



2020 Instructions for Renewing a Club or Workout Group Online

This year we're collecting additional details about your club during the [2020 club registration](#), which opens Monday, Oct. 1, 2019. This will allow us to provide better information within [ClubFinder](#) 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:

- Details on your workout group's membership
- Practice times and locations
- Workout group website
- Social media accounts
- Workout group logo
- An image of your workout group
- Workout group contact information
- Workout group USMS-certified coaches and adult learn-to-swim instructors
- Gold Club/Workout group 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 2020 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 2019 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.

Upon completion of creating your MyUSMS account and if your program is still not showing up on your club dashboard, please contact clubandcoach@usmastersswimming.org to link the club to the login.

Club Login

We've updated our club registration process to make it easier to connect current and potential members with your club. If you haven't registered your club for 2019, [check out this tutorial](#).

Register or Update My Club

I'm a club contact and have a My USMS account or club contact login.

GO!

[Forgot/Reset Password](#)

Create a Club Contact Login

I'm **not** a USMS member and I need to create a club contact login to register my club.

GO!

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.

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

2019 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.

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!

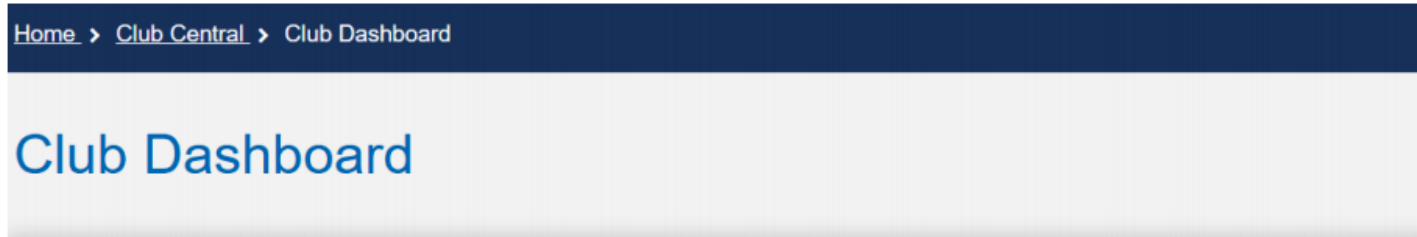
Maybe Later

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

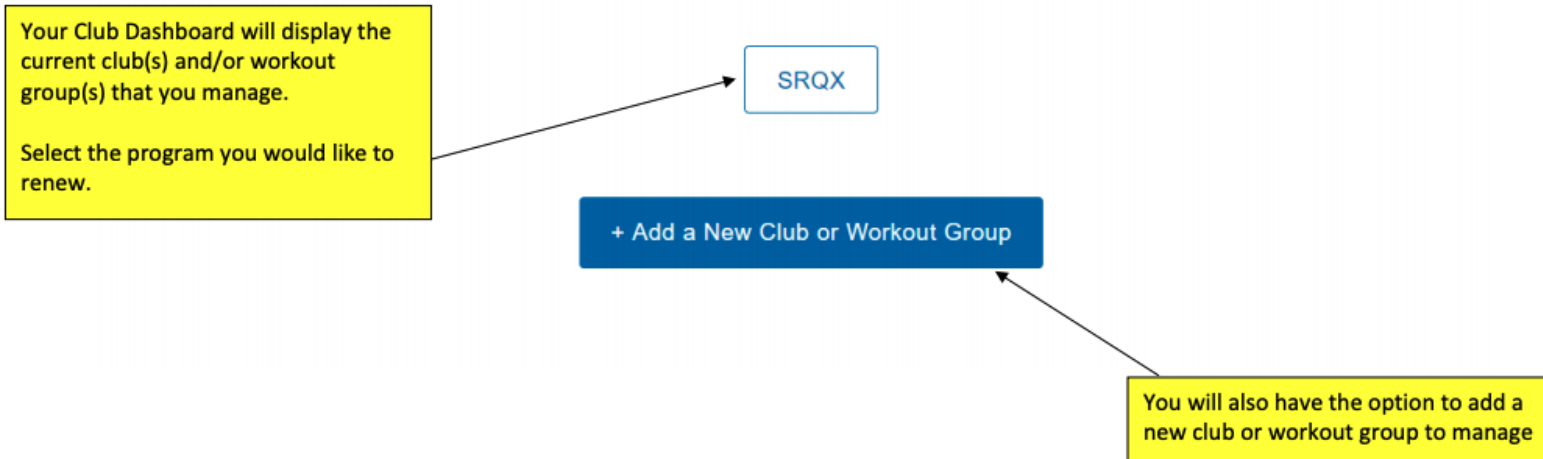
Please don't ask again.

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

Renewing your Club or Workout Group



Select Your Club or Workout Group



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.

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/Instructor

⑤ Location

⑥ Gold Club

#1 Club Name

① ✓ Club Name

* Select Your Local Chapter (LMSC) ⓘ

* Club Name

* Club Abbreviation ⓘ

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

② Club Detail ✓

* Club Description ?

* Practice Details ?

New Member Notification ?

* What is the total number of swimmers in your club? ?

* Do you currently use or plan on using USMS' liability insurance?

Yes No

#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

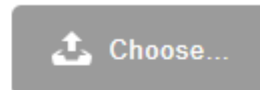
Enter the URL for Your Club Website. Copy and paste the fully URL (including http:// or https:// from a browser to make sure it is accurate.

Add Your Social Media Links

Save & Continue

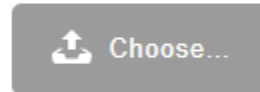
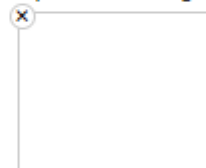
Fill in your club's website, by entering the full URL (ie. https://www.usms.org)

Upload Your Club Logo



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

Upload a Background Image



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 ?

* First Name

* Last Name

* Address

* City

* State

* Zip Code

* Primary Email Address ?

* Primary Phone Number

Enable text notifications

Save & Continue

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

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/Instructor (if applicable)

4 Coach/Instructor ✓

In order to appear in this section, the USMS-Certified Coach or ALTS Instructor must be a current USMS member. If your coach does not renew their membership before January 1, your club could lose its Gold Club badge and status.

Cancel

Lookup by First and/or Last Name

Select "Add A USMS-Certified Coach or ALTS Instructor to search the database of USMS-Certified Coach and ALTS Instructor.

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

#6 Location

5 Location ✓

Cancel

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

* Enter Your Location Name ?

* Street Address

Enter a location

(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

Facility Type

Location Type

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

Confirm Location

Cancel

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

6 Gold Club ✓

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

- | Yes | No | |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | We have a USMS Certified Coach or ALTS Instructor |
| <input type="radio"/> | <input type="radio"/> | We offer a free USMS trial membership for new members |
| <input type="radio"/> | <input type="radio"/> | We require USMS membership |
| <input type="radio"/> | <input type="radio"/> | We are planning to participate in Try Masters Swimming Month - July 1 - 31, 2020 |
| <input type="radio"/> | <input type="radio"/> | We have a link to USMS registration on our website or Facebook page |
| <input type="radio"/> | <input type="radio"/> | We have a USMS logo on our website or Facebook page |
| <input type="radio"/> | <input type="radio"/> | We are planning to participate in at least one Fitness Series event |

Select Yes/No on those that may apply to your club or workout group.

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)

Total charges consist of a national fee and a local LMSC fee.

The 2019 national fee for club and workout registration is \$45.

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.

USMS Club Membership Fee:

\$56.00

Cardholder Name

Credit Card Number

CWV

Expiration

Zip

I agree that all information I am providing is factual. I agree to the U.S. Masters Swimming [Privacy Policy](#). I understand that this membership is non-refundable, non-transferable, and expires on December 31, 2020.

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).