



- 1) Click on the link provided by your team to create a new USAS account for the parent
- 2) Create a login for the parent using your primary email as shown in your team account; save
- 3) A verification code will be sent to your email. Copy & paste the code to activate your account
- 4) Login using your username and newly created password
- 5) As a parent, unless you are a USA Swimming Official, Board Member, or Meet Director, you will check "No" when asked if you ever have had a USAS membership
- 6) Enter parent's demographics, date of birth, etc., and submit
- 7) Log back into USA Swimming and acknowledge all of their disclaimers and waivers by agreeing to each disclaimer and typing in your name
- 8) Click on the link the team sent you to add your swimmer to your USAS account
- 9) Click continue to add either a new person or re-register an existing person.
- 10) Verify you are registering with North Texas Swimming (NT) and the correct team shown on the screen.
- 11) Select "The membership is for someone other than the logged-in user."
- 12) Respond to the question: "Has the person ever had a USA Swimming membership?" Reply "No" if your swimmer is new to USAS or "Yes" if your swimmer has been a previous member either with a USA Swimming team
- 13) Complete the information requested for your swimmer; click on search for member
- 14) Click on your swimmer's name (if they are already in the database) and complete the requested information
- 15) If your swimmer is new, complete the requested information
- 16) Membership: click on the white box next to Premium Athlete
- 17) Complete credit card information to pay your fee
- 18) Click on the initial link provided to add more swimmers to your account