Good Afternoon RAYS Families,

With the introduction of SWIMS3.0, USA Swimming’s new registration and record keeping system; many things that used to be done in the background are now the responsibility of the individual families. This includes registering your swimmer(s) each year. This is NOT the same as RAYS registration and is also not the same thing as your Team Unify account.

The directions below are for **existing members** *(Your swimmer has had a USA swimming membership previously)* and **new members** *(Your swimmer has NOT had a USA membership previously)*.

\*If your swimmer was in one of our Mini Rays groups last year and has recently moved up to another group, your swimmer is considered a NEW member. If you are unsure of your status with USA Swimming please let us know and we can confirm their status with USA Swimming.

\*\*If your swimmer was a member of another swim club in the 21-22 swim season you will need to have their membership transferred BEFORE you register your swimmer.

Please contact Lynn Williams at lynnwilliams@ymcaup.org if you are unsure of your swimmer’s USA Swimming status or need to have your swimmer transferred to our club.

There are different steps required for both types of memberships. Please read fully and carefully.

One parent from your family will need to create a new account under their name on the new USA Swimming Site SWIMS 3.0 before your swimmer(s) can be registered (See steps below). A 'Parent Account' is required BEFORE you attempt to register your children. There is no cost to set up a parent account, nor are you required to establish and pay for a membership for yourself, unless the team specifically asks you to do so (non-athlete registration may be required for some volunteer positions. For example, being an official). It doesn’t matter whether you are an athlete, an official, or neither of those, you MUST still have your 'Parent Account' before you can register your children. The 'Parent Account' exists so that the parent can manage their children's information, registrations, and renewals.

**STEP 1** - Go to SWIMs 3.0 - <https://hub.usaswimming.org/> Here you will see a 'Login' screen: PLEASE NOTE: If you previously had an account with USA Swimming your old login will NOT work for this. You MUST create a new account.

**STEP 2** – Click ‘Create a new login’ to set up your new ‘Parent’ USA Swimming account. You will be asked for your email address. Once submitted you will receive a verification code.

**STEP 3** – Enter the verification code and click continue.

**STEP 4** – Create your password and click save.

**STEP 5** - Once you have created your password you’ll be taken back to the ‘Login’ screen. Enter your newly created username and password and log in.

**STEP 6** – Now you will be taken to the ‘Finalize Login’ screen where you will be asked if YOU have ever had a USA Swimming membership. If YOU, personally have NEVER had a USA Swimming membership, toggle the button to ‘NO’. **Please do not request your child's Membership ID at this stage of the registration process, you are not creating an account for your swimmer here.** You will then fill in the required information and click the 'Submit' button.

**STEP 7 –** The final screen for ‘Legal Acknowledgments’ will appear once you have finalized your login. You MUST CLICK ‘YES’ to each item in order to continue. When you’ve clicked ‘Yes’ your parent account is complete DO NOT ADD ANY INFORMTAION HERE.

STAY LOGGED IN and open a new window using this link to access our team portal: <https://omr.usaswimming.org/omr/welcome/B448350A597E4E>

DO NOT SHARE THIS LINK WITH ANYONE ELSE. THIS LINK IS FOR CURRENT TEAM MEMBERS AND NEW MEMBERS THAT HAVE TURNED IN THEIR TEAM REGISTRATION FORMS.

This will provide access to current information available in your swimmer’s current account and/or allow you to set up accounts for new swimmers. Remember to stay logged in to your account in the other window. This provides access to premium registration for swimmers, coaches, officials, and non-athlete members.

Once on the new page you will see confirmation of our LSC (SC Swimming) and our club (YMCA of Upper Palmetto Rays). Click continue.

**STEP 1** – You will be asked if this is for you or if the membership is for someone other than the logged-in user. Click ‘someone other than the logged-in user’.

**STEP 2** - You will then be asked: Has this person ever had a USA Swimming membership? Click the toggle to yes if you have an existing member (this is for a **renewa**l for an existing USA Swimming member).

If you are registering a new member move the toggle to ‘NO’ and the no response will bring the new member form up (see **New Member** info below).

**Renew/Returning Athletes (for swimmers that have previously had a USA Swimming membership before):** If you have multiple swimmers you will need to do this for each swimmer separately. You may only complete the registration for one swimmer at a time. REMINDER: If your swimmer was with another club during the 21-22 season you must have your swimmer transferred BEFORE you can start this process. Contact Lynn Williams (lynnwilliams@ymcaup.org) for assistance with this.

Once you start this process, please complete it as quickly as possible. Breaks between screens may cause your information not to sync properly and you may have to start over to complete the process.

**STEP 1** - Once you toggle ‘Yes’ there will be a picture that pops up that says ‘Renew Member’. Click that and you will be directed to the screen to start the registration process.

**STEP 2** - You will be asked for the first and last name, and birthday for that member. Your swimmer’s name should come up.

**STEP 3** - Click on your swimmer’s name. You will be asked to confirm some information here over the next few screens. First is member information, followed by contact information. After each screen is completed click continue. The third screen is for membership renewal. Please check the box next to the expiration date and click continue. \*\*For swimmers of a certain age you may see the option of Jr. Coach in the list of membership types. DO NOT select that option. You should ONLY select the ‘Premium Athlete Membership’ option.\*\* The next couple of screens are to confirm other information about your swimmer, and the final screen is another series of legal acknowledgments. You must click YES on all of them in order to proceed to the next step.

**STEP 4** - Type your name in the box to add your signature and then you’ll be directed to the next screen where you can choose to repeat the process for another swimmer, or complete the registration renewal for a single swimmer by clicking ‘Check Out’. It may take a minute for the information to be saved. DO NOT CLOSE THE WINDOW OR LOGOUT. Let the system finish its processing of the information and then make your payment.

Your swimmer’s old number and new number will link automatically.

Once your payment has been accepted you will get a screen showing that the swimmer is linked to your family and an email confirming payment will be sent. \*\*Please send a copy of your receipt to raysadmin@ymcaup.org so that your Team Unify account can be credited for your registration fees.

**New Members (for swimmers that have never had a USA Swimming membership):**

Once you start this process, please complete it as quickly as possible. Breaks between screens may cause your information not to sync properly and you may have to start over to complete the process.

\*\*You will need to upload a copy of your swimmer’s birth certificate in order to complete the registration for your new member.\*\* Please have this ready before you start the registration process. The birth certificate must be in PDF format. You will also need to send a copy to Lynn Williams (lynnwilliams@ymcaup.org) to send to the LSC registrar.

**STEP 1 –** Once you toggle ‘No’, there will be a form to begin the registration of your new swimmer. Enter all the required information on each page and click continue. First is member information and second is contact information. After each screen is completed click continue. The third screen is for membership type. Make sure you select the PREMIUM ATHLETE option. Do no select any other type of membership for your swimmer. The next couple of screens are to confirm other information about your swimmer, and the final screen is another series of legal acknowledgments. You must click YES on all of them in order to proceed to the next step.

**STEP 2 -** Type your name in the box to add your signature and then you’ll be directed to the next screen where you can choose to repeat the process for another swimmer, or complete the registration renewal for a single swimmer by clicking ‘Check Out’. It may take a minute for the information to be saved. DO NOT CLOSE THE WINDOW OR LOGOUT. Let the system finish its processing of the information and then make your payment.

Once your payment has been accepted you will get a screen showing that the swimmer is linked to your family and an email confirming payment will be sent. \*\*Please send a copy of your receipt to raysadmin@ymcaup.org so that your Team Unify account can be credited for your registration fees.

**KEY POINTS:**
1. Be prepared to register ALL athletes in one sitting. Have documents ready if you need them (required for new registrations only).

2. When checking out DO NOT forget to select ‘NO’ when asked about paying for the credit card transaction fee; just make sure this line item reads $0.00.

3. Do NOT create multiple profiles and/or reload the screen at any point, allow the system to move forward. If you truly get stuck, completely back out (close all windows) and re login.

4. Please be sure ALL information that you are entering is correct. Date of birth, Middle name/initials, spelling, address etc. This will greatly help us maintain correct records for your swimmers and allow entry into meets. This is VERY difficult to change after the fact.

5. Please complete this process as quickly as possible, especially for new athletes, this helps us make sure our team is compliant and our entries for competition are in good order.

Thank you for your attention and assistance in this matter. Please note: all athletes MUST be registered in this fashion if they are a Member of RAYS (except for Mini RAYS). This is critical and should be done as quickly as possible by all families, regardless of whether you have returning or new swimmers so that your swimmer is eligible to compete this season.

**#RaysAsOne**
Stay Frosty,
Big Show