



# HOW TO BULK RENEW GUIDE

*AVAILABLE FOR CLUBS AFTER SEPT 1, 2023*





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# *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 1<sup>st</sup>, 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 GUIDE

# 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](https://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:

Password:



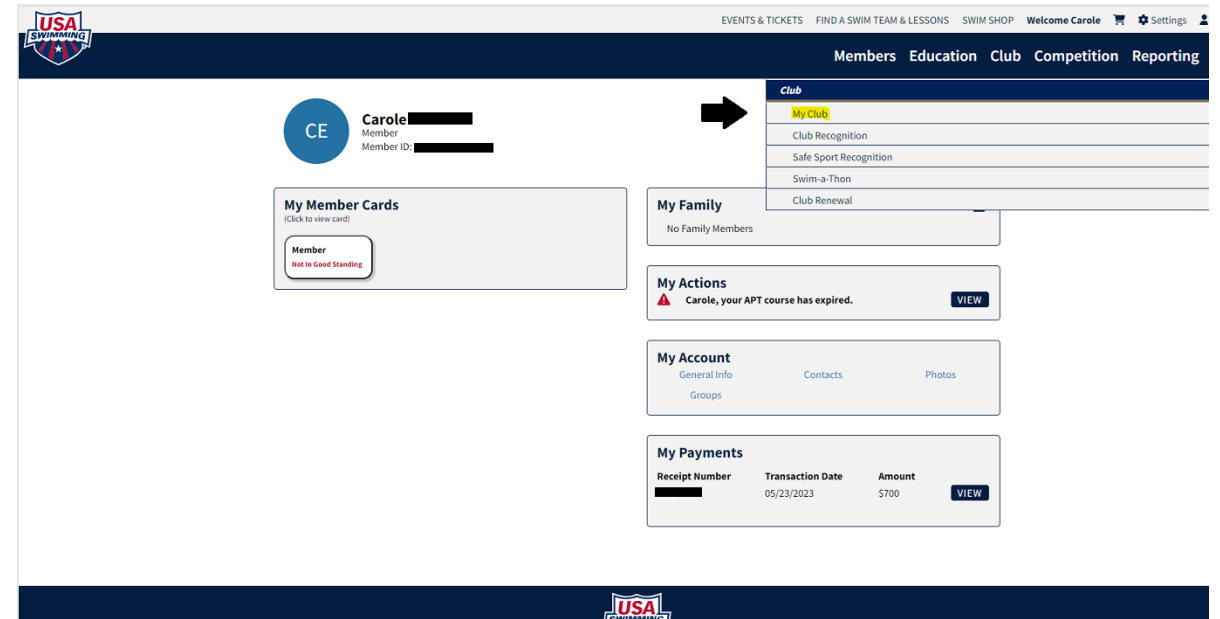
LOGIN

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.

View/Edit Club

← Back to Selection

LSC: [redacted]  
Club Code: [redacted]  
Club Name: [redacted]  
Club in Good Standing?

Profile

Team Management

Administrative

Registration

Registration Link

Bulk Renew Athletes

Bulk Renew Non-Athletes

Activate Vendor

Manage Offerings

View/Edit Club

← Back to Selection

LSC: [redacted]  
Club Code: [redacted]  
Club Name: [redacted]  
Club in Good Standing?

Profile

Team Management

Administrative

Registration

Registration Link

Bulk Renew Athletes

Bulk Renew Non-Athletes

Activate Vendor

Manage Offerings

**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.’

Current Registration Year: 09/01/2023 - 08/31/2024

- If you selected 'Yes', this club agreed to register existing athletes associated with the club from 2022 - 2023 for the current registration year.
- If you selected 'No', this club agreed to require existing athletes associated with the club from 2022 - 2023 to complete their own athlete membership renewals for the current registration year.
- Your selection is locked in for the current registration year.

Opt In to Bulk Renewing Athletes for this Club?\*

☒ Yes

Opt In Selection Last Modified By

This Club Has Opted In to Bulk Renewing Athletes

Please click 'Renew' to begin the Athlete Bulk Renewal process.

RENEW

This Club Has Opted In to Bulk Renewing Non-Athletes

Please select a Renewal Membership and click 'Renew' to begin the Non-Athlete Bulk Renewal process.

Renewal Membership\*

--

Administrator  
Apprentice Official  
Coach  
Junior Coach  
Official  
Other

**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

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	<input type="checkbox"/>
Adam		Male		15	Flex Athlete	<input type="checkbox"/>
Ryan		Male		13	Flex Athlete	<input type="checkbox"/>
Harvey		Male		11	Premium Athlete	<input type="checkbox"/>
Alec		Male		19	Premium Athlete	<input type="checkbox"/>
Louis		Male		19	Premium Athlete	<input type="checkbox"/>
Maddox		Male		9	Premium Athlete	<input type="checkbox"/>
Maris		Female		7	Premium Athlete	<input type="checkbox"/>
Alexandra		Female		19	Premium Athlete	<input type="checkbox"/>
Joseph		Male		19	Premium Athlete	<input type="checkbox"/>

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

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**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

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	<input type="checkbox"/>
Adam		Male		15	Flex Athlete	<input type="checkbox"/>
Ryan		Male		13	Flex Athlete	<input type="checkbox"/>
Harvey		Male		11	Premium Athlete	<input type="checkbox"/>
Alec		Male		19	Premium Athlete	<input type="checkbox"/>
Louis		Male		19	Premium Athlete	<input type="checkbox"/>
Maddox		Male		9	Premium Athlete	<input type="checkbox"/>
Maris		Female		7	Premium Athlete	<input type="checkbox"/>
Alexandra		Female		19	Premium Athlete	<input type="checkbox"/>
Joseph		Male		19	Premium Athlete	<input type="checkbox"/>

Memberships to Renew

0 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

No Selected Memberships

**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.

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

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

Select Renewal Membership

Renewal Membership\*

Premium Athlete

ADD TO RENEW WITH SELECTED MEMBERSHIP

CANCEL

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

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

CONTINUE TO RENEW

CANCEL

Memberships to Renew

3 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

(Premium Athlete)

(Premium Athlete)

(Premium Athlete)



**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.

Select Memberships

Competition Category

--

Min Age

Max Age

Last Membership

--

First or Preferred Name

Last Name

FILTER

CLEAR FILTER

EXIT BULK RENEW

Currently Bulk Renewing: Athlete Memberships

107 Search Results

ADD SELECTED TO RENEW

SELECT ALL RESULTS

UNSELECT ALL RESULTS

Memberships to Renew

CONTINUE TO RENEW

2 Selected Memberships

NAME (RENEWAL MEMBERSHIP)

Fayez (Premium Athlete)

Harvey (Premium Athlete)

CONTINUE TO RENEW

**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.’

Unselected Memberships

BACK TO SELECTION

107 Unselected Memberships

NAME (LAST MEMBERSHIP)

Adam (Flex Athlete)

Ryan (Flex Athlete)

Alec (Premium Athlete)

Louis (Premium Athlete)

Maddox (Premium Athlete)

Maris (Premium Athlete)

Alexandra (Premium Athlete)

Joseph (Premium Athlete)

Maxim (Flex Athlete)

Memberships to Renew

Competition Category

Min Age

Max Age

Last Membership

First or Preferred Name

Last Name

FILTER

CLEAR FILTER

Currently Bulk Renewing: Athlete Memberships

2 Search Results

NAME	MEMBER ID	COMP. CATEGORY	AGE	LAST MEMBERSHIP	RENEWAL MEMBERSHIP	SELECT
Fayez	8BA	Male	13	Premium Athlete	Premium Athlete	<input checked="" type="checkbox"/>
Harvey	2F6	Male	11	Premium Athlete	Premium Athlete	<input checked="" type="checkbox"/>

RENEW SELECTED MEMBERSHIPS

UNSELECT ALL RESULTS

EXIT BULK RENEW

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

The Selected Renewal Memberships Have Been Added to the Shopping Cart

Your selected renewal memberships have been added to the shopping cart!

Please choose between continuing to the shopping cart to complete your renewal purchases, or staying on this page and starting the process to renew more memberships.

CONTINUE TO SHOPPING CART

RENEW MORE MEMBERSHIPS

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USA

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**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.

Shopping Cart

ITEM				AMOUNT
FL - █████ Bulk Renewal - Premium Athlete Registration		Pay for this later	^	\$170.00
Fayez █████ Premium Athlete			^	\$85.00
USA Swimming Membership Fee				\$68.00
LSC Membership Fee				\$17.00
Harvey █████ Premium Athlete			v	\$85.00
Subtotal:				\$170.00

Optional

Donate to the USA Swimming Foundation

Help save lives and build champions.

Cover the \$5.39 Credit Card Transaction Fee?

You have the option to help USA Swimming cover the cost of your credit card transaction fee. Note: USA Swimming cannot accept transaction fee contributions if you are paying by e-check or debit card; only opt to cover the transaction fee if you are paying by credit card. If you also elected to donate to the USA Swimming Foundation, that transaction fee is included below.

No

☒

\$0.00

Total: \$170.00



CHECK OUT



**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](mailto:support@usaswimming.org) to check if your payment has gone through before making any new payment attempts.

Card number

1298 7198 2178 1881



Expiration

08 / 24

CVC

814



Country

United States



ZIP

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.

BULK RENEWAL GUIDE





# *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>

