

# 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
<a href="#">Member Club Transfer</a>	12	0
<a href="#">New Club Registration</a>	9	2
<a href="#">Meet Sanction</a>	15	0

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

[Go back to Administrative Approvals list](#)

LSC - CLUB NAME/CLUB CODE ↕	SUBMISSION DATE ↕	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'

**LSC - New Club Registration - New Request**

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[Go back to Administrative Approvals list](#)


LSC - Club Name/Club Code: ██████████

Submission Date: 07/30/2025

Club Registration Type: Year-Round Club

Club Registration Completed By: ██████████

Notes: 



[APPROVE](#) [BACK](#) [REQUEST ADDITIONAL INFO](#)

[DOWNLOAD APPLICATION](#)

**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: [newclubs@usaswimming.org](mailto:newclubs@usaswimming.org)