

Helpful Hints for SWIMS 3.0

Member Help Documentation:

[Athlete Self-Renewal Guide \(with screenshots\)](#)
[Non-Athlete Self Renewal Guide \(with screenshots\)](#)
[How to Create a Login \(16 and Over\)](#)
[How to Create a Login \(15 and Under\)](#)
[How to Upgrade a Membership](#)
[How to Request a Transfer to a Different Club \(For Myself\)](#)
[How to Request a Transfer to a Different Club \(For My Swimmer\)](#)
[How to Register a New USA Swimming Member](#)
[How to Complete National Team Registration](#)
[How to Link a Child to More Than One Account](#)
[How to Update an Address](#)
[USA Swimming Refund Policy](#)

Club Help Documentation:

[Bulk Renewal Guide \(with screenshots\)](#)
[How to Complete Club Renewal](#)
[How to Finalize a Third-Party Batch Registration \(SWIMS Side Only\)](#)
[How to Generate an OMR link](#)
[How to Add Staff \(Head Coach, Admin, etc.\)](#)
[How to View Certificates and Requirements for Coaches](#)
[Permissions by Club Role \(Head Coach, Registrar, etc.\)](#)
[How to Update Club Information](#)
[How to Manage Membership Offerings](#)
[How to Activate a Third-Party Vendor](#)
[How to Use the Athlete Sync Feature for Vendor Rosters](#)
[How to Edit a Member's Profile](#)
[How to Transfer an Athlete or Non-Athlete to Unattached](#)
[How to Upgrade Athletes from Flex to Premium](#)
[How to Request a Meet Sanction](#)
[How to Assign Club Affiliations](#)
[Legal Entities](#)

LSC Help Documentation:

- [How to Manage Staff Members](#)
- [How to Manage LSC Offerings](#)
- [How to Manage Security Permissions \(LSC\)](#)
- [How to Manage Board Members \(LSC\)](#)
- [How to Transfer a Member \(LSC\)](#)
- [How to Set Up Staff Emails \(LSC\)](#)
- [How to Set Up a Registration Season \(LSC\)](#)
- [How to Get Unattached OMR link \(LSC\)](#)
- [How to Review Registrations \(LSC\)](#)
- [How to Access and Approve/Reject Club Applications \(LSC\)](#)
- [How to Access and Approve/Reject Club Transfers \(LSC\)](#)
- [How to Access and Approve/Reject Meet Sanctions \(LSC\)](#)

Competition Help Documentation:

- [How to Set Up Meet Hosting in OME](#)
- [How to search for meets and complete a Team Entry in OME](#)
- [How to create an Unattached Athlete entry in OME](#)
- [How to Upload Meet Results](#)

USAS University Help Documentation:

- [Coach Certification Pricing](#)
- [Bulk Certification Purchasing Instructions](#)
- [USA Swimming Refund Policy](#)
- [How to View Courses](#)
- [How to Complete a Background Check](#)

OTS Help Documentation:

- [Meet Permissions by Role](#)
- [How to Access the Officials Tracking System](#)
- [How to Add an Official to a Meet Without Their Member ID](#)
- [How to Access a Meet After Locating it via Meet Search](#)