

Registering Your Workout Group for 2014

A. L. Matysek, 10/9/2013

What is a workout group?

A workout group (also known as a “chapter” in some LMSCs) is a subset of a registered club. Some large clubs work out in several pool locations. They use workout groups to designate who swims where. Some LMSCs also host pool championships where the workout groups all compete against each other.

Registration of workout groups

Beginning with the 2014 registration year, a workout group may register with USMS. (In previous years only the parent club could register.) A workout group that registers will receive the same benefits from USMS that a club receives when it registers.

Benefits of registering a workout group

- The group will receive a club welcome kit (\$20 value)
- The group may request a free USMS rule book (\$10 value)
- The group may order a free, co-branded banner with its logo on it (\$50 value)
- The group will appear in the pull-down list when a member registers online with USMS
- The group’s designated contact may elect to receive a notification email every time a member registers with the group

Registering (“renewing”) a workout group online that is already in the database

If you are in charge of a workout group, and you want to register that workout group for 2014, for this year only you first need to contact your registrar. The registrar may need to enter some key pieces of contact information into the workout group’s record before you can register the group online.

- 1) The first thing you will need to provide to the registrar is the name and abbreviation of your workout group.

How do I know that my workout group is already in the database?

- Go to: <http://www.usms.org/reg/members/>
- Select your LMSC from the top menu; click “Submit & View Members”

- At the top of the page is a list of all workout groups in that LMSC; click any abbreviation to see more information.
- 2) Once you have found your workout group, send an email to your LMSC registrar. You can find your registrar's email address on this page of the USMS web site:
<http://www.usms.org/lmsc/lmscofficers.php>
- 3) Tell your registrar that you would like to register your workout group online, and you are requesting that he verify that the necessary setup information has been entered for your group. Provide him with the following information:
- **Workout group name**
 - **Workout group abbreviation**
 - **Parent club name**
 - **Your name**
 - **Your USMS permanent ID (optional; it's the last 5 digits of your USMS number)**
 - **Your address (city, state, zip)**
 - **Your phone**
 - **Your email address**
- 4) After the registrar has entered your setup information, you can renew your workout group by following these steps:



Click the "JOIN" button from the usms.org home page

Membership for Clubs and Workout Groups

[Register a new club or workout group or renew](#)

Select "Register a new club or workout group or renew"

Renew/Update WORKOUT GROUP

Please enter the swimmer ID for the workout group contact, along with their birthdate.

Permanent ID:

Birth Date: (MM/DD/YYYY)

Submit & Verify by Permanent ID

If you provided your permanent ID to your registrar, you may use this method to retrieve your workout group's member record

OR

Enter the email address for the workout group contact, and a verification link will be sent to the email address on file for the workout group contact.

LMSC:

Workout group contact email:

Submit & Send Verification Email

If you did not provide your permanent ID to the registrar, you may use this method to retrieve your workout group's member record. You will receive an email with a link that will allow you to renew the group.

At this point you should be able to renew your workout group for 2014. You will be able to register your workout group with a credit card (Visa, Discover, or MasterCard).

Registering a new workout group online



Click the "JOIN" button from the usms.org home page

Membership for Clubs and Workout Groups

[Register a new club or workout group or renew](#)

Select "Register a new club or workout group or renew"

Register New Workout Group

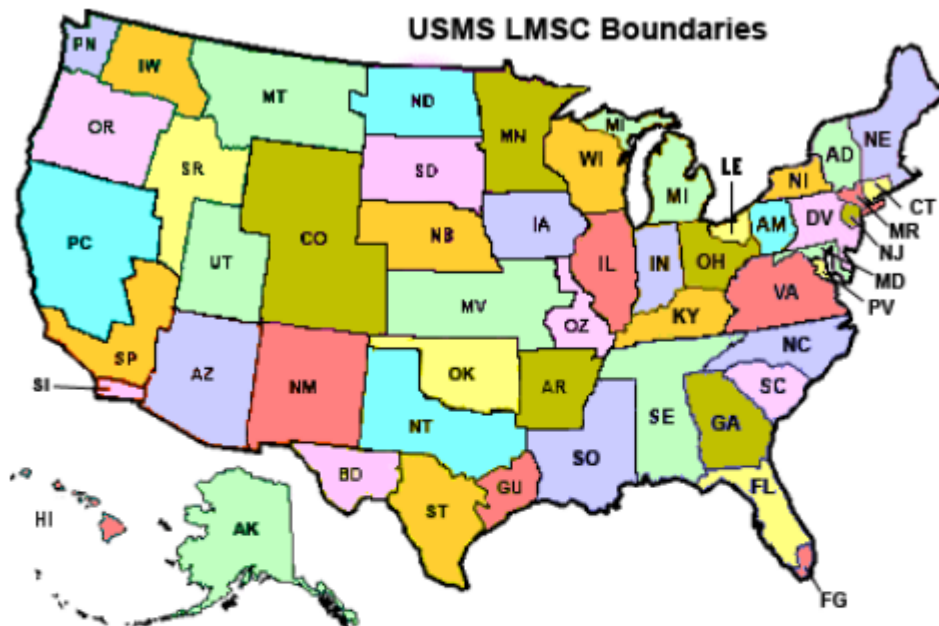
To register a new workout group, you will need to have [this information](#).

Register New Workout Group

Select "Register New Workout Group"

Select your LMSC from the pull-down menu or the map

LMSC Information



Selected LMSC:

There are 52 LMSCs, and they are subsidiaries of USMS. Select an LMSC from the map or drop down above, and your workout group will be registered under this LMSC.

Parent Club:
Colorado Masters Swimming (CMS)
Wyoming Masters Swimming Club (WMSC)

Select your parent club from the pull-down menu

At this point you should be presented with a form to fill out. You will be able to register your workout group with a credit card (Visa, Discover, or MasterCard).

Registering or renewing your workout group with a paper form

Contact your LMSC registrar if you need to register your workout group using a paper form and check. Your registrar's email address can be found here:

<http://www.usms.org/lmsc/lmscofficers.php>