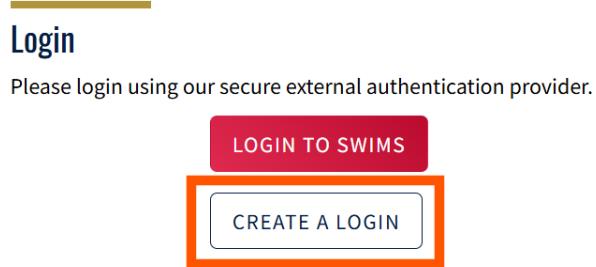# How to Create a Login Account in SWIMS as a Parent or Adult Member

These steps are useful for:

- Parents need to create a login to register a child as an athlete member, completing an education course, or planning to become a USA Swimming member themselves.
- Existing USA Swimming Members that are 16 and over needing to create their own login for completion of education courses or to connect to an already existing USA Swimming member ID.

Step 1: Navigate to **hub.usaswimming.org** and click 'Create a Login' in the bottom right corner.

Step 2: Please review the information on the screen. Note that the information entered in subsequent steps shall match the parent the login is being created for.

Before Creating an Account

Please review the following before creating an account.

Here's what you need to know:

- You are creating a USA Swimming Login Account - not a membership.
- All child accounts must be approved by a parent for safety and compliance.

If you are under the required age, you will have to provide a phone number of a parent or guardian for verification.

I UNDERSTAND, CONTINUE

CANCEL & RETURN TO LOGIN

Step 3: Next, enter the date of birth for the person who will be controlling the login (parents should enter their own birthday to create an account used for registering their children.)

Confirm Age

Please enter your birth date to confirm your age.

Birth Date

| Month | Day | Year |

CONTINUE

BACK

Step 4: Please read the information presented and click I UNDERSTAND, CONTINUE

Important Notice

Create an account to purchase or manage a membership for yourself or others, or to complete Education courses for yourself.

Important Notes:

- You are creating a Login Account for yourself. Please answer all questions with your information.
- Children are not required to create a Login account to sign up for a membership.
- Anyone completing an Education course (e.g., SafeSport, APT, Coaching Courses) must use their own Login Account.
- If you have a child swimmer, we may text you to obtain your consent to creation of your child's Login account. For more information, see our Privacy Policy.

I UNDERSTAND, CONTINUE

BACK

Step 5. Enter your information (as the parent). If you are not an existing member yourself, you will leave the Member ID field blank. If you have an existing USA Swimming Member ID you may enter it. If you leave it blank, but we have a potential match on Name and DOB, we will pop-up a verification for you to link if appropriate.

User Info

Please supply the following information.

Legal First Name*

Preferred Name

Middle Name

Legal Last Name*

Email*

Phone Number*

+1

Member Id (Use to link to an existing person)

CONTINUE   **BACK**

If you enter information that matches an existing **login**, we will prompt you with the existing

username. You should click RETURN TO LOGIN and continue the process with that username.

Existing Account Found

A person with the same First Name, Last Name, Birth Date, and Email was found, but they have already been linked to an existing account

Existing Account Username: ▮▮▮▮▮▮▮

[RETURN TO LOGIN]   [CANCEL]

Step 6: After you enter your information and click CONTINUE, we will send a verification to the email address. You'll see a pop-up confirmation that can be closed. You'll continue through the verification email which will open a browser window to finalize the account creation.

Check Your Email

We've sent a verification email to:

dbecker+Office@usswimming.org

Please check your email and click the verification link to complete your account creation.

- Check your spam/junk folder if you don't see the email in your inbox
- The verification link will expire in 24 hours
- Once verified, you'll be able to complete your account setup and access acknowledgements

If you don't receive the email within a few minutes, please return to login and try again.

RETURN TO LOGIN

Step 7: After you click the link in your email, you'll see a screen to create your username and password. Click on COMPLETE ACCOUNT CREATION to finalize your login.