



HOW TO PAY THE EMERGENCY REGISTRATION FEE:

NOTE: This guide will only work AFTER you finish registering/renewing your athlete on the USA-Swimming website.

1. Please follow this link: [Meet Reports & Emergency Registration – Arizona Swimming](#)
2. Fill out all the information on the page, including Club Code, First Name, Last Name, Email Address and Telephone number. (This would be your information as the parent/guardian)

Meet Reports & Emergency Registration

Meet Reports

Clubs may use this payment portal to remit to AZSI the meet surcharges, equipment rentals, sanction/approval fees and time trial revenue to AZSI.

Emergency Registration

Athletes entered into a meet who are not registered by the meet entry deadline are required to pay a \$20 emergency registration fee to Arizona Swimming in addition to their USA-S Registration. If you have been directed to do so by your club, please enter your information below and click on the blue "Member Registration" button to proceed.

Select Your Club Code
UN

Your First Name
Arizona

Your Last Name
Swimming

Email Address
office@azswimming.org

Enter Email Address Again
office@azswimming.org

Telephone Number
6022642443

[Member Registration](#) [Meet Report](#)

3. After you filled out the necessary information, please click the blue button marked 'Member Registration.'
4. Under 'Your Batch Number,' this is where you would put your athlete's name, if you have multiple athletes, you can type those out as well.
5. You can then proceed with filling out the form by typing the number of athletes you are paying for next to 'Number of Emergency Registrations.' The total will automatically update after you are done with that field. If it does not automatically populate, you can click the 'Re-Calculate' button towards the bottom. **The fee is \$20 per athlete.**

Member Registration Form

Athlete Information / Batch Number

[<< Return to Previous Page](#)

Your Name
Arizona Swimming

Your Club Code
UN

Your Email Address
office@azswimming.org

Your Tel Number
6022642443

Your Batch Number

First & Last Name

Description Qty Annual Cost Ext Cost

Description	Qty	Annual Cost	Ext Cost
Number of Emergency Registration Athletes	1	\$ 20.00	20.00

Expedite/Misc Fees 0.00

Total Payment 20.00

[\[Re-Calculate\]](#)

[Submit](#)

6. After you can proceed with clicking the blue 'Submit' button and it will direct you to our payment page where you can pay your dues. Please inform your club upon completion so they can verify with the Arizona Swimming Office.

If you have any further questions about this process, you can contact the Arizona Swimming Office by phone or email at

(602) 264-2443 or registration@azswimming.org