



2024 Club and Workout Group Registration

Clubs are the lifeblood of USMS. They provide everyday connections with many of our members and serve as USMS ambassadors.

To help serve our clubs and our members to the highest level, we ask for close to 50 pieces of information from our clubs. This allows us to provide better information within Club Finder and help members and potential members connect with your 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.

It is imperative to have accurate information about your club so we can better serve and promote you. This information also helps us feature clubs for campaigns like our [Try Masters Swimming](#) campaign, triathlete campaigns, or geo-targeted promotions.

Review the step-by-step instructions in this tutorial for a preview of club registration, and here are some helpful pages to get you ready:

- [Information to have ready for the registration process](#)
- [2023 club registration updates](#)
- [Club contact information](#)

There's a ton of great stuff here, but if you didn't find what you're looking for, or you did but have additional questions, we're here to help! Club and Coach Services is available via phone (941) 256-8767 or via email clubandcoach@usmastersswimming.org.

Thank you for all you do for U.S. Masters Swimming, we're looking forward to another successful year working together!

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Club and Coach Services

[U.S. Masters Swimming](#) | (o) 941-256-USMS (8767)

[Facebook](#) | [Instagram](#) | [Twitter](#)

Creating a Club Login

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

- **I'm a club contact and have a My USMS account or club contact login:**
 - Login under the “[Register or Update My Club](#)” option with your email address and password.
 - [Forgot/Reset Password](#)
- **If you are not a USMS member, have not previously registered a club and this is your first time:**
 - Simply create an account under the “[Create a Club Contact Login](#)” option.

The screenshot shows the 'Club Login' page on the US Masters Swimming website. The page features a navigation bar with 'Join', 'SEARCH', and 'LOGIN' buttons. Below the navigation bar is a breadcrumb trail: 'Home > Club Central > Club Login'. The main heading is 'Club Login'. A notice states: '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 2023, check out this tutorial.' There are two main sections: 'Register or Update My Club' and 'Create a Club Contact Login'. The 'Register or Update My Club' section has fields for 'Email Address' and 'Password', a 'GO!' button, and a link for 'Forgot/Reset Password'. The 'Create a Club Contact Login' section has fields for 'First Name', 'Last Name', 'Phone', 'Email Address', 'Password', 'City', and 'Select State', a reCAPTCHA widget, and a 'GO!' button.

Upon completion of creating your My USMS 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 2023, [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.

 I'm not a robot 
[Privacy - Terms](#)

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:

The screenshot shows a registration prompt titled "Become a Member". The main question is "Would you like to become a USMS Member?". There are two buttons: a blue "Sign me Up!" button and a blue "Maybe Later" button. A yellow callout box on the left points to the "Sign me Up!" button with the text "Select 'Sign Me Up!' to register for individual membership". A yellow callout box on the right points to the "Maybe Later" button with the text "Select 'Maybe Later' to be re-directed to your Club Dashboard". Below the buttons, there is a paragraph of text: "You are not required to be a USMS Member to manage a club. However, USMS membership comes with many member benefits." and a checkbox labeled "Please don't ask again.".

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

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

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.

Registering or Renewing

Home > Club Central > Club Dashboard

Club Dashboard

Here are some helpful pages to get you ready for the 2023 club registration

- [Information to have ready for the registration process](#)
- [2023 club registration updates](#)
- [Club contact information](#)

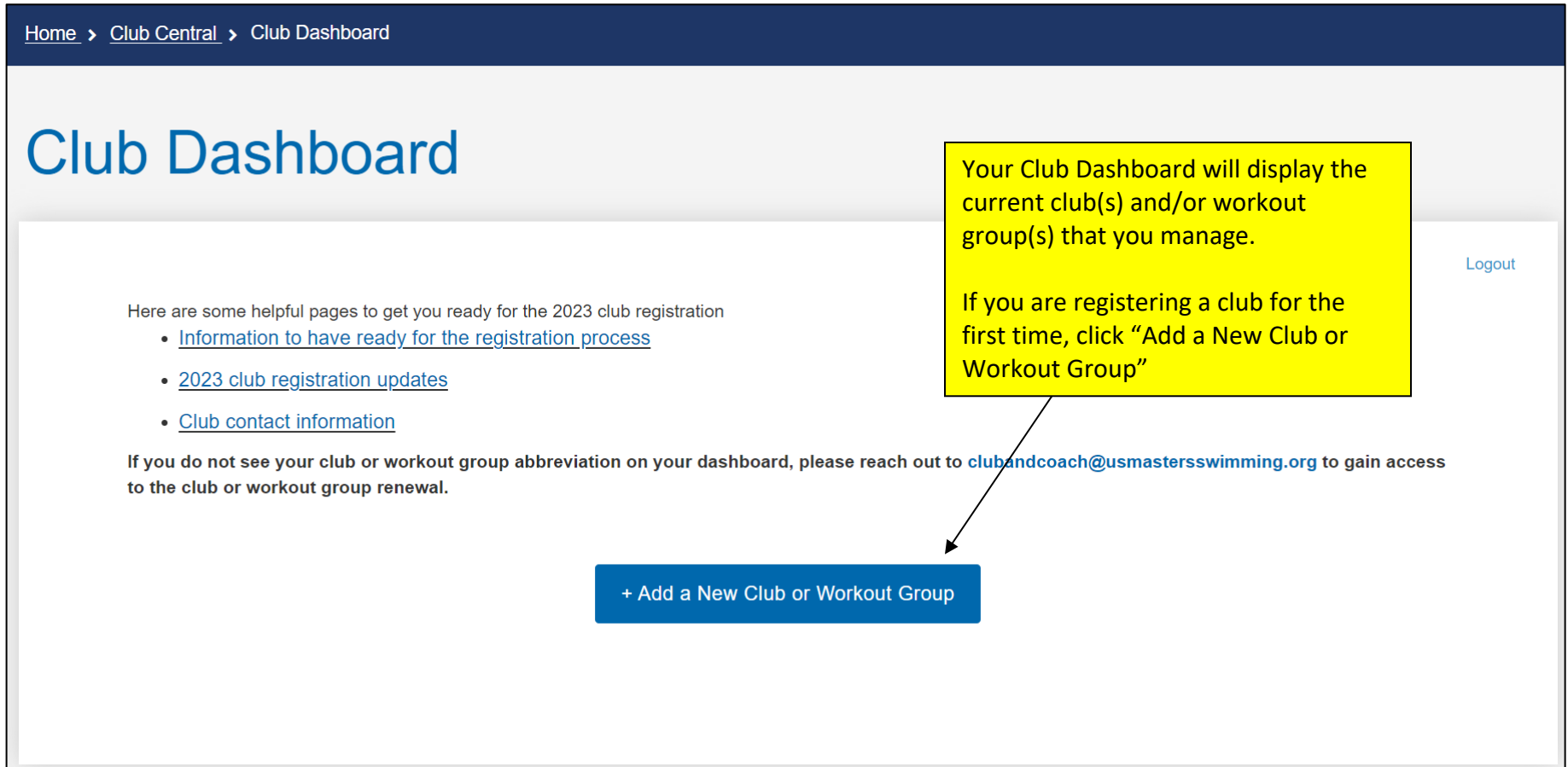
If you do not see your club or workout group abbreviation on your dashboard, please reach out to clubandcoach@usmastersswimming.org to gain access to the club or workout group renewal.

Logout

Your Club Dashboard will display the current club(s) and/or workout group(s) that you manage.

If you are registering a club for the first time, click “Add a New Club or Workout Group”

+ Add a New Club or Workout Group



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.

Club Dashboard

Logout

Here are some helpful pages to get you ready for the 2023 club registration

- [Information to have ready for the registration process](#)
- [2023 club registration updates](#)
- [Club contact information](#)

If you do not see your club or workout group abbreviation on your dashboard, please reach out to clubandcoach@usmastersswimming.org to gain access to the club or workout group renewal.

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

WOCR1 SEP12

Parent Club
Not Registered

Workout groups cannot renew until their parent club is registered.

+ 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.

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.

Home > Club Central > Club Dashboard > Club Edit

Register, Renew, or Edit Your Club or Workout Group

Please review your club information in each section below. Clicking Save & Continue will proceed to the next section. Except for the LMSC and Club Abbreviation fields, you can make changes to any section. Be sure to save changes within that section. Once you're finished reviewing and/or updating 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

Finish & Pay

If you're finished entering your club information please enter your payment information below. You can log in to the Club Dashboard at any time to update your club details.

USMS Club Membership Fee:
\$0.00

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, 2024.

SUBMIT PAYMENT

#1 Club Information

For new registrations - Enter the LMSC you will be registering in, your club's name and preferred abbreviation.

① Club Name ✓

* Select Your Local Chapter (LMSC) ⓘ

* Club Name ⓘ

* Club Abbreviation ⓘ

[Save & Continue](#)

For renewing clubs and workout groups:

You can make edits to club/workout group name at any time.

The LMSC affiliation and abbreviation sections are greyed out and are un-editable. For renewing workout groups, the parent club section is greyed out and is un-editable.

Please reach out to clubandcoach@usmastersswimming.org if you'd like to make changes to any greyed out section.

① Club Name ✓

* Select Your Local Chapter (LMSC) ⓘ

New Jersey

* Club Name ⓘ

JPO Club 3

* Club Abbreviation ⓘ

JPOC3

Save & Continue

① Workout Group Name ✓

* Select Your Local Chapter (LMSC) ⓘ

Florida

* Select Your Parent Club ⓘ

Sarasota Sharks Masters (SHARK)

* Workout Group Name ⓘ

JPO Sept 12

* Workout Group Abbreviation ⓘ

SEP12

Save

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

② Club Detail ▾

* Club Description ?

* Practice Details ?

Email address to receive new member notifications ?

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

* What is the total number of swimmers in your club? Please add both USMS members and non-USMS members. ?

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

Yes No

* Are you affiliated with a USA Swimming club? ?

Yes No

#2 Club Detail continued

By selecting regional club, any Coach, Location, ALTS Instructor and/or Gold Club data will be removed from this club.

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)

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 full URL (including <http://> or <https://> from a browser). Once input, click the search button and it will indicate whether the site is valid (green check) or not valid (red x).

Add Your Social Media Links

Upload Your Club Logo

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

Upload a Background Image - to appear on the Club Finder page

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

I'm The Contact

- *This will pull your information from your My USMS 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.*

3 Club Contact ✓

I'm the club contact

Someone else is the club contact

Display the club contact's name on the USMS website club page

Display the club contact's email address on the USMS website club page

Display the club contact's phone number on the USMS website club page

Confirm

Save & Continue

Someone else if 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.

3 Club Contact ✓

I'm the club contact

Someone else is the club contact

The club contact must have a My USMS account. If they are not in the dropdown list, they will need to create an account. You can get the account creation started by clicking 'Add New' below. Once the form is completed, the new club contact will receive an email to finish the process and you will see them listed here as 'Account Pending'. *You will not be able to register/update your club until the new contact has completed the account set up.* After you have registered/updated your club and then it is approved by USMS, you will receive an email notifying you the new contact is done and your permissions are removed.

Search Contact:

Or Add a New Contact

[Add New](#)

USMS website club page privacy preferences

Display the club contact's name on the USMS website club page

Display the club contact's email address on the USMS website club page

Display the club contact's phone number on the USMS website club page

[Save & Continue](#)

Someone else if the club contact and need to “add new” club contact who is not a member.

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

3 Club Contact ✓

I'm the club contact

1 Someone else is the club contact

The club contact must have a My USMS account. If they are not in the dropdown list, they will need to create an account. You can get the account creation started by clicking 'Add New' below. Once the form is completed, the new club contact will receive an email to finish the process and you will see them listed here as 'Account Pending'. *You will not be able to register/update your club until the new contact has completed the account set up.* After you have registered/updated your club and then it is approved by USMS, you will receive an email notifying you the new contact is done and your permissions are removed.

Search Contact:

Or Add a New Contact

2 Add New

* First Name

* Last Name

* Primary Email Address ⓘ

* Primary Phone Number

* City

* State

Accept Cancel

Club Contact Privacy Preferences

USMS website club page privacy preferences

- Display the club contact's name on the USMS website club page
- Display the club contact's email address on the USMS website club page
- Display the club contact's phone number on the USMS website club page

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

#4 Coach/Instructor (if applicable)

- **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. If your coach is a non-member, they must have a My USMS login to appear in the dropdown. If they don't appear in the dropdown, you can help them create a My USMS login using the "Add a Coach" button below and an account creation email will be sent to them. You can enter as many coaches as you want. If you have multiple coaches who are USMS members, we recommend you select a Head Coach.

Lookup by First and/or Last Name

Or Add a New Coach

[Add a Coach](#)

[Save & Continue](#)

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

Search the USMS database to find USMS certified coach. If they are not in our records, you can add a coach.

- **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](#)

[Save & Continue](#)

#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

Name required
Enter your Location Name ?

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

* Facility Type

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

Confirm Location Cancel

Save & Continue

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	
<input type="radio"/>	<input checked="" 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 for 2024 (January 1-31 and August 1-31)
<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 virtual or fitness event.

[Save & Continue](#)

If you're finished entering your club information, you'll see green check marks next to each section:

Register, Renew, or Edit Your Club or Workout Group

Please review your club information in each section below. Clicking Save & Continue will proceed to the next section. Except for the LMSC and Club Abbreviation fields, you can make changes to any section. Be sure to save changes within that section. Once you're finished reviewing and/or updating 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 ✓

Finish & Pay

If you're finished entering your club information please enter your payment information below. You can log in to the Club Dashboard at any time to update your club details.

USMS Club Membership Fee:
\$70.00

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, 2024.

SUBMIT PAYMENT

Finish & Pay

Enter your payment information below. (USMS accepts Visa, Discover, MasterCard and American Express)

Finish & Pay

If you're finished entering your club information please enter your payment information below. You can log in to the Club Dashboard at any time to update your club details.

USMS Club Membership Fee:
\$70.00

Cardholder Name

Credit Card Number CVV Expiration

Zip

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SUBMIT PAYMENT

To complete and finalize your registration you will need to read and select this option that you agree that all information you are providing is factual. You agree to the U.S. Masters Swimming [Privacy Policy](#). You understand that this membership is non-refundable, non-transferable, and expires on December 31, 2024.

You can log in [to the Club Dashboard](#) at any time to manage your club details.

Still have questions?

Contact Club and Coach Services via email clubandcoach@usmastersswimming.org or call 941-256-8767 (SWIM).