

# To connect a member id to an existing account:

Step one: log into the current account.

Step two: under member dashboard, click on the “My family” add member icon with a person and a plus sign

The screenshot shows the USA Swimming member dashboard for Angela Monty, Coach, LSC Admin. The top navigation bar includes the USA Swimming logo, user name, and links for Events & Tickets, Find a Swim Team & Lessons, Swim Shop, Welcome Angela, and Logout. A secondary navigation bar contains links for Members, Club, Facilities, Competition, Groups, Reporting, and Admin. The main content area features a user profile for Angela Monty and a list of system messages. The 'My Member Cards' section shows 'Coach' and 'LSC Admin' both with 'Good Standing' status. The 'My Family' section, which is circled in red with a red arrow pointing to it, shows 'No Family Members' and includes an 'Add Member' icon (a person with a plus sign). The 'My Account' section provides links for General Info, Contacts, Photos, Groups, and Club Transfer. The USA Swimming logo is also present in the footer.

### Step 3: Add the new member id to the pop up box in the middle of the screen

The screenshot displays the USA Swimming member portal interface. At the top left is the USA Swimming logo. The top navigation bar includes links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', 'Welcome Angela', and 'Logout'. Below this is a dark blue navigation menu with 'Members', 'Club', 'Facilities', 'Competition', 'Groups', 'Reporting', and 'Admin'. The main content area features a user profile for 'Angela Monty, Coach, LSC Admin' with a green circular avatar containing 'AM'. Below the profile are four red notification banners: 'INCREMENTAL DATA MIGRATION IS COMPLETE', 'MULTI-FACTOR AUTHENTICATION LAUNCHING ON TUESDAY', 'FIX TO REPORTING SUNDAY NIGHT', and 'SWIMS 3.0.4 PRODUCTION RELEASE SUCCESSFUL'. A white 'Add Family Member' pop-up form is centered, containing a 'Member Id\*' input field and 'SAVE' and 'CANCEL' buttons. To the left of the pop-up is a 'My Member Cards' section with 'Coach' and 'LSC Admin' cards, both showing 'Good Standing'. To the right is a 'My Family' section with a plus icon and the text 'No Family Members'. At the bottom right is a 'My Account' section with links for 'General Info', 'Contacts', 'Photos', 'Groups', and 'Club Transfer'.

In an hour, things will be updated and your correct account information should be reflected. If it is not please send an email to [registration@wisconsinswimming.org](mailto:registration@wisconsinswimming.org) for assistance.