

1. Log in to your account
2. Click your account drop down at the top right and choose "My Account"
3. Review Account Contact section
  - a. Add/update Alternate emails 1, 2 & 3 if applicable
  - b. Confirm mobile numbers under two "SMS" fields, and update your carrier (default is AT&T, change to Verizon, Sprint, T-Mobile if necessary)
  - c. Confirm address, city, state, zip, home phone & mobile phone
  - d. Fill in Guardian section if applicable
  - e. Fill in medical information and emergency contacts
4. Click green Save button at bottom right
5. Click the "Members" tab at the top of the account section
6. Review your swimmer(s) information
  - a. Confirm first name and last name is correct AND please add middle initial if there is one. Middle initial is used in the creation of USA swimming IDs, so please add if you have one.
  - b. Add a preferred name (if different than first name)
  - c. Confirm gender is correct
  - d. Add swimmer email, phone and SMS mobile number with carrier (if desired, not required)
7. Click green Save button at bottom right