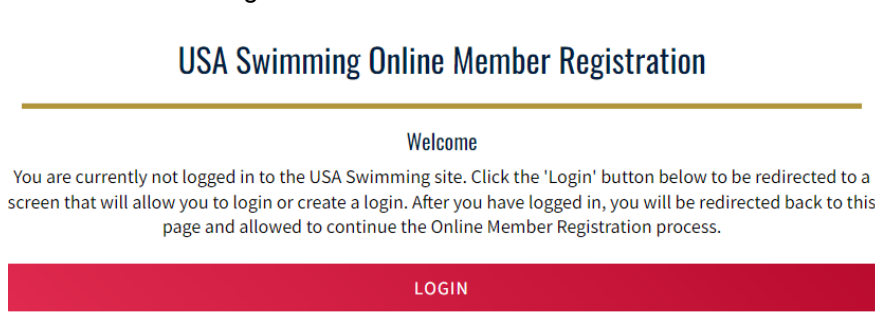


# Instructions for 2023 Registering with USA Swimming for Non-USA Swimming Parents Registering for their Child(ren)

**Please Note:** These instructions are for those parents who have never been USA Swimming members themselves and are registering their child(ren)!

Click the link to register: <https://omr.usaswimming.org/omr/welcome/070BCE1F7B8A4F>

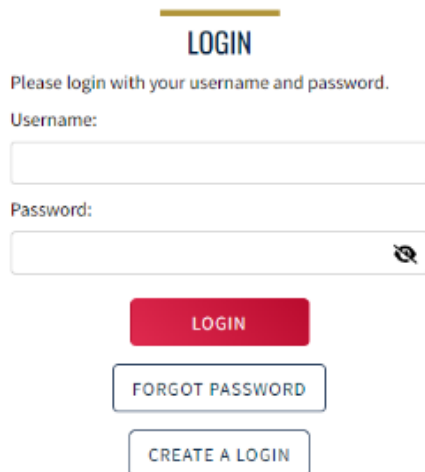
You'll see the following:



Click on *LOGIN*.

Make sure you see your club name listed!

**If you already HAVE an account with USA Swimming**, log in to that account and proceed through the process to register yourself or your children or both! At the end of the first registration that you create, you'll see the option to *Add Another Member* before you check out. You will receive an email confirmation of the registrations that you have submitted



**If you DO NOT HAVE an account with USA Swimming** you can create one from the login screen.

1. Select **Create a Login**.

Please make sure to use a personal email address instead of a shared account since this will be linked to your individual membership or account. Shared or group email addresses such as [office@abcde.com](mailto:office@abcde.com) should not be used.

### CREATE A LOGIN

Enter the required information below.

Email Address:

Username:

Password:

- No less than 10 characters
- 1 number
- 1 special character
- 1 lowercase character
- 1 uppercase character
- Not equal to username

SAVE

- You'll receive an email with a verification code. Once the verification code is entered, you'll be asked to log in using the username and password you just created.

### CREATE A LOGIN

Look for the verification email that was sent and enter the code here.



Verification Code:

VERIFY

- Then you'll be asked to select if the membership is for you or someone else. Select "The membership is for someone other than the logged-in user."

## USA Swimming Online Member Registration

Who is the membership for?

- The membership is for myself, 
- The membership is for someone other than the logged-in user 

- You will be asked if the person has ever had a USA Swimming membership. Answer this question for your child you are registering for. If they have not, continue through the following steps, without clicking yes on this box. **If you are a returning swimmer, the answer is YES.**

# USA Swimming Online Member Registration

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Who is the membership for?

- The membership is for myself, [REDACTED]
- The membership is for someone other than the logged-in user ⓘ
- Has this person ever had a USA Swimming Membership?

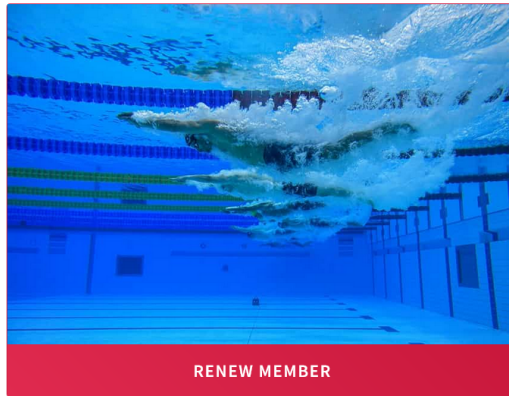
5. If your child who you are registering has had a USA Swimming membership previously, click the box to show yes. Then click on Renew Member

# USA Swimming Online Member Registration

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Who is the membership for?

- The membership is for myself, [REDACTED]
- The membership is for someone other than the logged-in user ⓘ
- Has this person ever had a USA Swimming Membership?  **Yes**



6. Fill in the name and birth date of your child and click “Search for Member.”

# Existing Member Search

← Back to Registration Entry

To search for a person who is an existing member of USA swimming, enter the member's first name, last name, and birth date. If you are unable to locate the member, click 'Back to Registration Entry' and choose the 'Create New Membership' option for the registrant.

Legal First Name*	Legal Last Name*	Birth Date*
<input type="text"/>	<input type="text"/>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
<input type="button" value="CLEAR FORM"/>	<input type="button" value="SEARCH FOR MEMBER"/>	

- When you see the result showing your child's information, click on their name. It will be in blue. If no results were returned for your child's name and birth date, STOP and please email [registrar@ozarkswimming.com](mailto:registrar@ozarkswimming.com) to verify your child's info.

# Existing Member Search

← Back to Registration Entry

To search for a person who is an existing member of USA swimming, enter the member's first name, last name, and birth date. If you are unable to locate the member, click 'Back to Registration Entry' and choose the 'Create New Membership' option for the registrant.

Legal First Name*	Legal Last Name*	Birth Date*
<input type="text" value="John"/>	<input type="text" value="Doe"/>	January <input type="text"/> 10 <input type="text"/> 2006 <input type="text"/>
<input type="button" value="CLEAR FORM"/>	<input type="button" value="SEARCH FOR MEMBER"/>	

1 Search Result

Hide Filters

MEMBER NAME	BIRTH DATE	LAST MEMBERSHIP	MEMBERSHIP YEAR
		Non-USA Swimming Membership - (Non-USAS)	

- Complete the steps to complete registration and payment for your child.

# USA Swimming Online Member Registration

Registration For:  
[Redacted]

- \* **About Member**
- × Member Contact  
(complete other steps first)
- × Membership  
(complete other steps first)
- × Ethnicity  
(complete other steps first)
- × Gender  
(complete other steps first)
- × Member Summary  
(complete other steps first)

## About Member

Legal First Name\*  
[Redacted]

Legal Middle Name\*  
[Redacted]  
 Member does not have a Middle Name ⓘ

Member is a US Citizen?\*

Yes  No

Legal Last Name\*  
[Redacted]

Suffix  
[Dropdown]

Birth Date\*  
[Redacted]

Preferred Name  
[Redacted]

9. At the end of the first registration that you create, you'll see the option to *Add Another Member* before you check out. You will receive an email confirmation of the registrations that you have submitted.

That's all there is to it! The username and password you entered in step 1 is the login for your new account.