

Instructions For USA/WI Swimming Registration

USA Swimming Registration is required for participation in practices and meets for all Shorewood swimmers per USA Swimming's insurance policy.

- **NEW MEMBERS:** Your swimmer(s) must be registered prior to their first practice **March 6th** or they will not be able to practice or compete until it is completed.
- **RETURNING MEMBERS THAT DID NOT SWIM FALL/WINTER:** New in the fall, families must complete this registration process for their swimmer. Your swimmer(s) must be registered prior to their first practice **March 6th** or they will not be able to practice or compete until it is completed.
- **RETURNING MEMBERS THAT SWAM FALL/WINTER 22/23:** Your swimmer should already be USA Swimming Registered from the last season. This annual registration is valid through December 31. You will be prompted to renew your swimmer's registration at the beginning of the Fall/Winter season each year.

To begin, navigate to Shorewood Swim Club's unique registration page using this link - [USAS Registration](#). This link will not take you SHOR's website. It will take you to USA Swimming's Online Membership Registration platform.

A. Creating an Account (This is a parent account. Please use your information rather than your swimmers. You will enter swimmer information at a later point). ALL USERS will need to create a new account. If you had a previous account through Deck Pass or usaswimming.org it is no longer active.

Step 1 - Enter an e-mail address, select a username, and choose a password; click 'Save'.

Step 2 - Enter the verification code you receive via e-mail. The verification code will come from PingOne. If you do not receive your verification code, check your spam folder.

Step 3 - After verifying your e-mail address, you will be redirected to the login page. Enter your username & password and click 'Login'. At this point, you have two options:

Step 4:

OPTION 1: If you (parent) were NEVER a member of USA Swimming - Click 'Create New Account' and follow the on-screen instructions.

OR

OPTION 2: If you (parent) were EVER a member of USA Swimming (chaperones, officials, board members, coaches, former swimmers) - At your first login, you will be required to link your membership. Follow the steps below (A-C):

A. Click "More Information"

B. On the next page, enter your first name, last name, and birth date; click 'Search'.

1. If the system was able to locate your member record: You will see an e-mail address populate in the search window; if the e-mail address is correct, click the envelope icon to e-mail yourself your new Member ID at that e-mail address.
2. If the system was unable to locate your member record or the e-mail address is incorrect: contact coachleanne2022@gmail.com for further instructions.

C. Once you have your member ID, enter it in the 'Membership Id' field and click 'Link Membership'. You are now able to log in.

Step 5 - Complete and sign a USA Swimming Code of Conduct document.

B. At this point, you have created an account and can log in using SHOR's unique registration link: [USAS REGISTRATION](#) and go to our club registration page. Click the 'Continue' button to proceed in the registration process for your swimmer(s).

C. The next page asks, 'Who is the membership for?'. **Click the button next to** 'The membership is for someone other than the logged-in user'.

D. Use the grey toggle button to indicate previous USA Swimming Membership - new swimmer vs returning swimmer.

E. Complete or update the member profile pages for your swimmer(s). When you reach the point where you can choose a membership, select '**Premium Athlete**'.

F. Once you reach the 'Summary' page, you can '**Add Another Member**' or click '**Continue**' to go to the 'Shopping Cart' page. At this point, you can check out and complete payment (\$82/swimmer). You will no longer be billed for USA/WI Swimming registration through SHOR.

G. To verify that a swimmer/member has been added to your family, click the '**Return**' button to be taken to your '**Member Dashboard**'. Here you will be able to see your family member has been added to your 'My Family' section on your 'Member Dashboard'.

Please complete this registration process prior to the first night of practice for the current season. Reach out to coachleanne2022@gmail.com at any time with questions.