**How to Create an Account & Register a Returning 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

Description automatically generated with medium confidence

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 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

Description automatically generated

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 “Yes” when asked if this person has ever had a USA Swimming Membership.

Graphical user interface, application, website

Description automatically generated

1. Enter name and birthdate to search for your existing USA Swimming Member.

Graphical user interface, text, application

Description automatically generated

1. When your swimmer is found, click their name.

Graphical user interface, text, application, email

Description automatically generated

1. Proceed through the following screens, verifying your information is correct.

Graphical user interface, application

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1. Verify Contact information. Click Continue

Graphical user interface, text, application, email

Description automatically generated

1. Enter/Verify Emergency Contact Information. Click Continue.

Graphical user interface

Description automatically generated

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

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

1. Type your name to digitally sign these documents.

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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

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