

# Membership Card Printing Instructions

ALL non-athlete members: if you want a paper membership card, you must print your own membership card (if one is desired).

Electronic membership cards from the USA Swimming website, should be accepted as proof of membership at *any* USA Swimming meet. If you attend a meet and an electronic membership card is not accepted contact me (email below).

To print a membership card, you must have your own Deck Pass account (you can't use one for your spouse or a child), and it must be linked to your membership record.

1. Login to USA Swimming

2. Along the top of the page, you should now see (Your Name)'s Deck Pass

3. Click on "For You" just to the right of the USA Swimming logo.

4. Midway down the left side of the page, you should see Current Status, which lists Valid to Date, Registration Date, Expiration Date, LSC & Club, USAS ID, BGC expiration date, APT expiration date, and (in blue) *membership card*. (Under Current Status, coaches should your expiration dates for CPR and STSC.)

5. Under Current Status, if it shows your membership to not be current, you will need to link your account to your membership. Go to My Account: under USA Swimming Membership Link, click the box that says *Link My Membership Record*. Then, click Save Preferences. Once you go back to Deck Pass, you should be able to see your card. (If you are unable to link your membership account and find your membership card, please contact Denise Thomas, at HQ: [denise.thomas@usaswimming.org](mailto:denise.thomas@usaswimming.org) )

6. When you click on Membership Card, you should see a card for your certification level (Coach or Other). If you are an Official, you will see only your Official's Certification card.

**7. If you are an Official and want a Membership Card** (the card with a color background and the membership year in white), I will need to add "Other" to your membership code. Once that is complete, you'll need to go to My Account, and under SHOW ME CONTENT RELEVANT TO A ..., Choose PARENT, then click Save Preferences. Go back to Deck Pass and you will see a new tile on the right hand side where you can toggle back and forth to see your different preference types. When you are in Deck Pass as a *Parent*, you can click Membership Card and see (& print) a current membership card. To get your Official's Certification card, you'll need to toggle back to Official, and the certification card will appear which you click on Membership Card.

As always, let me know if you have problems or questions.

Samantha Zollinger, Snake River Registrar [SnakeRiverRegistrar@gmail.com](mailto:SnakeRiverRegistrar@gmail.com)