



2023 Instructions for Renewing a Club or Workout Group Online

****2023 - no major changes have been made to the Club Registration Workflow - information below is regarding changes made last year which are still part of the club and workout group registration workflow****

In 2022, we began collecting additional details about your club during the your [Club & Workout Group Registration](#). 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 [2023 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.

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 – 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:**
 - 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) ⓘ

Florida ▼

* Club Name

SRQ Masters Swimming

* Club Abbreviation ⓘ

SRQX

Save & Continue

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

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 ?

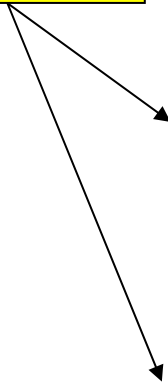
Email address to receive new member notifications ?

* 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
- LGBTQ+
- 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 ✓

- I'm the club contact
- Someone else is 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

Save & Continue

- **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

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

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
<input type="text"/>	<input type="text"/>
* Primary Email Address ?	
<input type="text"/>	
* Primary Phone Number	
<input type="text"/>	
* City	* State
<input type="text"/>	<input type="text" value="v"/>
<input type="button" value="Accept"/>	<input type="button" value="Cancel"/>

#6 Location

⑤ Location ✓

+ Add A Location

Save & Continue

- 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.

⑤ Location ✓

Cancel

* Enter Your Location Name ⓘ

Name required

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

* Facility Type

Location Type ▾

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

Confirm Location Cancel

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

[Edit](#) [Remove](#)
USMS National Office
1751 Mound Street | Sarasota, FL 34236

* Pool or Open Water Venue Name

Body of Water

Bulkhead

After you've entered your pool information, click the button below to save and continue

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

3. Enter the configuration/layout of the pool

[Edit](#) [Remove](#)
USMS National Office
1751 Mound Street | Sarasota, FL 34236

[Edit](#) [Remove](#)
Short Course Yards Pool (Indoor pool)

* Configuration Name

* Lanes (1-50) * Length

USMS Verified ⓘ

After you've entered a pool configuration, click the button below to save and continue.

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

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

#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.

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 for 2022
- 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 virtual or fitness event.

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.

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 2023 Unified USMS fee for club and workout group registration is \$65 for early renewals, Oct 1 - Oct 31.

The Registration price for clubs and workout group registration will be \$70 from Nov 1 - Sept 30, 2023.

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).