

# How does an LSC access and approve or reject a new club application?

When a new club submits a request with an LSC the request will appear here. An LSC Admin can then review the request to approve or reject the new club.

To access a New Club Request:

1. Login to your USAS account
2. Click on 'Admin' from the top right navigation options and select 'Workflows' from the dropdown
3. You will then be taken to the 'Administrative Approvals' page, pictured below, and click 'New Club Registration'.

## Administrative Approvals

APPROVAL QUEUE	NEW REQUESTS	REQUIRES REVISIT
<a href="#">Member Club Transfer</a>	12	0
<a href="#">New Club Registration</a>	9	2
<a href="#">Meet Sanction</a>	15	0

To approve or reject a meet sanction:

1. Select the 'LSC - Club Name/Club Code from the table shown below

## LSC - New Club Registration Queue

[Go back to Administrative Approvals list](#)

LSC - CLUB NAME/CLUB CODE	SUBMISSION DATE	CLUB REGISTRATION TYPE
<a href="#">CO - Wet Dog Swimming/WDS</a>	07/19/2022	Year-Round Club
<a href="#">AD - Ian Book Team/IBT</a>	06/27/2022	Year-Round Club
<a href="#">AD - trev test 3/asdf</a>	06/10/2022	Year-Round Club
<a href="#">CO - Hemphill Swimming/HSX</a>	06/09/2022	Year-Round Club
<a href="#">CO - Johnson Club One/JCO</a>	06/09/2022	Year-Round Club
<a href="#">CO - Joey Club One/JOEX</a>	06/08/2022	Year-Round Club
<a href="#">CO - Cindy Club/CC1</a>	06/08/2022	Year-Round Club
<a href="#">CO - Jen Club One/JC1</a>	06/06/2022	Year-Round Club
<a href="#">CO - Peyton Club Two/PC2</a>	06/03/2022	Year-Round Club

## 2. Review the 'New Club Registration' by clicking 'Download Application'

### LSC - New Club Registration

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[Go back to Administrative Approvals list](#)

**LSC - Club Name/Club Code:** AD - Ian Book Team/IBT

**Submission Date:** 06/27/2022

**Club Registration Type:** Year-Round Club

DOWNLOAD APPLICATION

**Notes:**

APPROVE

BACK

REQUEST ADDITIONAL INFO

### 3. Enter any 'Notes' necessary

### 4. Select 'Approve' or 'Request Additional Info'

**NOTE:** Clicking 'Request Additional Info' will send the application back to the club. Once the New Club Application is approved by the LSC, USA Swimming will review the application.

[LSC Workflows Tutorials Video](#)