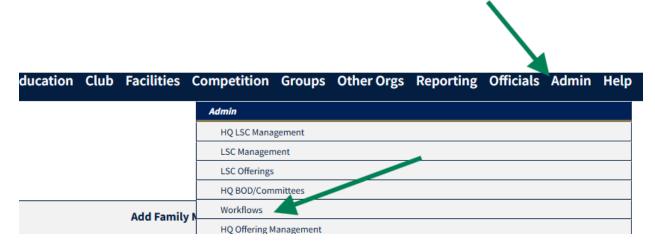
## How does an LSC access and approve or reject a new club application?

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 at http://hub.usaswimming.org
- 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
Member Club Transfer	12	0
New Club Registration	9	2
Meet Sanction	15	0

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

LSC - CLUB NAME/CLUB CODE <b>♦</b>	SUBMISSION DATE <b>≑</b>	CLUB REGISTRATION TYPE 🗢
	08/05/2025	Year-Round Club
	07/30/2025	Year-Round Club
	07/26/2025	Year-Round Club

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

For more information, please contact: <a href="mailto:newclubs@usaswimming.org">newclubs@usaswimming.org</a>