



## Creating a Ping One account and Login for USA Swimming (Required for Parents of swimmers and Non-Athlete Members)

### Important Notes:

- Use a personal email account when creating the Ping One account referenced below.
- Current or prior USA Swimming members -- Do not create a new member ID for yourself with USA Swimming when you get to that step. Link your existing member ID. (Do not link to your swimmer's ID.)
- Parent should create login accounts BEFORE registering their swimmers.
- Swimmers 18&O must create their own login accounts. Swimmers 16-17 years old are encouraged to do so.

### Steps:

1. Go to <https://hub.usaswimming.org>. (Help resources are available on the login screen.)
2. Create a new Ping One account for yourself using a personal email address.
3. Validate using code provided by the Ping Identity provider to your email address. Add a password.
4. Finalize your Login Account. Have you ever had a USA Swimming membership?
  - **Never** been a registered member (usually the case for parents who are not coaches or officials): Answer **NO**. Input information.
  - **Current** or **Former** USA Swimming Member: Answer **YES**. Link your member ID to the account. (Search using name/DOB, or email [operations@wsabluefins.com](mailto:operations@wsabluefins.com) to send new Member ID so all history transfers properly. (Do NOT create a new account if you've been registered before with USA Swimming.)
  - Your child's member ID may be added to your dashboard if you aren't going to register them yet.  
**Note** – New swimmers will not have a member ID yet.

### Registering with USA Swimming as a Member for the new season:

- All swimmers and non-athlete members must register separately with USA Swimming each season.
  - New swimmers must register with USA Swimming when they join the BlueFins.
  - Returning members' USA Swimming membership expires 12/31 of the current year. Membership renewal is required before that time. You will receive an email from the club with a link or go to step 5.
  - Coaches who are not current members must register first in order to complete the educational requirements and Background Check / Athlete Protection Training (APT).
  - **Parents – do not register yourself unless you are a non-athlete member (e.g. coach, official). Parents will register their swimmers while logged into their parent account.**
5. USA Swimming Registration Link specific to the BlueFins:
    - The registration link will display after submitting your BlueFins registration for the season. An email invite will also be sent to families from the website.
    - **Non-athlete members** - please reach out to above email for the registration link if not already provided.
    - Options: registration is for logged in member or someone else. If for your swimmer, select "someone other than the logged in member"). New swimmer, select "NEW." Already a member, select "RENEW."
    - **IMPORTANT – if renewing, and cannot find your swimmer, please reach out before adding new.**
    - Complete the required fields in the registration. We suggest using a personal email address when confirming your profile. For membership type:
      - Swimmers: select "Premium Athlete"
      - Coaches: select "Coach"
      - Officials: select "Official"
      - Meet Director, Safe Sport Coordinator: select "Other"
    - Select more than 1 membership type if applicable (e.g. coach + official). You will only pay for one.
    - Additional members may be added after the first is completed.
    - After review, submit and enter payment information.
  6. For Non-Athlete Member Reimbursement (Coaches, Officials, Meet Directors, Safe Sport Coordinator):
    - Coaches – forward the confirmation email to Rob at [coach\\_rob@wsabluefins.com](mailto:coach_rob@wsabluefins.com).
    - Officials / Other member type – forward the confirmation email with the amount paid to Tammy at [treasurer@wsabluefins.com](mailto:treasurer@wsabluefins.com).