


Updating Club Information

This should be done at least annually, but also when there are changes such as board elections/roll turnover. This is intended for Club Admins.

1. Login to hub.usaswimming.org.
2. Go to Club – My Club
3. Make sure all information for Profile – Information is accurate

Club in Good Standing? 

Profile Team Management Administrative Registration

Info Policies Affiliations Legal Entities History

Club Info

Year Founded	Club Type	Owner Type*
<input type="text"/>	Non-Profit/Board	Other <input type="text"/>
Tax Listing*	Setting	Primary Mailing Address Line 1*
-- <input type="text"/>	Select <input type="text"/>	<input type="text"/>
Address Line 2	City*	State*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code*	Website Address	
<input type="text"/>	<input type="text"/>	

4. Click Affiliations – Ensure affiliations are accurate - [How to Assign Club Affiliations](#)
5. Click Legal Entities – Ensure IDs listed are accurate. All entities affiliated with the club must be listed (e.g. DBAs) – [How to update Legal Entities](#)
6. Click Team Management – Staff. Ensure all staff are listed - [How to Add Staff \(Head Coach, Admin, etc.\)](#) or removed if not applicable (use the Trash Can icon the remove a role). Members no longer with the club can also be transferred to Unattached - [How to Transfer an Athlete or Non Athlete to Unattached](#)
7. Click Administrative – Facilities. Ensure all Facilities in use are listed. Unlink (use the trash can) facilities that are no longer in use. For current facilities, click the Edit icon and make sure all information is correct.
8. Click Registration – Manage Offerings. Ensure all offerings are enabled/disabled per your club needs.
9. Between 8/1 and 8/31 the club should also confirm that their Bulk Renewal preferences are set correctly. Athletes and non-athletes are set individually, so please check both Registration - Bulk Renew Athletes and Registration - Bulk Renew Non-Athletes.

