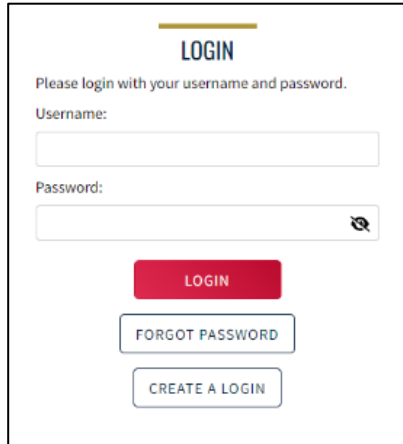


Instructions for Creating a Login for Your Account in SWIMS 3.0

(These instructions are just for creating a login to your current account with USA Swimming. This process will not renew your registration for 2023. You will use a link sent from your club to renew your registration.)

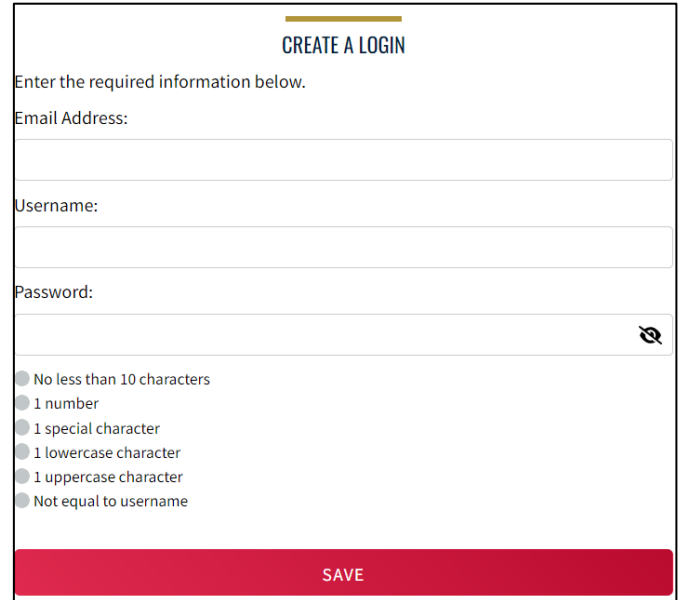
Click <https://hub.usaswimming.org/landing> to create a new login for your USA Swimming account. This will provide access to information available in your current Deck Pass account.

1. On the page that opens you'll need to select **Create a Login**.



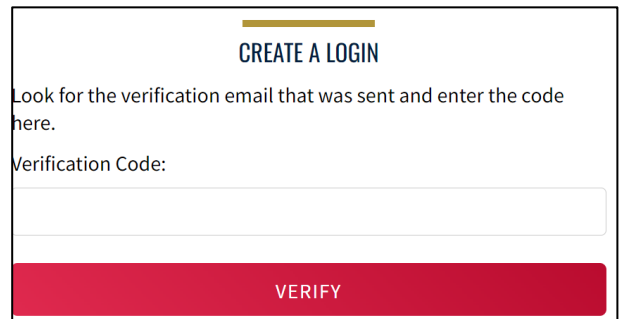
The screenshot shows a login form with the title "LOGIN". Below the title is the instruction "Please login with your username and password." There are two input fields: "Username:" and "Password:". Below the password field is a small eye icon. At the bottom of the form are three buttons: "LOGIN" (red), "FORGOT PASSWORD" (white with blue border), and "CREATE A LOGIN" (white with blue border).

Please make sure to use a personal email address instead of a shared account since this will be linked to your individual membership or account. Shared or group email addresses such as office@abcde.com should not be used.



The screenshot shows a "CREATE A LOGIN" form. It starts with the instruction "Enter the required information below." followed by three input fields: "Email Address:", "Username:", and "Password:". Below the password field is a small eye icon. Underneath the password field is a list of requirements: "No less than 10 characters", "1 number", "1 special character", "1 lowercase character", "1 uppercase character", and "Not equal to username". At the bottom of the form is a large red "SAVE" button.

2. You'll receive an email with a verification code. Once the verification code is entered you'll be asked to log in using the username and password you just created.

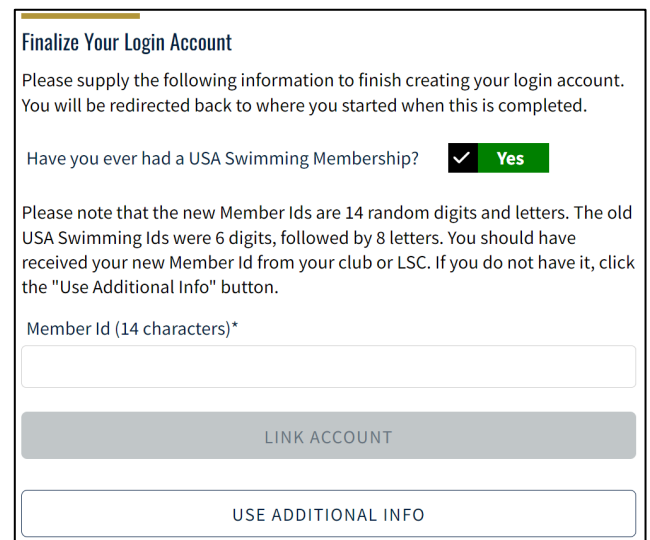


The screenshot shows a "CREATE A LOGIN" verification page. It starts with the instruction "Look for the verification email that was sent and enter the code here." followed by a "Verification Code:" input field. At the bottom of the form is a large red "VERIFY" button.

3. Then you'll be asked if you've ever been a member of USA Swimming in the past. If the answer is Yes (you'll need to click on the icon for it to indicate Yes or No), select *Use Additional Information* unless you already have your new ID number. Be certain to enter your name as it is listed on your most recent membership card. If you're unsure how you were registered in the past or your account is not found, **STOP** and contact loren.fischbach@gulfswimming.org for help.

After you complete the requested information your new ID will be emailed to address shown in the form. Once received, copy and paste the Member ID in the appropriate field and click *Link Account*.

If you have never been a member of USA Swimming, click the icon to show *No* and complete the steps shown on the screen. You will automatically be logged into SWIMS 3.0.



The screenshot shows a "Finalize Your Login Account" page. It starts with the instruction "Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed." There is a question "Have you ever had a USA Swimming Membership?" with a "Yes" button selected. Below this is a note: "Please note that the new Member Ids are 14 random digits and letters. The old USA Swimming Ids were 6 digits, followed by 8 letters. You should have received your new Member Id from your club or LSC. If you do not have it, click the 'Use Additional Info' button." There is a "Member Id (14 characters)*" input field. At the bottom are two buttons: "LINK ACCOUNT" (grey) and "USE ADDITIONAL INFO" (white with blue border).

That's all there is to it! The username and password you entered in step 1 is the login for your new account.