

How to Add Staff Members (Head Coach, Club Admin, Board Member, etc.)?

To add members to your club's staff:

1. Log into your USAS account at hub.usaswimming.org.
2. Click on "Club" in the blue navigation bar at the top of the page and select "My Club" from the dropdown.
3. On the "View/Edit Club" page, click the gray "Team Management" tab.
4. Click "Staff."
5. Click the blue "Add Staff" button.
6. Enter the Member ID or use the Member ID Lookup by clicking the magnifying glass.
7. Select the Staff Role from the dropdown

8. Click “Add Staff.”

View/Edit Club

← Back to Selection

LSC: CO

Club Code: █████

Club Name: ██████████

Club in Good Standing? 



Profile

Team Management

Administrative

Registration

Athlete Roster

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Staff

Staff Requirements

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Club Staff

Add Staff Member

Member ID



Staff Role(s)*

ADD STAFF

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