HOW TO BULK RENEW GUIDE

AVAILABLE FOR CLUBS AFTER SEPT 1, 2023

This Guide Includes:

HOW TO OPT IN FOR BULK RENEWAL GUIDE

HOW TO BULK RENEWAL GUIDE

This guide is to help those chose to opt-in their existing USA Swimming members for bulk renewal for the 2023-2024 season. On or after Sept 1st, clubs can use this guide to help them in a step-by-step process on how to bulk renew their USA Swimming members. Clubs will be able to renew 2022-2023 USA Swimming Club members at anytime on or after Sept 1, 2023 –August 31, 2024, for the 2023-2024 Season.
New members will still need to create a new SWIMS account.

A club and anyone with Club Admin access, will be able to bulk renew USA Swimming members after Sept 1, 2023. Keep in mind, because a club opted in for the bulk renewal, the club is responsible for the management and completion for all chosen membership renewals for the upcoming 2023-2024 registration year. Most importantly, clubs will need to communicate with its members that the club will be renewing their annual USA Swimming membership and collecting for it. (MN & MD clubs contact LSC registrars) If a member of a club goes to renew their USA Swimming membership, they will see that their team is renewing their membership, and it will not be an option for them to renew.

When bulk renewing, it doesn't have to be completed all at once, and you can renew different groups on different days. You can also renew one member at a time if needed. Any membership support will come from the club, and the LSC registrar. If you have any questions or concerns, please reach out to your LSC Registration Chair for assistance. Their contact information can be found here:
https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs

HOW TO BULK RENEW MEMBERS 2023-2024

Making Your Selections (With Screenshots): Make sure you are on a Desktop Version. Mobile will be too hard.

AFTER SEPT 1, 2023:

You have opted to renew for a member group in your club. Here is how you renew those members:

STEP 1: Log into your account at hub.usaswimming.org

LOGIN

Please login with your username and password.

(Note that usernames created on our old system before Sept 1, 2022 will no longer work. Click "Create a Login" below if you need a new account)

Username:

YourUsername

Password:

•••••••••

LOGIN

FORGOT USERNAME   FORGOT PASSWORD   CREATE A LOGIN

STEP 2: Click the Club tab and select 'My Club.'
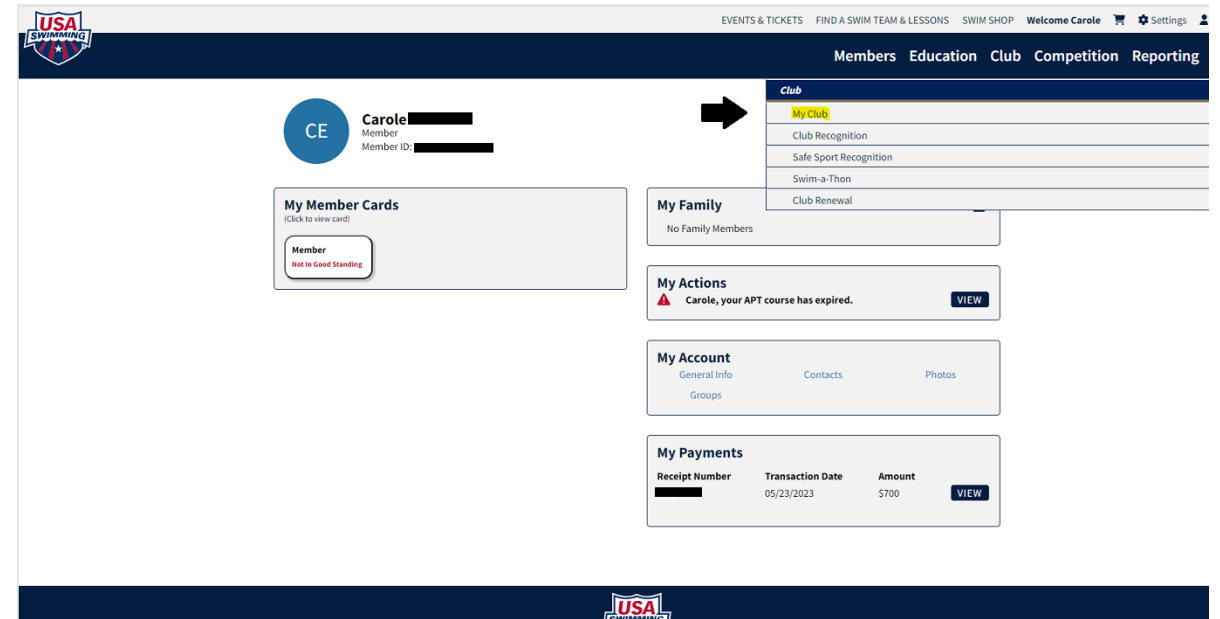
STEP 3: Click the Registration tab and select 'Bulk Renew Athletes' or 'Bulk Renew Non-Athletes.' Whichever category of members you chose to renew during the opt-in period.

STEP 4: For Athletes, click the red 'Renew' button to begin the bulk renewal process. For Non-Athletes, you will first need to select which membership type you are renewing from the dropdown before clicking 'Renew.'

STEP 5: A list of eligible members in the category you've selected (Athletes or Non-Athletes) will be displayed in a table.

Bulk Renew Athlete Memberships - Selection ☒

Select Memberships

Competition Category	Min Age	Max Age	Last Membership
-- ˅			-- ˅

First or Preferred Name	Last Name		
		FILTER	CLEAR FILTER

ADD SELECTED TO RENEW

CANCEL

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)
No Selected Memberships

Currently Bulk Renewing: Athlete Memberships

109 Search Results

SELECT ALL RESULTS   UNSELECT ALL RESULTS

NAME	MEMBER ID	COMP. CATEGORY	BIRTH DATE	AGE	LAST MEMBERSHIP	SELECT
Fayez▬	▬	Male	▬	13	Premium Athlete	☐
Adam▬	▬	Male	▬	15	Flex Athlete	☐
Ryan▬	▬	Male	▬	13	Flex Athlete	☐
Harvey ▬	▬	Male	▬	11	Premium Athlete	☐
Alec ▬	▬	Male	▬	19	Premium Athlete	☐
Louis ▬	▬	Male	▬	19	Premium Athlete	☐
Maddox▬	▬	Male	▬	9	Premium Athlete	☐
Maris▬	▬	Female	▬	7	Premium Athlete	☐
Alexandra▬	▬	Female	▬	19	Premium Athlete	☐
Joseph▬	▬	Male	▬	19	Premium Athlete	☐

STEP 6: Go through the list and select each member you would like to renew one at a time, or click the red 'Select All Results' button located just above the table to select every member all at once.
You can also filter by age, membership type and then 'Select All.

Bulk Renew Athlete Memberships - Selection ☒

Select Memberships

Competition Category		Min Age	Max Age	Last Membership	
-- ▼				-- ▼	

First or Preferred Name	Last Name		
		FILTER	CLEAR FILTER

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)
No Selected Memberships

ADD SELECTED TO RENEW

CANCEL

Currently Bulk Renewing: Athlete Memberships

109 Search Results ➡ **SELECT ALL RESULTS** | UNSELECT ALL RESULTS

NAME	MEMBER ID	COMP. CATEGORY	BIRTH DATE	AGE	LAST MEMBERSHIP	SELECT
Fayez████	██████	Male	█████	13	Premium Athlete	☐ ◀
Adam████	██████	Male	█████	15	Flex Athlete	☐
Ryan████	██████	Male	█████	13	Flex Athlete	☐
Harvey████	██████	Male	█████	11	Premium Athlete	☐
Alec███	██████	Male	█████	19	Premium Athlete	☐
Louis████	██████	Male	█████	19	Premium Athlete	☐
Maddox████	██████	Male	█████	9	Premium Athlete	☐
Maris███	██████	Female	█████	7	Premium Athlete	☐
Alexandra████	██████	Female	█████	19	Premium Athlete	☐
Joseph████	██████	Male	█████	19	Premium Athlete	☐

STEP 7: Once you've selected all the members you would like to renew for a given membership type (Premium Athlete, Flex, Season 1 Athlete, etc), click the red 'Add Selected to Renew' button.

STEP 8: Select the membership type you would like for the selected members and click 'Add to Renew with Selected Membership type.

The members will be moved over to the right-hand column as memberships ready to renew.

STEP 9: Complete steps 5-7 for each membership type you need to renew.

STEP 10: Once you've moved all the memberships you would like to renew over to the right-hand column, click the blue 'Continue to Renew' button.

STEP 11: The memberships you've selected to renew will appear in a table for review. You may remove any memberships you do not want to renew by clicking the blue checkmarks in the 'Select' column

STEP 12: To add more members for renewal, click 'Back to Selection.'

STEP 13: To complete your renewals, click 'Renew Selected Memberships' and then 'Continue to Shopping Cart.'

STEP 14: Review your cart items and click 'Check Out' to continue to payment. You will see that the USA Swimming Member Fee is listed, as well as the LSC fee per individual.

STEP 15: Final STEP! To complete the payment process, enter your payment information and click 'Pay.' Clubs will be able to pay ACH, (not shown) or Credit Card. Please allow 5-7 days for ACH transfer's to clear. Membership renewal will show in the members' SWIMS account once USA Swimming has been paid. Credit Card payment is immediate, and ACH is 5-7 days from the time of initial payment from the club. The club will receive an email confirmation once the payment has cleared.

Shopping Cart

Return to List of Items

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.

Card number	Expiration	CVC
1298 7198 2178 1881 VISA	08 / 24	814

Country	ZIP
United States	80014

CANCEL   PAY $273.22

REMINDER: Make sure you communicate to your members who you renewed, that they still need to be in good standing if an athlete over 18, coach, official or administrator. They still need to complete annual requirements to attend practice and competition.

HOW TO RENEW TRANSFER MEMBERS

TO A CLUB THAT CHOSE BULK RENEWAL

STEP 1: *In order to be eligible for a transfer, a member must be a registered 2022-2023 USA Swimming member.*
2022 Existing Member needs to initiate the transfer according to that specific LSC procedures.
Review this link for further assistance on how to initiate a transfer How do I transfer to a different club?

STEP 2: Then LSC approves the transfer

STEP 3: The club will be able to renew the member once the member shows up in the renewal roster and follow the STEPS 6-14 in the bulk renewal guide to complete the renewal for the transfer member.

MORE QUESTIONS?

If you have any questions, please reach out to your LSC Registration Chair for assistance. Their contact information can be found here: https://www.usaswimming.org/about/lsc-governance/lsc-structure/lsc-registration-chairs