

Finalizing a Third-Party Registration

Please note: this process comes after you have submitted your batch registration through a connected third-party system. Any questions on that process will need to be directed to your club management vendor.

After following the vendor specific steps, a club admin will need to login to <https://hub.usaswimming.org>, click Club -> My Club -> Registration -> Third Party Invoices

View/Edit Club

← Back To Club Search
LSC [REDACTED]
Club Code [REDACTED]
Club Name: [REDACTED]
Club Head Coach: [REDACTED]
Club in Good Standing?

Profile **Team Management** **Administrative** **Registration**

Registration Link Bulk Renew Athletes Bulk Renew Non-Athletes Activate Vendor

Manage Offerings **Third Party Invoices**

Third Party Invoices

2 Invoices

THIRD PARTY CLUB REGISTRATION ID	REGISTRATION DATE	REPORT PERIOD	MEMBER REGISTRATION COUNT	
[REDACTED]	[REDACTED]	2026 (9/1/2025 - 8/31/2026)	[REDACTED]	
[REDACTED]	[REDACTED]	2026 (9/1/2025 - 8/31/2026)	[REDACTED]	

You'll see the batch you've uploaded in the grid. From here, you'll click on the edit option to the right:

Third Party Invoices

2 Invoices

THIRD PARTY CLUB REGISTRATION ID	REGISTRATION DATE	REPORT PERIOD	MEMBER REGISTRATION COUNT	
[REDACTED]	[REDACTED]	2026 (9/1/2025 - 8/31/2026)	[REDACTED]	
[REDACTED]	[REDACTED]	2026 (9/1/2025 - 8/31/2026)	[REDACTED]	

On the Edit page, you'll now see specific information submitted for the batch. It will include **Name, Member ID, Competition Category, Birth Date, the Submitted Offering Name, an Offering Name** field that allows you to change the offering if incorrect, and a **trashcan** if the member needs to be removed before purchasing.

Third Party Invoice Member Registrations

Third Party Club Registration Id: 5601
Registration Date: 04/02/2026
Report Period: 2026 (9/1/2025 - 8/31/2026)

First or Preferred Name Last Name Submitted Offering Name Display Options*

213 Member Registrations

NAME	MEMBER ID	COMP. CATEGORY	BIRTH DATE	SUBMITTED OFFERING NAME	OFFERING NAME		
		MALE	11/28/2017				
		MALE	12/05/2013				
		FEMALE	05/19/2010				
		FEMALE	02/05/2011				
		FEMALE	11/07/2012				
	View Potential Matches	MALE	11/21/2011				
	View Potential Matches	FEMALE	08/28/2014				
	View Potential Matches	MALE	02/27/2015				
	View Potential Matches	FEMALE	10/01/2010				

In the Member ID field, you may see:

1. No ID Listed – Correct for New Members
2. ID listed with no possible duplicate found by the system
3. “View Potential Matches” – displayed when an existing ID may be in SWIMS for someone that was submitted without an ID.

All **Potential Matches** should be looked at to prevent an existing member from winding up with a second ID. If you are unsure of a match, it is advisable to leave it and proceed without matching.

In the **Submitted Offering Name**, you will see the name of the offering (Premium, Flex, Outreach, etc.) that came in from the batch. This is not editable.

In the **Offering Name** field, you will see a drop down of the available offerings that are enabled for your LSC. If the **Submitted Offering Name** is incorrect, you may adjust it before sending the batch to the cart.

Once your roster is set, you will click **Check Out** in the lower left corner:

If you see this message:

This person already has this membership type for the report period. Please delete this row or select a different membership type.

It indicates that a registration for the same membership type was already processed for the same year. They must be removed using the **trashcan** to proceed.

Once the items are in the shopping cart, you will process the cart by completing the payment, and the registration(s) will be processed.

If you have any problems with completing the process, please submit a ticket to <https://swimssupport.usaswimming.org/>