



2019 Instructions for Renewing a Club or Workout Group

This year we're collecting additional details about your club during the [2019 club registration](#), which begins Monday, Oct. 1, 2018. This will allow us to provide better information within [Club Finder](#) and help members and potential members connect with your USMS registered club or workout group. Your Club Finder listing will allow you to showcase your facilities and coaches and provide a direct link for prospective members to email your club contact.

The new information (if applicable), includes your club's:

- USMS-certified coaches and adult learn to-swim instructors
- Social media accounts
- Types of swimmers your club specializes in
- Practice locations
- Gold Club application

We're excited to offer these new features to our clubs and workout groups. For a preview of club registration and step-by-step instructions, please review the 2019 Instructions for Renewing Clubs and Workout Groups below.

Thank you for all you do for U.S. Masters Swimming, we're looking forward to another successful year working together!

Your Friends in Club and Coach Services

clubandcoach@usmastersswimming.org | 941-256-8767 (SWIM)

Creating a USMS Club Login

Begin here: <https://www.usms.org/club-central/club-login>

- **Registered USMS Member:**
 - **I have created a new My USMS account** – login under the “Already Have an Account?” option with your My USMS email address and password credentials.
 - **I have NOT created a new My USMS account** – Club logins will now be via email address and password. Select the “[click here to link your club account](#)” link under the “Already Have an Account” option to get started. (see image on next page)
 - In addition, you have now created your new [My USMS account login](#).
 - After you have created your account, you will login under the “Already Have an Account?” option with your email address and password.
- **If you aren't a USMS member and a 2018 club admin:**
 - Select the “[click here to link your club account](#)” link under the “Already Have an Account” option to get started. (see image on next page)
 - After you have linked your account, you will login under the “Already Have an Account?” option with your email address and password.
- **If you aren't a USMS member, have not previously registered a club and this is your first time:**
 - Simply create an account login under the “Create a New Account” option with your email address and confirmed password.

Continue to next page to see the club login screen...

Club Login

We have updated our club registration process to gather more information about your club, which will make it easier to connect current and potential members with your club. [Check out this tutorial](#) introducing the new registration process and flow.

Club admins who have already converted their new My USMS account, enter your email address and password here.

Already Have an Account?

If you're a USMS member with a new My USMS account, or a club admin who has already created an account, please sign in below.

CONTINUE

[Forgot/Reset Password](#)

If you aren't a USMS member and a 2018 club admin, [click here to link your club account](#) and get access to manage your club.

2018 club admins who are current members and have not created a new My USMS account, or are not registered USMS members, coming here for the first time, click here to link your club account and get access to manage your club.

After you have linked your account, login with your email and password under "Already Have an Account?" moving forward.

Create a New Account

If you're not a USMS Member, simply create an account login below to get started

CONTINUE

If you aren't a USMS member, have not previously registered a club and this is your first time, enter your information here.

After you have created your account, login with your email and password under "Already Have an Account?" moving forward.

Once logged in, if you're not a registered USMS member, you'll be presented with the opportunity to register for individual membership:

[Home](#) > [Club Central](#) > [Become A Member](#)

Become a Member

Would you like to become a USMS Member?

Select "Sign Me Up!" to register for individual membership

Sign me Up!

Maybe Later

You are not required to be a USMS Member to manage a club. However, USMS membership [comes with many member benefits](#).

Please don't ask again.

Select "Maybe Later" to be re-directed to your Club Dashboard

Renewing your Club or Workout Group

Club Dashboard

Select Your Club or Workout Group

Your Club Dashboard will display the current club(s) and/or workout group(s) that you manage.

Select the program you would like to renew.

SRQX

+ Add a New Club or Workout Group

You will also have the option to add a new club or workout group to manage

At this point you should be presented with a form to fill out. Please review and update your club information in each of the sections below, clicking Save & Continue as you go. You'll be able to re-open and edit individual sections later if needed. Be sure to save any changes within each section.

[Home](#) > [Club Central](#) > [Club Dashboard](#) > [Add Or Edit Your Club](#)

Add or Edit Your Club

Please enter your club information in each of the sections below, clicking Save & Continue as you go. You'll be able to re-open and edit individual sections at a later date if needed. Be sure to save any changes within each section. Once you've completed and reviewed all your club information, click Submit Payment at the bottom of the form.

- ① Club Name
- ② Club Detail
- ③ Club Contact
- ④ Coach
- ⑤ ALTS Instructor
- ⑥ Location
- ⑦ Gold Club

#1 Club Name

① ✓ Club Name

* Select Your Local Chapter (LMSC) ?

* Club Name

* Club Abbreviation ?

Save & Continue

Except for Club LMSC and abbreviation, you can make changes to any section.

② ✓ Club Detail

* Club Description ?

* Practice Details ?

New Member Notification ?

#2 Club Detail continued

Tell us more about your club

- Regional club
- Swimmer capacity is limited
- Workout groups allowed
- Participates in April is ALTS Month
- Do not display on website
(For example, if your club is not a public location)

By selecting regional club, any Coach, Location, ALTS Instructor and/or Gold Club data will be removed from this club.

Does Your Club Have a Particular Focus?

(Check all that apply)

- Adaptive
- Beginner
- Competitive
- Fitness
- Learn to swim
- Triathlon

Will you join us in **going GREEN?** Leave this option unchecked and view the Rule Book online.

- I would like a printed USMS Rule Book

#2 Club Detail continued

Customize Your Club Listing

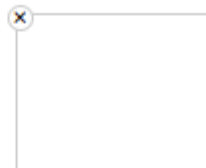
Enter the URL for Your Club Website. Copy and paste the fully URL (including http:// or https:// from a browser to make sure it is accurate.

Add Your Social Media Links

[Save & Continue](#)

Fill in your club's website, by entering the full URL (ie. <https://www.usms.org>)

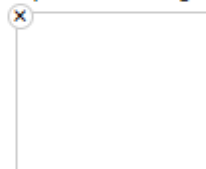
Upload Your Club Logo



[Choose...](#)

Dimensions: 250 x 180 pixels
Format: JPG, PNG, GIF
Max file size: 1.0mb

Upload a Background Image



[Choose...](#)

Dimensions: 1200 x 480 pixels
Format: JPG, PNG, GIF
Max file size: 3.5mb

Fill in your club's social sites, by entering the tail end of the URL

Example:

Full URL: <https://www.facebook.com/USMastersSwimmingFanPage>

Only enter - [USMastersSwimmingFanPage](#)

#3 Club Contact

3 ✓ Club Contact

Enter Your USMS Member ID 

If the club contact is a registered USMS member, enter their member ID. (5 digit sequence of numbers and letters that can be found on a membership card)

If you don't have one, leave this space blank

* First Name

* Last Name

* Primary Email Address 

* Primary Phone Number

Enable text notifications

The previous club contact's information will pre-populate in these fields.

If you have a new or updated club contact information, please update it here.

#4 Coach (if applicable)

④ ✓ Coach

Add A Coach

Select "Add A Coach" to search the database of USMS certified coaches.

You'll be able to add multiple USMS certified coaches to your program.

SRQX Coaches

Save & Continue

④ ✓ Coach

Lookup by First and/or Last Name

Lookup by Member ID ⓘ

SRQX Coaches

Save & Continue

You'll be able to look up a USMS certified coach by either their First and/or Last name, or by looking up their Member ID (5 digit sequence of numbers and letters that can be found on a membership card)

#5 ALTS Instructor (if applicable)

⑤ ✓ ALTS Instructor

Add An ALTS Instructor

Select "Add An ALTS Instructor" to search the database of USMS certified instructors.
You'll be able to add multiple USMS certified ALTS instructors to your program.

SRQX ALTS Instructors

Save & Continue

⑤ ✓ ALTS Instructor

Lookup by First and/or Last Name

Lookup by USMS Member ID ?

SRQX ALTS Instructors

Save & Continue

You'll be able to look up a USMS ALTS instructors by either their First and/or Last name, or by looking up their Member ID (5 digit sequence of numbers and letters that can be found on a membership card)

#6 Location

6 ✓ Location

* Enter Your Location Name [?](#)

* Street Address

* City

* State

* Zip Code

Facility Type

(Select all that apply)

Indoor

25 meter

25 yard

50 meter

Other

Outdoor

25 meter

25 yard

50 meter

Other

Open Water

Lake

Ocean

Reservoir

River

After you've entered your location information, click the button below to save the location.

Add Location

Fill in your club's facility or open water venue name, address and other applicable details.

#7 USMS Gold Club Designation - You'll be able to answer questions to see if your club meets the requirements for the [USMS Gold Club Designation](#).

⑦ ✓ Gold Club

Answer the following questions to see if you qualify for the Gold Club Designation.

- We offer a free USMS trial membership for new members
- We require USMS membership
- We have participated in Try Masters Swimming Week or are willing to participate in Try Masters Swimming Week
- We have a link to USMS registration on our website or Facebook page
- We have a USMS logo listed on our website or Facebook page
(For example, if your club is not a public location)
- We participated in at least one Fitness Series event

Select all that apply to your club

Save & Continue

If you're finished entering your club information, please enter your payment information below. (You will be able to pay with a Visa, Discover, MasterCard or American Express credit cards)

Finish & Pay

If you're finished entering your club information please enter your payment information below. You can log in to Club Manager at any time to update your club details.

Total charges consist of a national fee and a local LMSC fee.
The 2019 national fee for club and workout registration is \$45.

USMS Club Membership Fee:	\$45.00
LMSC Fee:	\$11.00
Total charge:	\$56.00

Name

Number

CVV

Expiration

Zip

I agree that all information I am providing is factual. I understand that this membership is non-refundable, non-transferable, and expires on December 31, 2019.

SUBMIT PAYMENT

You can log in to Club Manager at any time to update your club details.

Registering or renewing your club or workout group with a paper form

Contact your LMSC registrar if you need to register your club or workout group using a paper form and check. Your registrar's email address can be found here: <http://www.usms.org/lmsc/lmscofficers.php>

Still have questions?

Contact Club and Coach Services via email clubandcoach@usmastersswimming.org or call 941-256-8767 (SWIM).