

# Instructions to Access SWIMS 3.0: Landing page

1 Navigate to <http://hub.usaswimming.org/landing>

 This site is only accessible to USA Swimming staff, Missouri Valley Swimming staff, and club administrators until September 1, 2022. Do not provide this link to your members until further notice.

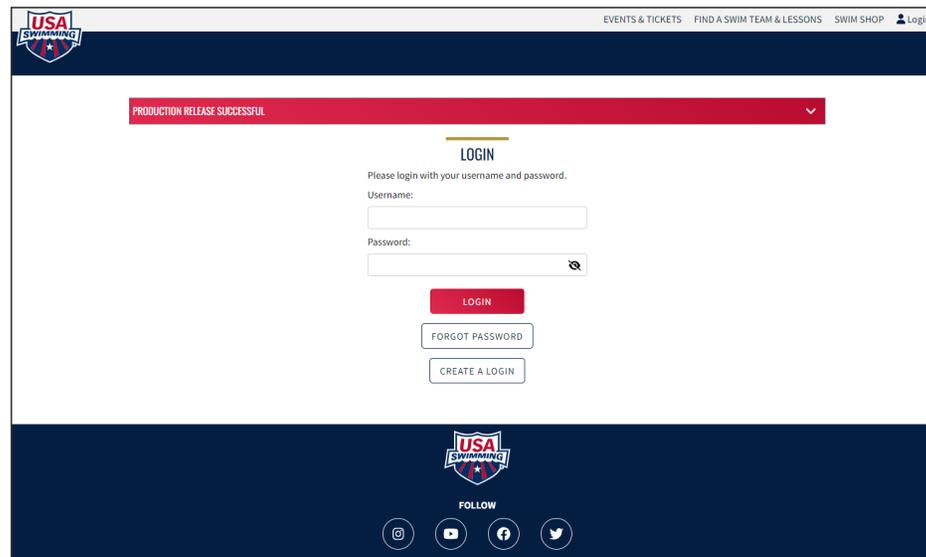


Figure P.1. USA Swimming SWIMS 3.0 landing page

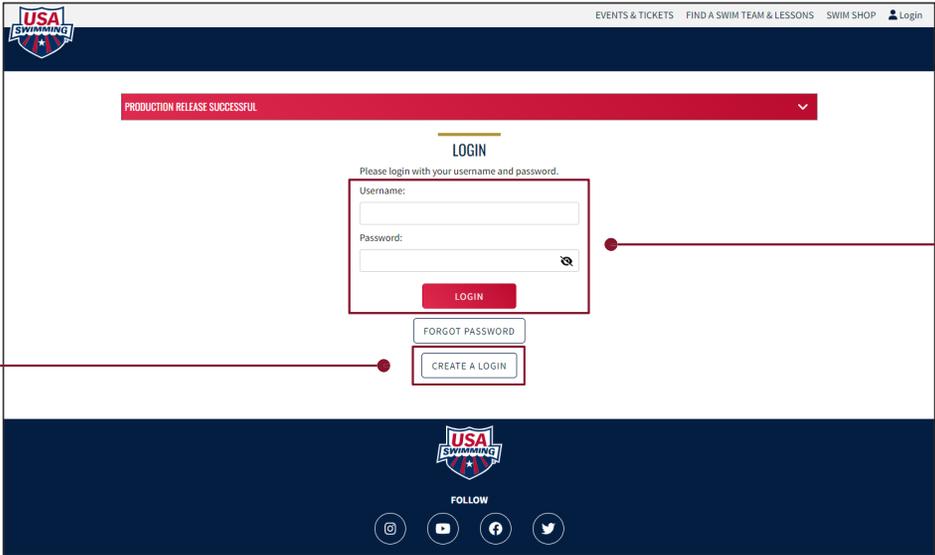


## Instructions to Access SWIMS 3.0: Landing page

**2** If you are a new user: Click “Create a Login” and follow steps on the next pages

**!** USA Swimming is discontinuing Deck Pass. All users will need to create a new account in SWIMS 3.0 upon their first time accessing the system. Your previous Deck Pass or USASwimming.org credentials will not work.

**If you already have an account:** Enter your username & password, and click “Login”



The screenshot shows the USA Swimming SWIMS 3.0 landing page. At the top, there is a navigation bar with the USA Swimming logo on the left and links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', and 'Login' on the right. Below the navigation bar is a red banner that says 'PRODUCTION RELEASE SUCCESSFUL'. The main content area is titled 'LOGIN' and contains the text 'Please login with your username and password.' Below this text are two input fields: 'Username:' and 'Password:'. A red 'LOGIN' button is positioned below the password field. Below the 'LOGIN' button are two buttons: 'FORGOT PASSWORD' and 'CREATE A LOGIN'. At the bottom of the page, there is a dark blue footer with the USA Swimming logo and a 'FOLLOW' section with icons for Instagram, YouTube, Facebook, and Twitter. Two red lines with circular endpoints point to the 'CREATE A LOGIN' button and the 'LOGIN' button. The text 'New Users: Click “Create a Login”' is positioned to the left of the first line, and the text 'Existing Users: Enter your username & password, click “Login”' is positioned to the right of the second line.

**New Users:** Click “Create a Login”

**Existing Users:** Enter your username & password, click “Login”

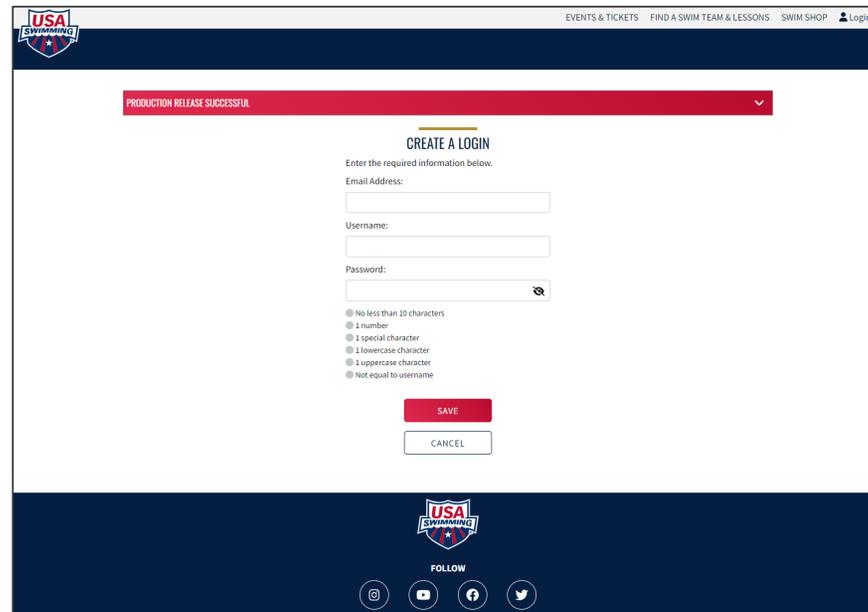
Figure P.1. USA Swimming SWIMS 3.0 landing page



# Instructions to Access SWIMS 3.0: Setting-up your login

*This page applies to new users only*

- 3 Enter an e-mail address, select a username, and choose a password; click “Save”



The screenshot shows the 'CREATE A LOGIN' form on the USA Swimming website. At the top, there is a navigation bar with the USA Swimming logo and links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', and 'Login'. Below the navigation bar is a red banner that reads 'PRODUCTION RELEASE SUCCESSFUL'. The main content area is titled 'CREATE A LOGIN' and includes the instruction 'Enter the required information below.' The form contains three input fields: 'Email Address:', 'Username:', and 'Password:'. Below the 'Password:' field, there are five radio button options for password requirements: 'No less than 10 characters', '1 number', '1 special character', '1 lowercase character', and '1 uppercase character'. At the bottom of the form, there are two buttons: 'SAVE' (in red) and 'CANCEL' (in white). The footer of the page features the USA Swimming logo and a 'FOLLOW' section with icons for Instagram, YouTube, Facebook, and Twitter.

Figure P.2. Create an account landing page

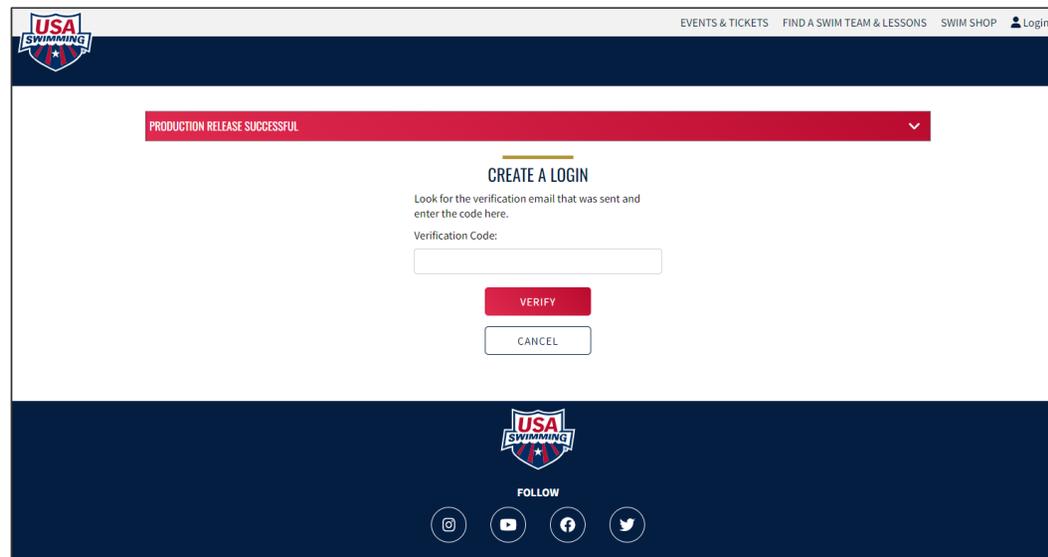


# Instructions to Access SWIMS 3.0: Setting-up your login

*This page applies to new users only*

## 4 Enter the verification code you received via e-mail

⚠ The verification code will come from “PingOne”. If you do not receive your verification code, check your spam folder.



The screenshot shows the USA Swimming website's login verification page. At the top left is the USA Swimming logo. The top right navigation bar includes links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', and a 'Login' button. A red notification bar at the top center displays 'PRODUCTION RELEASE SUCCESSFUL'. The main content area is titled 'CREATE A LOGIN' and contains the instruction: 'Look for the verification email that was sent and enter the code here.' Below this is a 'Verification Code:' label and an empty text input field. Underneath the input field are two buttons: a red 'VERIFY' button and a white 'CANCEL' button. The footer features the USA Swimming logo and a 'FOLLOW' section with icons for Instagram, YouTube, Facebook, and Twitter.

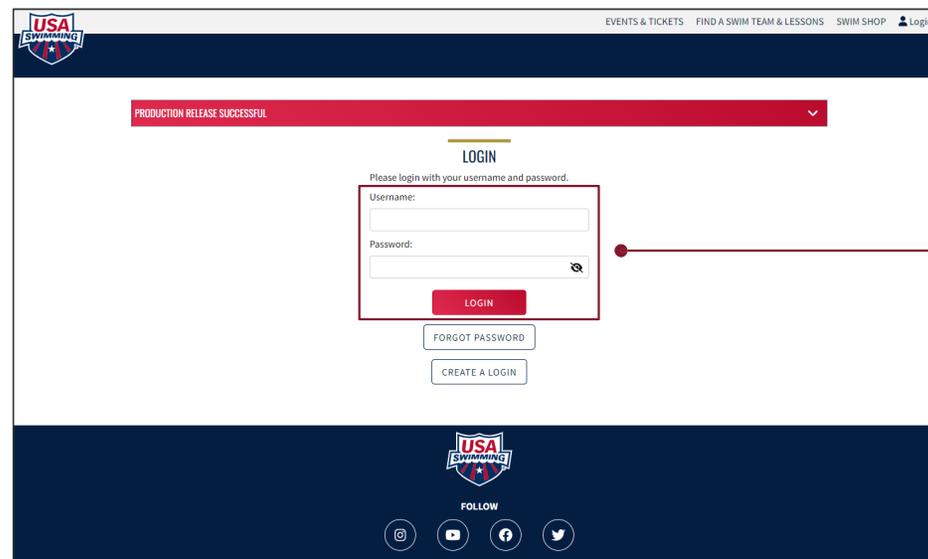
Figure P.3. New account e-mail verification



# Instructions to Access SWIMS 3.0: Setting-up your login

*This page applies to new users only*

- 5 After verifying your e-mail address, you will be redirected to the login page. Enter your username & password, and click “Login”



Enter your username & password, click “Login”

Figure P.1. USA Swimming SWIMS 3.0 landing page



## CRITICAL STEP!

### Instructions to Access SWIMS 3.0: Linking your membership

*This page applies to new users only*

**5** At your first login, you will be required to link your membership

#### If you were ever a member of USA Swimming:

**!** USA Swimming has given every member a new random ID going forward. Your old ID based on name and birthday will not work.

**If you know your new Member ID** – enter it in the “Member Id” field and click “LinkAccount”

**If you do not know your new Member ID** – click “Request Member ID”

**If you were never a member of USA Swimming:** Click “Create New Account”

**Existing Members:** Enter your Member ID and click “Link Account” or request your Member ID

The screenshot shows a web interface for linking a membership. At the top left is the USA Swimming logo. The main heading is 'Link Your Account'. Below it is a sub-heading: 'Please complete the following form to finish creating your login account. You will be redirected back to where you started when you click Link Account button below.' There are two main sections. The first section has a 'Member Id' input field, a 'LINK ACCOUNT' button, and a 'REQUEST MEMBER ID' button. The second section has the text 'I have never been a member of USA Swimming and I don't have times in the USA Swimming database.' and a 'CREATE NEW ACCOUNT' button. At the bottom of the page, there is a 'FOLLOW' section with icons for Instagram, YouTube, Facebook, and Twitter.

**New Members:** Click “Create New Account” and follow the on-screen instructions

Figure P.4. Link membership landing page

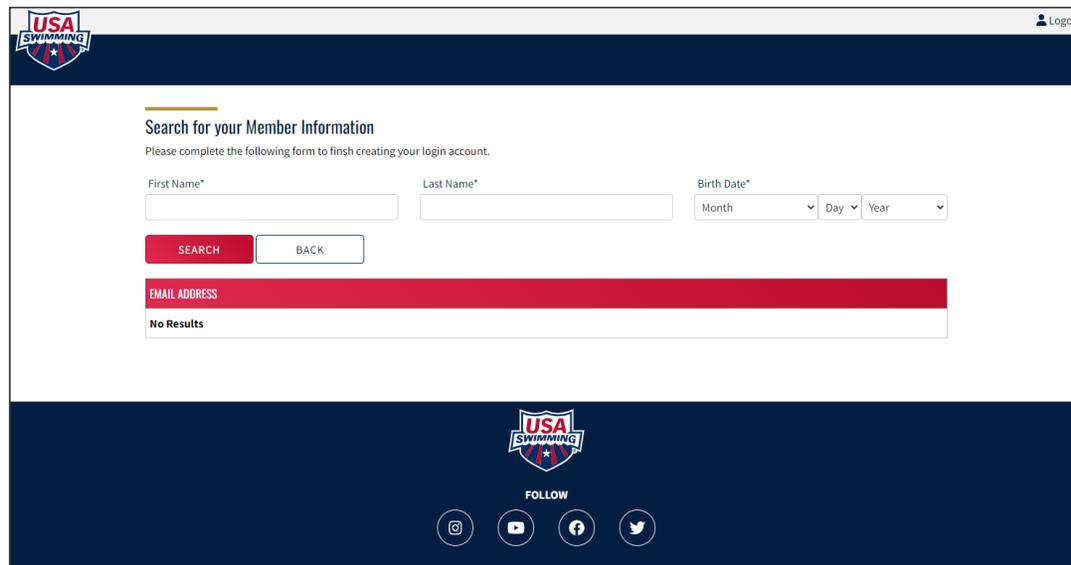


## CRITICAL STEP!

### Instructions to Access SWIMS 3.0: Requesting your Member ID

*This page applies to new users with an existing membership who need to request their new Member ID only*

- 6a To request your Member ID, enter your first name, last name, and birth date; click “Search”



The screenshot shows the USA Swimming website interface. At the top left is the USA Swimming logo. In the top right corner, there is a "Logout" link. The main content area is titled "Search for your Member Information" and includes the instruction: "Please complete the following form to finish creating your login account." The form contains three input fields: "First Name\*", "Last Name\*", and "Birth Date\*". The "Birth Date\*" field is a dropdown menu with "Month", "Day", and "Year" options. Below the form are two buttons: "SEARCH" (in red) and "BACK" (in white). A red horizontal bar below the buttons is labeled "EMAIL ADDRESS". Below that, a white box contains the text "No Results". At the bottom of the page, there is a dark blue footer with the USA Swimming logo, the word "FOLLOW", and four social media icons: Instagram, YouTube, Facebook, and Twitter.

Figure P.5. Request Member ID landing page



## CRITICAL STEP!

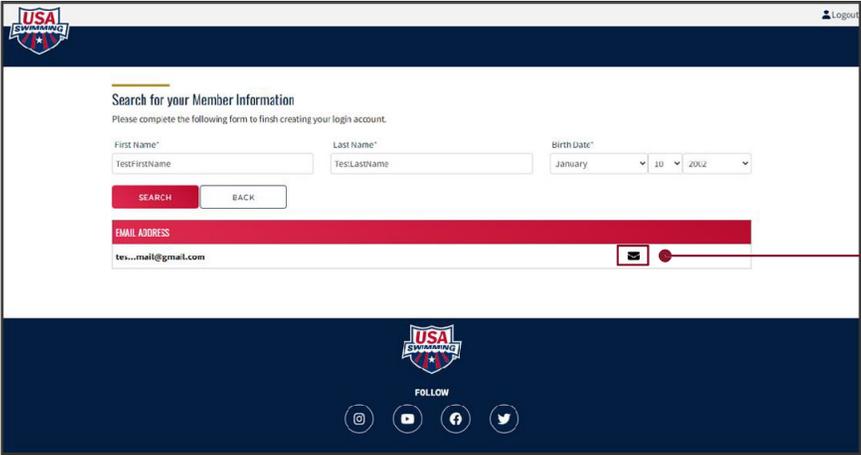
### Instructions to Access SWIMS 3.0: Requesting your Member ID

*This page applies to new users with an existing membership who need to request their new Member ID only*

- 6a** **If the system was able to locate your member record:** You will see an e-mail address populate in the search window; if the e-mail address is correct, click the envelope icon to e-mail yourself your new Member ID at that e-mail address

**!** This e-mail may take up to an hour to arrive; check your spam folder. If you do not receive an e-mail, contact the MVSwimming Office.

**If the system was unable to locate your member record or the e-mail address is incorrect:** Submit a request for help on the MV website through the [Need Help](#) form.



The screenshot shows the 'Search for your Member Information' page on the USA Swimming website. The page has a dark blue header with the USA Swimming logo and a 'Logout' link. Below the header, there is a search form with the following fields: 'First Name\*' (containing 'TestFirstName'), 'Last Name\*' (containing 'TestLastName'), and 'Birth Date\*' (with a dropdown menu showing 'January', '10', and '2002'). There are 'SEARCH' and 'BACK' buttons. Below the search form, there is a red bar with the text 'EMAIL ADDRESS' and the email address 'tes...mail@gmail.com'. A red arrow points from the text 'Click the envelope icon to e-mail yourself your Member ID at the address listed' to an envelope icon next to the email address. At the bottom of the page, there is a 'FOLLOW' section with social media icons for Instagram, YouTube, Facebook, and Twitter.

Click the envelope icon to e-mail yourself your Member ID at the address listed

Figure P.6. Successful Member ID search result



# Instructions to Access SWIMS 3.0: Requesting your Member ID

*This page applies to new users with an existing membership who need to request their new Member ID only*

- 6a** Once you have your member ID, enter it in the “Membership Id” field and click “Link Membership”

Enter your Member ID and click “Link Account”

USA SWIMMING

Logout

### Link Your Account

Please complete the following form to finish creating your login account. You will be redirected back to where you started when you click Link Account button below.

Member Id\*

LINK ACCOUNT REQUEST MEMBER ID

I have never been a member of USA Swimming and I don't have times in the USA Swimming database.

CREATE NEW ACCOUNT

USA SWIMMING

FOLLOW

Instagram YouTube Facebook Twitter

Figure P.4. Link membership landing page



# Instructions to Access SWIMS 3.0: Creating a new member record

*This page applies to new users without an existing membership only*

## 6b Input the requested information and click “Save”

- ⚠ Only complete this step if you have never had a USA Swimming membership and have never had times from another organization in the USA Swimming database. If you are unsure, click “Back” and attempt to locate any existing membership records via the “Request Member ID” process before proceeding.

**Completing this step does not register you as a USA Swimming member; this step only creates a member record and generates your Member ID.** You will still be required to go through the registration process with your club or, if unattached, Missouri Valley Swimming.

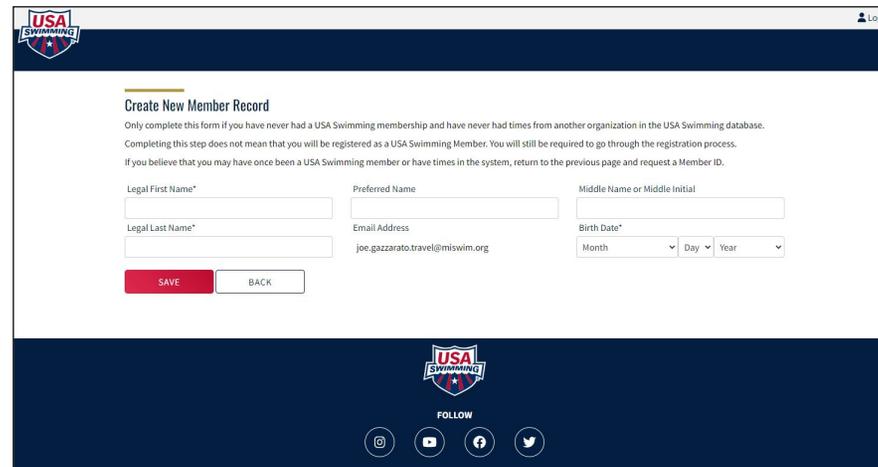


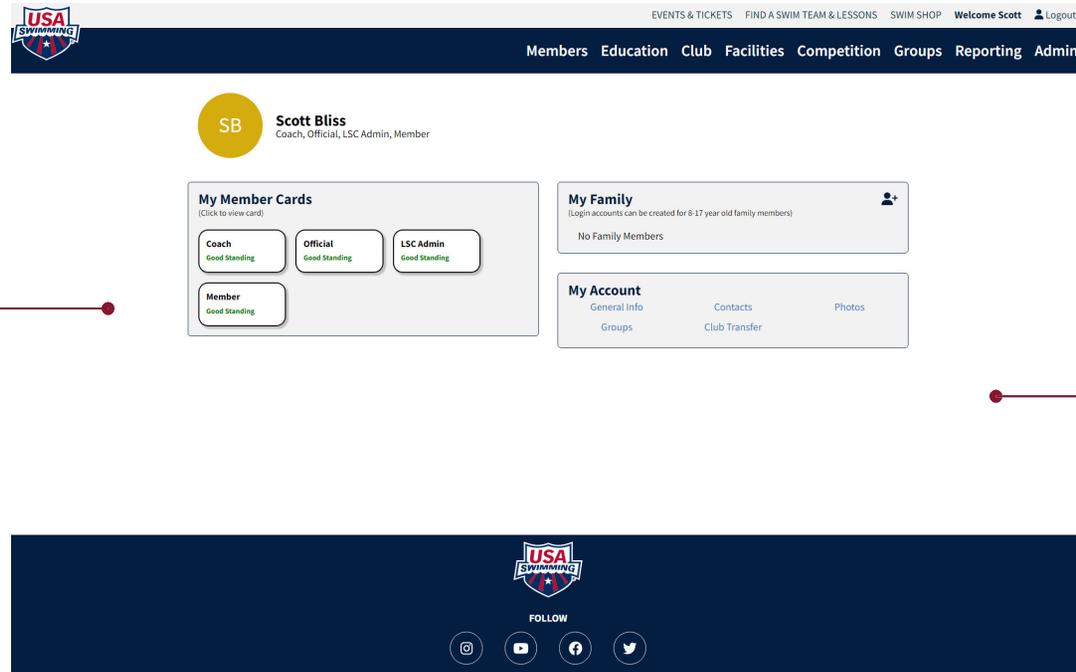
Figure P.7. New member record creation landing page



# Instructions to Access SWIMS 3.0: The member dashboard

Once you have successfully logged-in, you will see your new USA Swimming member dashboard

 **Tip:** You can navigate back to the member dashboard by clicking “Members”  “Dashboard” at any time



**Member Cards:**  
Access your member cards by clicking tiles here; this replaces the Deck Pass app

It is possible to be in good standing in one membership category and not in another.

For example, a coach with expired CAT will still be an overall member in good standing, but not a coach in good standing

**Navigation Menu:**  
Navigate through SWIMS 3.0; menus visible depend on permissions. **Club admins should see the “Club” tab.**

**Account Settings:**  
Manage your USA Swimming account settings and profile

Figure P.8. New USA Swimming member dashboard

