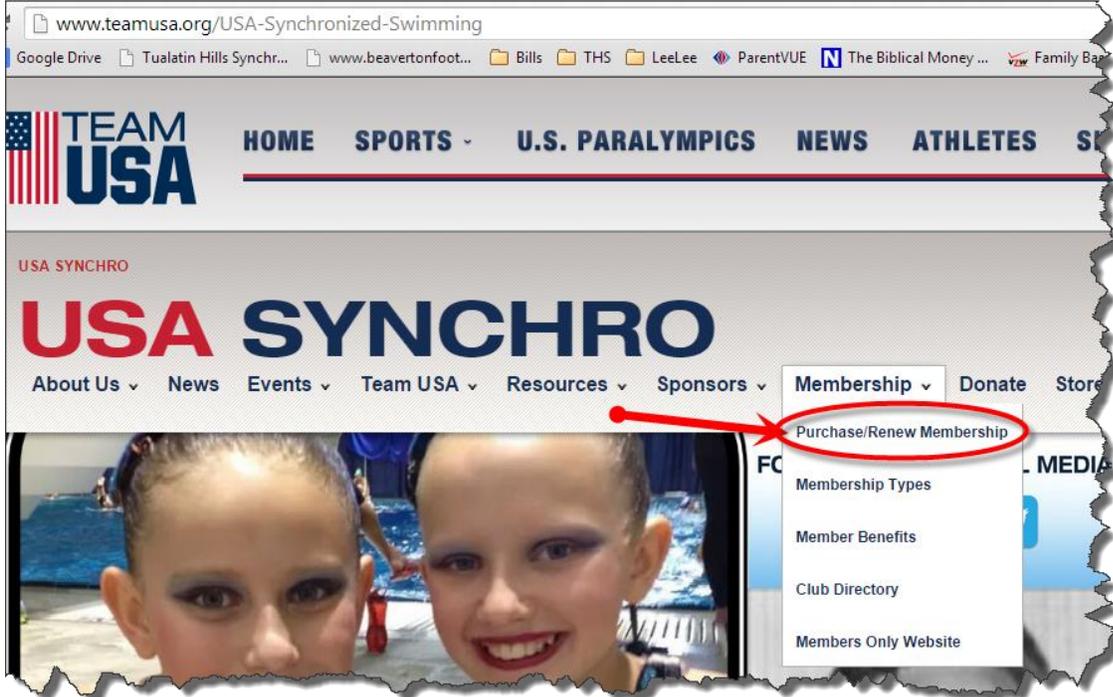


## USA Synchro Membership Purchase/Renewal Process:

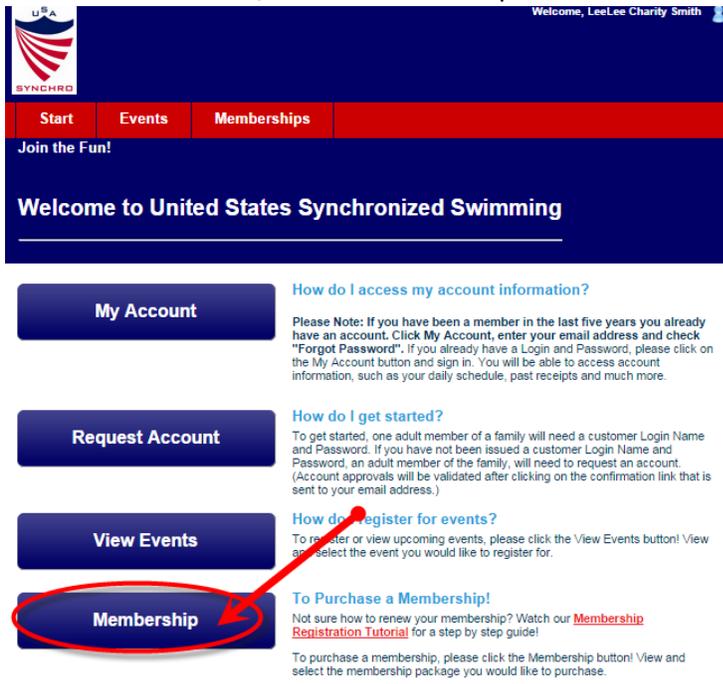
1. Open browser and go to [www.usasynchro.org](http://www.usasynchro.org) –

**IMPORTANT NOTE! IF YOU HAVE A LOGIN WITH USA SYNCHRO, DO NOT LOG IN YET!!! YOU WILL BE PROMPTED TO DO SO LATER. IT IS FAR MORE CONFUSING TO DO THIS IF YOU LOG IN! DO NOT LOGIN UNTIL YOU ARE PROMPTED!**

2. Once there, go to the “Membership” tab and Select Purchase/Renew Membership:



3. On the next screen, Select “Membership” Button:



4. The next screen will look like THIS: REMEMBER! If you LOGGED IN earlier, you will NOT see this screen but a long list of different memberships. Please start from the beginning and be sure you are LOGGED OUT!

Membership Packages	Description	Category	Standard Fee
<a href="#">Club Membership</a>	Membership for clubs and organizations of USA Syn	Club Members	\$50
<a href="#">Competitive Athlete Membership</a>	Competitive Athlete Membership	Individual Men	\$95
<a href="#">Friends of Synchro Membership</a>	Friends of Synchro Membership	Individual Men	\$35
<a href="#">International Professional Membership</a>	International Professional Membership	Individual Men	\$75
<a href="#">Introductory Athlete Membership</a>	Introductory Athlete Membership	Individual Men	\$45
<a href="#">Introductory Official</a>	Introductory Official	Individual Men	\$40
<a href="#">Life Membership</a>	Life Membership	Individual Men	\$2,000
<a href="#">Professional Membership</a>	Professional Membership	Individual Men	\$100
<a href="#">Trial Athlete Membership</a>	30-day Trial Membership	Individual Men	\$15

From this screen, you will select the appropriate membership. If you are a competitive athlete, you will select the **Competitive Athlete Membership**. If you are an Olympic Wave Class athlete, you will likely do an **Introductory Athlete Membership** (Please see Club Rep Ellen Harrison if you do not know – mailto: [thsclubrep@gmail.com](mailto:thsclubrep@gmail.com)) As a volunteer parent/family member on deck during the meets, you will also need to obtain or renew your **“Friends of Synchro” Membership**. If you have multiple memberships to purchase, please follow this process for each individual purchase. (Do this one membership at a time)

NOTE: For the purposes of this tutorial, the next screens are using the example of a returning competitive athlete. Any selection should be somewhat similar.

5. After you select the appropriate membership, you will be directed to this screen: Here you will either Create a New Account OR, use your Login ID and Password if you are a returning member.

USA  
SYNCHRO

Don't Have an Account? [Create One](#) | [Wish List](#) | [My Cart](#) | [Sign In](#) | [FAQs](#)

[Start](#) [Events](#) [Memberships](#)

[Online Introduction](#) » [Membership List](#) » [Login](#)

To access the features of this site, you must have a password-protected customer account.

If you have an account and haven't logged in yet, please login now.  
If you do not have an account, please create a new account.

*Note: Any member that has held a membership within the previous five years has been transferred into the new system; however, your old username and password is no longer valid.*  
**To obtain access to your account: Enter your email and click the [Forgotten?](#) link.**

**Already have an Account?**

Login With:  Login ID/Customer #  Email

Login ID:

Password:

[Forgotten?](#)

Remember me on this computer?

[Sign-in](#)

**Need an Account?**

[Create New Account](#)

If you have questions, please call our office! 317-237-5700

United States Olympic Committee | Home

Enter your login information or follow the prompts to create a NEW account.

6. After either of those are completed, you will be logged into the system and the following screen will appear. Please check the accuracy of the information and make the appropriate selection in the "Membership Function" Box at the bottom of the screen.

USA  
SYNCHRO

Welcome, L...

[Start](#) [Events](#) [Memberships](#)

## Membership Function

Competitive Athlete Membership Membership

**Current Membership**

Package Competitive Athlete Membership

Description Competitive Athlete Membership

Standard Fee \$95.00

Sold Oct 16, 2009 7:00 PM

Primary **Athlete Name**  
**Address**

Effective Oct 1, 2009

Expires Sep 30, 2014

Renewal Period Specific date annually

**Membership Function**

I want to renew the current membership

I want to purchase a new membership for a Family Member

7. The next screen will give you selection of your renewal options: Just select the renewal and click “Add to my Cart”

The screenshot shows the SYNCHRO website interface. At the top, there is a navigation bar with 'Start', 'Events', and 'Memberships' tabs. The 'Memberships' tab is active. Below the navigation bar, there is a section titled 'Current Membership' with the following details:

- Package: Competitive Athlete Membership
- Description: Competitive Athlete Membership
- Standard Fee: \$95.00
- Sold: Oct 16, 2009 7:00 PM
- Primary: Athlete Name Address
- Effective: Oct 1, 2009
- Expires: Sep 30, 2014
- Renewal Period: Specific date annually

Below the 'Current Membership' section, there is a text prompt: "Please select a renewal option from the following choices, then click [Add to my Cart](#)".

The 'Renewal Choices' section is a table with the following data:

Periods	Effective	Expires	Price
<input checked="" type="radio"/> 1	Sep 13, 2014	Sep 30, 2015	\$95.00

Below the table, there is a text prompt: "If you have questions, please call our office! 317-237-5700".

Red arrows point from the 'Add to my Cart' button in the 'Renewal Choices' section to the 'Add to my Cart' button in the 'Current Membership' section.

8. Next screen will look like this: Validate the information, one last check to make sure you selected the right membership, and when you are ready, click on Add to my Cart!

The screenshot shows the SYNCHRO website interface. At the top, there is a navigation bar with 'Start', 'Events', and 'Memberships' tabs. The 'Memberships' tab is active. Below the navigation bar, there is a section titled 'Maximum Uses 0' with the following details:

- Primary: Athlete Name Address

Below the 'Maximum Uses 0' section, there is a text prompt: "The Details of the membership you selected!".

Below the text prompt, there is a text prompt: "Please select an option from the following choices, then click [Add to my Cart](#)".

The 'Choose Number of Enrollment Periods' section is a table with the following data:

Periods	Effective	Expires	Price
<input checked="" type="radio"/> 1	Sep 13, 2014	Sep 30, 2015	\$95.00

Below the table, there is a section titled 'Membership Automatic Renewal' with the following options:

- No, don't automatically renew this Membership when it expires
- Yes, do automatically renew this Membership when it expires

Red arrows point from the 'Add to my Cart' button in the 'Membership Automatic Renewal' section to the 'Add to my Cart' button in the 'Choose Number of Enrollment Periods' section.

9. Select the correct participant for the membership you selected on the next screen from the pull down menu:

Competitive Athlete Membership Membership » Competitive Athlete Membership: Membership Renewal » Membership: Comp

Please choose a participant. If you need to modify your personal or family member information, click [My Account](#)

**Membership Passes for Competitive Athlete Membership**

Select Participant 1 **Athlete Name** [Add Family Member](#)

Status Pass assigned

When you are finished, click [Continue](#)

To cancel this transaction, click [Cancel](#)

If you have questions, please call our office! 317-237-5700

United States Synchronized Swimming, Inc. Contact Us Help

Click CONTINUE when you are ready to go to the next screen

10. On the next screen, verify and enter the information as shown below in the red circles:

**Membership Detail for Competitive Athlete Membership**

Participant(s) LeeLee Charity Smith [Change Participant\(s\)](#)

**Fees / Discounts**

Include?	Charge Name	Charge Description	Quantity	Unit Fee	Total Price
<input checked="" type="checkbox"/>	Competitive Athlete Membership	Competitive Athlete Membership	1	\$95.00	\$95.00
					<b>Sub-Total: 95.00</b>
					<b>Total: 95.00</b>

**Payment Plan Option**

Pay in full at checkout  Use payment plan

**Questions for Competitive Athlete Membership (\* - required field)**

Choose your athlete type:\* Regular

Please choose your Zone Affiliation:\* West

Please choose your Association: Oregon

Please select your club affiliation: Tualatin Hills Synchro

You will have to enter this info in these pull down menus. Select what you see here. Click CONTINUE when finished

11. Almost DONE!... Here's a summary of your order! Check the information, then Proceed to checkout!

**Shopping Cart**

Registration Steps:  
 ▶ 1. Select Product ▶ 2. Shopping Cart ▶ 3. Confirm Order and Submit Payment

These items are currently in your Shopping Cart

Type	Participant	Description	Action												
Membership Sale	<b>Athlete Name Address Phone Email</b>	<b>Competitive Athlete Membership</b> Question for Competitive Athlete Membership Choose your athlete type: Regular Please choose your Zone Affiliation: West Please choose your Association: Oregon Please select your club affiliation: Tualatin Hills Synchro	Edit Add Another One Remove												
		<table border="1"> <thead> <tr> <th>Fees/Discounts (Description)</th> <th>Qty</th> <th>Unit Fee</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>Competitive Athlete Membership (Competitive Athlete Membership)</td> <td>1</td> <td>\$95.00</td> <td>\$95.00</td> </tr> <tr> <td colspan="3"><b>Sub-Total:</b></td> <td><b>\$95.00</b></td> </tr> </tbody> </table>	Fees/Discounts (Description)	Qty	Unit Fee	Total Price	Competitive Athlete Membership (Competitive Athlete Membership)	1	\$95.00	\$95.00	<b>Sub-Total:</b>			<b>\$95.00</b>	
Fees/Discounts (Description)	Qty	Unit Fee	Total Price												
Competitive Athlete Membership (Competitive Athlete Membership)	1	\$95.00	\$95.00												
<b>Sub-Total:</b>			<b>\$95.00</b>												

**All done? Proceed to checkout >>**

12. PAYMENT: From the next screen, just follow the prompts to review and agree to the waiver and to pay for the membership via Credit Card. Be sure you select "ADD NEW BILLING INFORMATION" if you are a parent paying for your child and enter YOUR information as the adult. Then select the "I am 13 years of age or older" button and confirm your purchase, then complete your order by clicking CONTINUE at the bottom of the **Order Confirmation and Payment Information Screen**.

13. The last screen is this one. You must **print this out and bring with you to REGISTRATION** for proof you are a USA Synchro member. **THAT'S IT! WELCOME TO USA SYNCHRO & THS Synchro!**

Sat, Sep 13, 2014 Print

USA Synchro Online  
 132 E. Washington Street  
 Suite 820  
 Indianapolis, IN 46204  
 Phone: (317) 237-5700  
 FAX: (317) 237-5705  
 Email: memcoord@usasynchro.org

**Thank you!**  
 You have completed this transaction.  
 This is your receipt. Use your browser feature to print a copy.  
 Please keep a copy of your receipt number for your records.

Your Receipt Number is: 1013802.001  
 Your Customer ID is: 22502

Transaction Confirmation # oDg9hgAk42407142

**active MERCHANT SERVICES**  
 Transaction Processing Enabled by Active Merchant Services.

Participant	Description	Charge Item	Charge Description	Unit	Qty	Unit Fee	Price
<b>Athlete Name Address Phone email</b>	Competitive Athlete Membership Membership Sale Effective Periods: Sep 13, 2014 - Sep 30, 2015	Competitive Athlete Membership	Competitive Athlete Membership	Each	1.00	\$95.00	\$95.00
							<b>Pass # and Athlete Name</b>
							<b>Total Charges \$95.00</b>

\$95.00 was billed to the following account.

Name **Parent Name & Address**