

## USA Swimming – SWIMS 3.0

### Create Your New USA Swimming Account

USA Swimming members, past or present, will need to create a new USA Swimming Account. These instructions are **NOT** for registering with USA Swimming for the 2023 Membership Year or for individuals who have NEVER been registered with USA Swimming. You will use a link sent from your club to renew your registration.

- 1) From the SWIMS 3.0 landing page (<https://hub.usaswimming.org/landing>), Click on **CREATE A LOGIN**.

**LOGIN**

Please login with your username and password.

Username:

Password:

LOGIN

FORGOT PASSWORD

CREATE A LOGIN

← Click CREATE A LOGIN.

- 2) On the next screen, enter your **Email Address**, **Username**, and **Password**. Use a personal email address that is unique to you. Username is your choice - it will be your username for your new USA Swimming Account. If it is already in use, you will be prompted to select a different Username. Click on **SAVE**.

**CREATE A LOGIN**

Enter the required information below.

Email Address:

Username:

Password:

← Use an email address that is unique to you and not a shared email address. It is recommended that you use a personal email address that you won't lose access to if you change jobs.

← Specify a Username of your choice. If it is already in use, you will be prompted to select another one.

← Specify a Password of your choice; must meet the listed requirements.

- No less than 10 characters
- 1 number
- 1 special character
- 1 lowercase character
- 1 uppercase character
- Not equal to username

SAVE

← Click SAVE.

CANCEL

- 3) You will receive an email to the Email Address specified on the previous screen with a PingOne Verification Code. Check the email and enter the **Verification Code** sent (you can copy and paste this from the email). Click on **VERIFY**. Be sure not to include any leading or trailing spaces. NOTE: If you don't see the email, check your SPAM folder. If you don't receive it within a few minutes, contact the PVS Registrar (registration@pvs swim.org).

### PingOne Verification Code

PingOne <noreply@pingidentity.com> ← Email from PingOne with your Verification Code.  
to me ▾  
Your PingOne Verification Code is **u8jrhlfx**

### CREATE A LOGIN

Look for the verification email that was sent and enter the code here.

Verification Code:

**u8jrhlfx** ← Your Verification Code from the PingOne Email.

VERIFY

CANCEL

- 4) Log in to your new account using the Username and Password created in Step 2.

### LOGIN

Please login with your username and password.

Username:

Password:

LOGIN ← Click LOGIN.

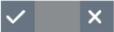
FORGOT PASSWORD

CREATE A LOGIN

5) Finalize your Login Account by linking your new SWIMS 3.0 account to your existing USA Swimming membership.

### Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership?    ← Click here to toggle this to Yes.

a) If you **know** your **NEW** USA Swimming Membership ID, enter it, and click LINK ACCOUNT.

### Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership?  **Yes**

Please note that the new Member Ids are 14 random digits and letters. The old USA Swimming Ids were 6 digits, followed by 8 letters. You should have received your new Member Id from your club or LSC. If you do not have it, click the "Use Additional Info" button.

Member Id (14 characters)\*

← If you know your **NEW** USA Swimming Membership ID enter it here and click LINK ACCOUNT.

You will be logged in to your new USA Swimming account. You should see your Member Dashboard, including links to your Member Card(s).

b) If you **don't know** your **NEW** USA Swimming Membership ID, click USE ADDITIONAL INFO. Enter your First Name, Last Name, and Birth Date to locate your **NEW** USA Swimming Membership ID.

### Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership?  **Yes**

Enter your First Name, Last Name, and Birth Date and click SUBMIT.

Legal First Name\*

Preferred Name

Middle Name or Middle Initial

Legal Last Name\*

Email Address

Birth Date\*

i) The email address(es) currently associated with your USA Swimming membership will be displayed. If you recognize the email address **AND** have access to it, click the envelope icon. Your **NEW** USA Swimming Membership ID will be emailed to the email address to the left of the envelope icon. **If you do not recognize the email address(es) listed or no longer have access to them, DO NOT click CREATE A NEW ACCOUNT. Contact the PVS Registrar ([registration@pvs swim.org](mailto:registration@pvs swim.org)) for assistance.**

### Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership?  **Yes**

Please look at the list of emails. If one of them is yours, please click the email icon to the right, and then check your email. If none of them are yours, then click the "Create New Account" button.

| EMAIL ADDRESS  |
|--|
| kell...gmail.com  |
| <input type="button" value="CREATE A NEW ACCOUNT"/>  |

Click here if you recognize the email address AND have access to it. **Otherwise, contact the PVS Registrar ([registration@pvs swim.org](mailto:registration@pvs swim.org)) for assistance.**

If you have **EVER** been registered with USA Swimming, **DO NOT** CLICK CREATE NEW ACCOUNT.

- ii) Confirm emailing your **NEW** USA Swimming Membership ID to the email address in the previous window.

Send Email? ✕

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Email Member ID

You should receive an email that provides your Member ID. Please use your Member ID to link your login account to your member record.

[SEND MEMBER ID](#) [CANCEL](#)

- iii) Your **NEW** USA Swimming Membership ID will be emailed to the email address above. You will be returned to the window to enter your **NEW** USA Swimming Membership ID and link your membership account.

### Finalize Your Login Account

Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.

Have you ever had a USA Swimming Membership?  **Yes**

Please note that the new Member IDs are 14 random digits and letters. The old USA Swimming IDs were 6 digits, followed by 8 letters. You should have received your new Member ID from your club or LSC. If you do not have it, click the "Use Additional Info" button.

Member Id (14 characters)\*



Enter your **NEW** USA Swimming Membership ID from your email. Click LINK ACCOUNT.

[LINK ACCOUNT](#) [USE ADDITIONAL INFO](#)

- 6) Once your account is successfully linked to your USA Swimming membership, your USA Swimming landing page will open.

The screenshot shows the USA Swimming user dashboard for Kelly Rowell, an Official and LSC Admin. At the top, there is a navigation bar with the USA Swimming logo and links for Events & Tickets, Find a Swim Team & Lessons, Swim Shop, Welcome Kelly, and Logout. Below the navigation bar is a dark blue header with links for Members, Club, Facilities, Competition, Groups, Reporting, and Admin. The main content area features a profile card for Kelly Rowell (KR) and a red notification banner that reads "PRODUCTION RELEASE SUCCESSFUL". The dashboard is divided into three main sections: "My Member Cards" with buttons for Official (Good Standing) and LSC Admin (Good Standing); "My Family" (No Family Members); and "My Account" with links for General Info, Contacts, Photos, and Groups.