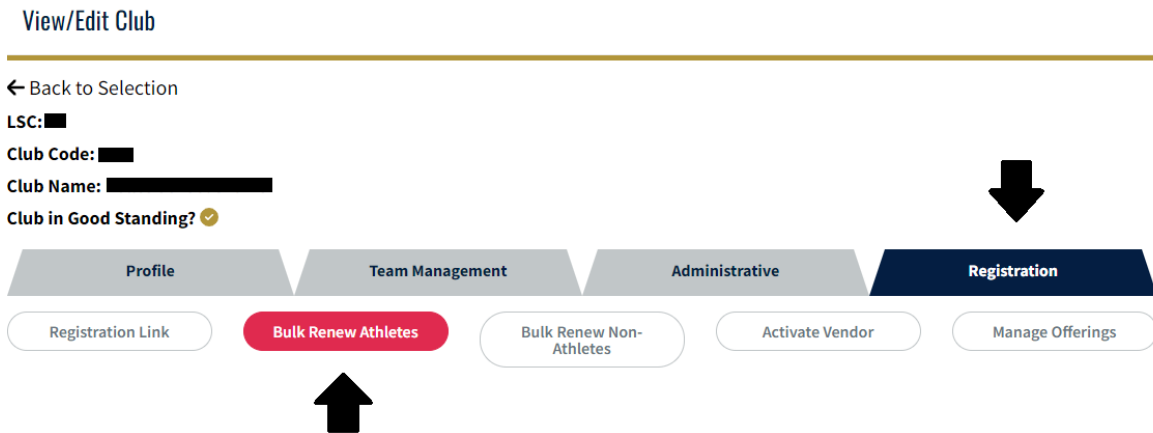
FORGOT PASSWORD

CREATE A LOGIN

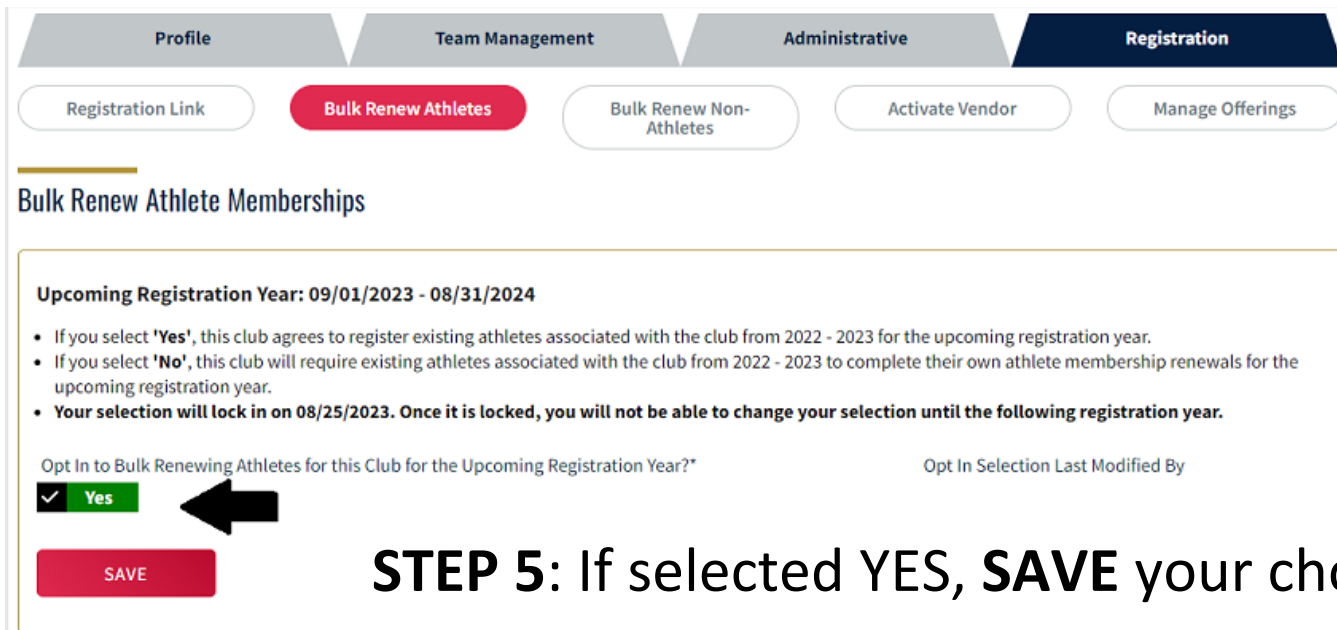
**STEP 2:** Click the Club tab and select 'My Club.'

The screenshot shows the USA Swimming member dashboard for a user named Carole. The user's profile is visible at the top left, showing a circular icon with 'CE' and the name 'Carole'. The main navigation bar includes 'Members', 'Education', 'Club', 'Competition', and 'Reporting'. The 'Club' menu is open, and 'My Club' is highlighted. Below the navigation, there are several sections: 'My Member Cards' (with a 'Member' card that is 'Not in Good Standing'), 'My Family' (No Family Members), 'My Actions' (Carole, your APT course has expired), 'My Account' (General Info, Contacts, Photos, Groups), and 'My Payments' (Receipt Number, Transaction Date, Amount, VIEW).

**STEP 3:** On the View/Edit Club page, click the "Registration" tab.



**STEP 4:** To make your selection for bulk renewing **Athletes**, click the "Bulk Renew Athletes" red pill. Read the page carefully and make your selection by clicking "Yes" to opt-in. If left "NO", members will self-renew.



**STEP 5:** If selected YES, **SAVE** your choice.

**STEP 6:** Similarly, to make the selection for bulk renewing Non-Athletes, click the "Bulk Renew Non-Athletes" red pill. Again, read the page carefully and make your selection by clicking "Yes" to opt in. If left "NO", members will self-renew.

The screenshot shows the 'View/Edit Club' interface. At the top, there is a navigation bar with 'View/Edit Club' and a back arrow labeled 'Back to Selection'. Below this, there are fields for 'LSC:', 'Club Code:', 'Club Name:', and 'Club in Good Standing?' with a checkmark icon. A horizontal menu below these fields has four tabs: 'Profile', 'Team Management', 'Administrative', and 'Registration'. The 'Registration' tab is selected and highlighted in dark blue. Below the menu is a row of buttons: 'Registration Link', 'Bulk Renew Athletes', 'Bulk Renew Non-Athletes' (highlighted in red), 'Activate Vendor', and 'Manage Offerings'. An upward-pointing arrow is positioned below the 'Bulk Renew Non-Athletes' button.

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

- If you select 'Yes', this club agrees to register existing athletes associated with the club from 2022 - 2023 for the upcoming registration year.
- If you select 'No', this club will require existing athletes associated with the club from 2022 - 2023 to complete their own athlete membership renewals for the upcoming registration year.
- **Your selection will lock in on 08/25/2023. Once it is locked, you will not be able to change your selection until the following registration year.**

Opt In to Bulk Renewing Athletes for this Club for the Upcoming Registration Year?\*

The screenshot shows the 'Opt In to Bulk Renewing Athletes' form. There are two radio buttons: 'Yes' (selected with a checkmark) and 'No'. Below the radio buttons is a red 'SAVE' button. A left-pointing arrow is positioned to the right of the 'Yes' button.

Opt In Selection Last Modified By

**STEP 7:** If selected YES, **SAVE** your choice and you are finished.

Now that you have opted in for bulk renewal, you will be able to renew 2022-2023 USA Swimming Club members for the 2023-2024 season on or after Sept 1, 2023 through August 31, 2024. **For instructions on the process, please refer to the HOW TO BULK RENEW GUIDE for step-by-step guide on renewing chosen members.**

Due to the lag time of holidays and payment processing systems, **please make sure that renewals and payments are processed before Dec 15<sup>th</sup>, 2023** or within 10 days of member expiration, to ensure that members are eligible for practice and competition.

### **QUESTIONS:**

If you have any questions or concerns, please reach out to your LSC Registration Chair for assistance.

Their contact information can be found here:

<https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs>