

# GENERATING NEW REGISTRATION LINK FOR NEW TEAM MEMBERS.

Login to your SWIMS account. Click on Club>My Club.

The screenshot shows the USA Swimming website interface. At the top, there is a navigation bar with links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', 'Welcome Henk', 'Settings', and 'Logout'. Below this is a dark blue header with 'Members', 'Education', 'Club', 'Facilities', 'Competition', 'Groups', 'Reporting', 'Officials', 'Admin', and 'Help'. The user profile for Henk Jansen is visible, showing his role as Coach, Official, Parent, Member and his Member ID: 61AF3F7ADD354C. A dropdown menu for 'Club' is open, listing options like 'Club Details', 'My Club', 'Safe Sport Recognition', 'Swim-a-Thon', 'Club Renewal', and 'Member Insurance Information'. The 'My Member Cards' section shows 'Coach' (Not in Good Standing), 'Official' (Good Standing), and 'Member' (Good Standing). The 'My Actions' section contains two alerts: 'Henk, your APT course is going to expire in 22 days' and 'Club bulk Renewal Opt In is open for Club: Unattached', both with 'VIEW' buttons.

Click on "Registration" then "Manage Offerings." You MUST choose your offerings at the beginning of the SC season or anytime you want to add an offering you haven't offered before ie "Seasonal Athlete" for LC.

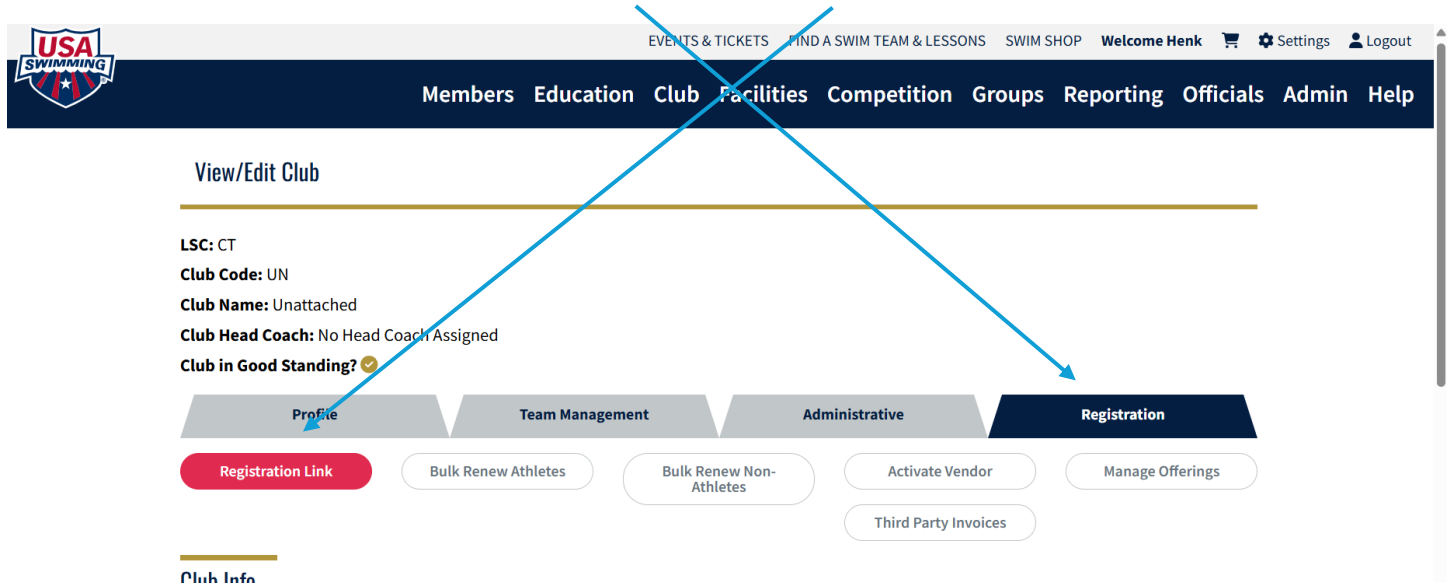
The screenshot shows the 'View/Edit Club' page. It displays club information: LSC: CT, Club Code: UN, Club Name: Unattached, Club Head Coach: No Head Coach Assigned, and Club in Good Standing? (checked). Below this is a navigation bar with tabs for 'Profile', 'Team Management', 'Administrative', and 'Registration'. Under the 'Registration' tab, there are several buttons: 'Registration Link', 'Bulk Renew Athletes', 'Bulk Renew Non-Athletes', 'Activate Vendor', 'Manage Offerings' (highlighted in red), and 'Third Party Invoices'. Below the navigation bar, the 'Manage Offerings' section is visible, showing a 'Report Period' dropdown menu set to '2025 (9/1/2024 - 8/31/2025)'.

Click on the Registration "offerings" you wish to offer. Make sure you are on the correct date range.

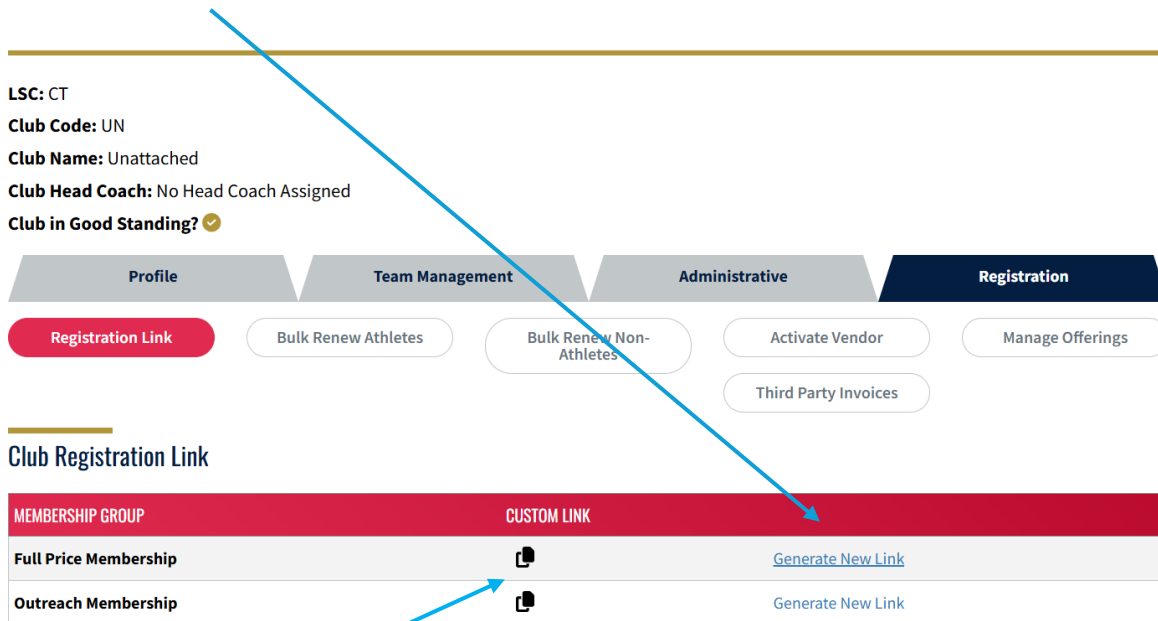
The screenshot shows the 'Manage Offerings' page. At the top, the 'Report Period' dropdown menu is highlighted with a blue circle and contains the text '2026 (9/1/2025 - 8/31/2026)'. Below this is a table with the following columns: OFFERING, REGISTRATION START DATE, REGISTRATION END DATE, and OFFERED BY CLUB?. The table lists various offering types with their respective start and end dates and a checkbox for 'OFFERED BY CLUB?'. Blue arrows point to the checkboxes for 'Administrator', 'Coach', and 'Flex Athlete'.

OFFERING	REGISTRATION START DATE	REGISTRATION END DATE	OFFERED BY CLUB?
Administrator	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Coach	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Flex Athlete	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Junior Official	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Official	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Other	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Premium Athlete	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Provisional Coach	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>
Single Meet Athlete	09/01/2025	08/31/2026	<input checked="" type="checkbox"/>

After you choose the offerings, click on Registration>Registration Link



Click on “Generate New Link”



Lastly, click on the “copy” icon and paste into an email or word doc and send to you Team.

Renewing registrants will have a “renewal” button under their USA Card on their dashboard.