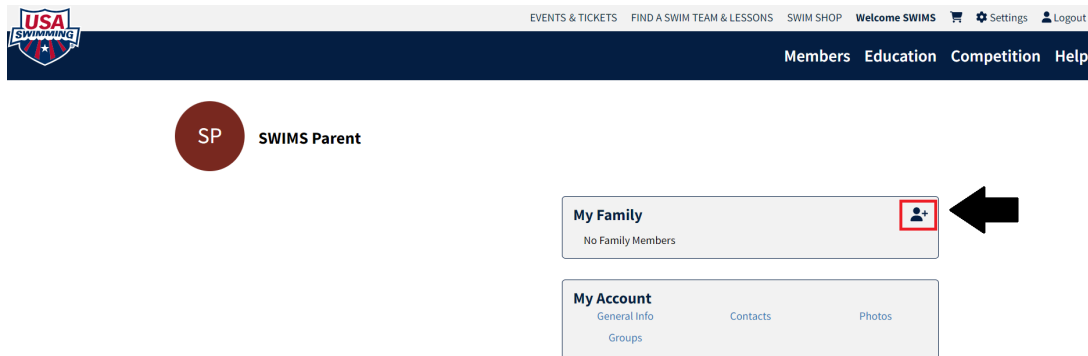


How to Add a Family Member to Your Dashboard

To add a family member to the My Family section of your member dashboard:

- 1) Log into your SWIMS user account at hub.usaswimming.org.
- 2) Click the “Add Family Member” button in the top right corner of the My Family section.



- 3) Click the drop down and select the family member you want to add to your My Family and click “Save.”

A screenshot of a modal window titled 'Add Family Member'. It has a close button (X) in the top right corner. The main heading is 'Add Contact(s) to My Family'. Below this is a label 'Contact(s)*' followed by a dropdown menu. A message below the dropdown reads: 'If the person you wish to add isn't listed above (click on the ∨ to show the list), please reach out to their club for assistance with updating their contact information.' At the bottom are two buttons: a red 'SAVE' button and a white 'CANCEL' button with a blue border.

If your family member is not a member with USA Swimming, going through the Online Member Registration (OMR) process will automatically assign them their Member ID and add them to the My Family section of your dashboard. **To manually add a child to My Family, you must be listed as a Contact on your athlete's Member Record.**

General

Profile

National Team

Info

Contact Info

Club Transfer

Ethnicities

Requirements

All Courses

Affiliations

Upgrade

Member Contact Info

ADD CONTACT

NAME	RELATIONSHIP	EMAIL	PHONE NUMBER	PRIMARY EMERG
	Self			

Add Contact

First Name*

Last Name*

Relationship*

--

Email*

Primary Emergency Contact?

No X

SAVE

BACK

Add Family Member

Add Contact(s) to My Family

Contact(s)*

☐

SAVE

CANCEL

4) Your family member will be added to your My Family section.



SWIMS Parent

My Family
(Login accounts can be created for 8-17 year old family members)

FM

Family Member
Athlete
Member ID: 35F2742868CA45

VIEW

My Account

General Info

Contacts

Photos

Groups