



2021 Instructions for Renewing a Club or Workout Group Online

This year we're collecting additional details about your club during the [2021 club registration](#), which begins Thursday, Oct. 1, 2020 at 10AM EDT. 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 biggest changes are related to the club contact and coach/instructor sections. Now all club contacts are required to have a My USMS account. This does a few things currently to assist in the club contact experience: it eliminates the need to input the first name, last name, email address, and phone number in the system twice during the registration flow, it helps verify the club contact email address is input correctly as there is an email verification/password set up step, and it allows the club contact to manage their email preferences related to club communication. This will also help pave the way for future enhancements as we build out the club dashboard and the functionality in there. Please read more about this on page 2.

The second major enhancement is the club's choice to publicly display certain information on their [Club Finder](#) page.

There are two types of club contacts: USMS members and non-USMS members.

As we have in past years, we will continue to collect relevant information to populate your Club Finder page and assist with logistics throughout the registration year. This information includes but is not limited to, your club or workout groups:

- USMS-certified coaches and adult learn to-swim instructor
- Social media accounts
- Types of swimmers your club specializes in
- Club/Workout Group details
- 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 2021 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 “[Register or Update My Club?](#)” option with your My USMS email address and password credentials.
- **I have a My USMS account but I don’t know my password:**
 - You [can reset your password here](#).
- **If you aren’t a USMS member, but have previously registered a club** – login under the “[Register or Update My Club?](#)” option with your My USMS email address and password credentials.
- **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 Club Contact Login](#)” option with your name, email address, phone number 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 admins who have a My USMS account, enter your email address and password here. You can also reset your password in this section.

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 2020, [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 "Register or Update My Club" moving forward.

Once logged in, if you not see the abbreviation of your club or workout group, please reach out to clubandcoach@usmastersswimming.org before proceeding to ensure you are renewing your club/workout group instead of creating a new one.

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

[Home](#) > [Club Central](#) > Club Dashboard

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

If you not see the abbreviation of your club or workout group, please reach out to clubandcoach@usmastersswimming.org before proceeding to ensure you are renewing your club/workout group instead of creating a new one.

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.

Register, Renew, or Edit Your Club and Workout Group

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 ?

Save & Continue

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

② Club Detail ✓

* Is your club currently operational and offering in-person workouts?
(Please update your club details and practice times to reflect this change)

Yes No

* Club Description [?](#)

* Practice Details [?](#)

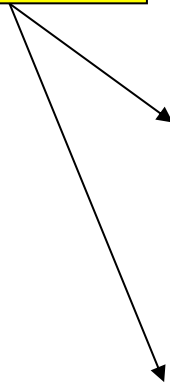
Email address to receive new member notifications [?](#)

* What is the total number of swimmers in your club? [?](#)

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

Yes No

These details populate your page on the USMS Club Finder database.




Please fill this section out if you would like to receive notifications whenever a swimmer affiliates with your club/workout group during registration.



#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
- Open Water
- Triathlon

#2 Club Detail continued

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

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.

<https://www.yourclub.com>

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

Add Your Social Media Links

<https://www.facebook.com/>

<https://www.twitter.com/>

<https://www.instagram.com/>

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 ✓

* Select Your Contact Type

 ▼

- **I'm The Contact**

- *This will pull your information from your MyUSMS account.*
- *If you choose to not use the email tied to their My USMS account as the club contact email. Instead, you want to use a generic club email, you would go into the club registration and select "Club Contact is Not a USMS Member". From there, you would be able to select a first name, last name, email, and phone number. These could all be generic club items but you would need to make sure the email address is one that people check.*

- **Another Member Is The Club Contact**

- *Please search the USMS Membership Database for the club contacts information.*
- *Upon completing this, the new member will receive an email notifying them that they are the new club contact and will now be granted permission to access the page.*

- **Our Club Contact Is Not A Member**

- *Please enter the club contact's information in the applicable fields. They will receive a confirmation email to create their MyUSMS account from here.*

Club Contact Privacy Preferences

Select any privacy preferences here related to the listing of information as the Club Contact.

USMS website club page privacy preferences

- Display my name on the USMS website club page
- Display my email address on the USMS website club page
- Display my phone number on the USMS website club page

#4 Coach/Instructor (if applicable)

④ Coach/Instructor ✓

When you enter a coach who is a USMS member, it will display their USMS-Certified Coach or ALTS Instructor credentials below and render those badges on the club detail page, which help you achieve the Gold Club designation. When you enter a non-member coach, it will only be displayed on this registration page. You can enter as many member and non-member coaches as you would like.

Add a coach that is a USMS member

Add a coach that is NOT a USMS member

Select whether the coach/instructor is or is not a USMS Member.

- **Adding a coach/instructor that is a USMS Member**

- *Adding your USMS certified coach/ALTS instructor through this portal populates the corresponding badges on your club finder page.*

④ Coach/Instructor ✓

When you enter a coach who is a USMS member, it will display their USMS-Certified Coach or ALTS Instructor credentials below and render those badges on the club detail page, which help you achieve the Gold Club designation. When you enter a non-member coach, it will only be displayed on this registration page. You can enter as many member and non-member coaches as you would like.

Cancel

Lookup by First and/or Last Name

You'll be able to look up a USMS certified coach by their First and/or Last name. The city will also display for you to confirm that this is the correct member.

- **Adding a coach/instructor that is not yet a USMS Member**
 - *Coaches of Masters Programs are encouraged to become USMS members.*
 - *In this section, please include your coaches' contact information.*

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Primary Email Address	
<input type="text"/>	
* Primary Phone Number	
<input type="text"/>	
<input type="button" value="Add NonMember Coach"/>	<input type="button" value="Cancel"/>

#6 Location

- Please enter your facility information accurately and completely.
- This section will populate the location and several applicable badges on your Club Finder page, so please make sure to fill this out properly.

5 Location ✓

Cancel

* Enter Your Location Name ?

Name required

* Street Address (must select from the dropdown, do not copy and paste!) ?

(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 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

- We have a USMS Certified Coach or ALTS Instructor
- We offer a free USMS trial membership for new members
- We require USMS membership
- We are planning to participate in Try Masters Swimming Month - July 1 - 31, 2021
- We have a link to USMS registration on our website or Facebook page
- We have a USMS logo on our website or Facebook page
- We are planning to participate in at least one Fitness Series event

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.

USMS Club Membership Fee:

\$60.00

Cardholder Name

Credit Card Number

CVV

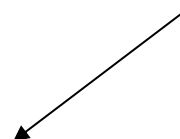
Expiration

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

The 2021 Unified USMS fee for club and workout registration is \$60.



You can log in [to the Club Dashboard](#) 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).