**How to Create a Login & Register a New Swimmer**

1. Open Web Browser and navigate to <https://www.usaswimming.org/>.
2. In the top right-hand corner, you will see a link to “Login/Register”. Click this link.

A screenshot of a video game

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1. You will see the Login screen. Click the “Create a Login” Button.

Graphical user interface, text, application

Description automatically generated

1. Enter your email address and click “Continue”.

Graphical user interface, application, website

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1. A validation code will be sent to your e-mail address. Enter the validation code and then click

Graphical user interface, application, website

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1. Enter a Username and then create a secure password. Your password must have at least 10 characters and contain 1 number, 1 special character, 1 lowercase & 1 uppercase. Click Save.

Graphical user interface, application

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1. You will be brought back to the login screen. At this point, enter the credentials you just created and click login.

Graphical user interface, text, application

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1. Finalize your account setup by answering whether you have ever had a USA Swimming Membership.

Graphical user interface

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1. If you have never had a USA Swimming Membership, choose “No” and enter the below information. If you have previously been a member of USA Swimming (Official, Coach, Athlete, etc), you will need to ask for alternate instructions from this point on. PLEASE DO NOT CREATE A NEW ACOUNT.

Graphical user interface, text, application

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1. Once you click “Submit”, you will see a series of “Legal Acknowledgements”. Once you answer “Yes” to all of the toggle buttons, you will be able to click the “Continue” button and you will be taken to the “Parent Dashboard”.

Graphical user interface, text, application, email

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1. Verify that you are logged in and then click the link that you received from your club or LSC. Click Continue.

Graphical user interface, text, application

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1. Choose “The membership is for someone other than the logged-in user”.

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1. Select “No” when asked if this person has ever had a USA Swimming Membership.

Graphical user interface, website

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1. Enter name, birthday, & citizenship information. Click Continue.

Graphical user interface, application

Description automatically generated

1. Enter Contact information. Click Continue

Graphical user interface, text, application, email

Description automatically generated

1. Enter Emergency Contact Information. Click Continue.

Graphical user interface

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1. Select Premium Athlete and click continue.

Graphical user interface

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1. Enter Ethnicity Information. Click Continue.

Graphical user interface

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1. Enter Gender Information. Click Continue.

Graphical user interface, text, application

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1. Click each slider acknowledging that you have read each of the disclaimers and then click continue.

Graphical user interface, text, application, email

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1. Type your name to digitally sign these documents.

Graphical user interface, text, application, email

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1. Verify Information is correct. If you have another swimmer, choose “Add Another Member”. If not, choose “Check Out”.

Graphical user interface, application

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1. Verify everything looks good in your Shopping Cart. Click “Check Out” to proceed to payment window.

Graphical user interface, text, application, email

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1. Enter payment method. You can pay with either a credit card or Google Pay.

Graphical user interface, text, application, email

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1. You will receive the following message after completing your payment.

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1. After 15 minutes, return to your Dashboard and click “View” next to your swimmer. This will open up the “Member Info” for the athlete.

Graphical user interface, application

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1. From this screen, you will be able to upload the birth certificate for your athlete by clicking on the “Upload Birth Certificate” button. Once you have uploaded the birth certificate, click “Save”.

Graphical user interface

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