2022 Instructions for Renewing a Club or Workout Group Online

This year we're collecting additional details about your club during the 2022 Club & Workout Group Registration, which begins Oct. 1, 2022 at 10AM. 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 location sections. Now all club contacts are required to have a verified 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. The location section has been updated to begin collecting more robust information about facilities that are operating USMS clubs and workout groups.

There are two types of club contacts: USMS members and non-USMS members – both need to be verified.

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
- Facility Location & Pool Configuration
- 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 2022 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!

Please feel free to reach out to us at clubandcoach@usmastersswimming.org.

Updated 9/30/2021
Creating a USMS Club Login

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

• Registered USMS Member:
  o **I have created a new My USMS account** – login under the “Register – Renew – Update 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 – a MyUSMS account has been created for your email address. You can reset your password here.

• If you aren’t a USMS member, have not previously registered a club and this is your first time:
  o 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.*
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.

Club admins who have a My USMS account, enter your email address and password here. You can also reset your password in this section.

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:

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

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.

Select Your Club or Workout Group

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

If you do 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
You can make changes to your Club Name at any time. LMSC affiliation and Club Abbreviation are unable to be edited.

Beginning in 2022, all clubs and workout groups must have unique abbreviations. If you are receiving an error, please reach out to clubandcoach@usmastersswimming.org

Select Your Local Chapter (LMSC)

- Florida

* Club Name

- SRQ Masters Swimming

* Club Abbreviation

- SRQX

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

These details populate your page on the USMS Club Finder database.
By selecting regional club, any Coach, Location, ALTS Instructor and/or Gold Club data will be removed from this club.
#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

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

- **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 will need to verify the email you input in this section through an email verification.

- **Someone else is the club contact**
  - Please search the USMS Membership Database for the club contacts information if they are a member of USMS.

- **Our Club Contact Is Not A Member**
  - Please use the “Someone else is the club contact” button and add their name and contact information. Please note that this information must be verified through the verification email sent to the new club contact. The registration will not be complete until the MyUSMS account is set up.

**Club Contact Information Privacy Preferences**

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

Or Add a New Coach

Add a Coach

* First Name

* Last Name

* Primary Email Address

* Primary Phone Number

* City

* State

Accept  Cancel
• 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.

1. First enter your facility name and location.

Beginning typing the street address of the pool and then select address from dropdown of Google Verified Addresses.
2. Enter your facility’s pool information

3. Enter the configuration/layout of the pool

Is your pool USMS Verified? Please check this box if the distance for the listed pool configuration has been measured and submitted to and verified by USMS so it can host sanctioned events be used to break records. If you are not sure of the date, please enter 1/1/1111

Enter the name of each pool at your facility. If there are multiple pools, please enter this information here.

Enter the configuration/layout of each pool at your facility. If there are multiple configurations/layouts, please enter this information here.
#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.

*Please note that the information in this section is used for interest lists for opting into initiatives throughout the year.*

Gold Club

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

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Save & Continue
The 2022 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).