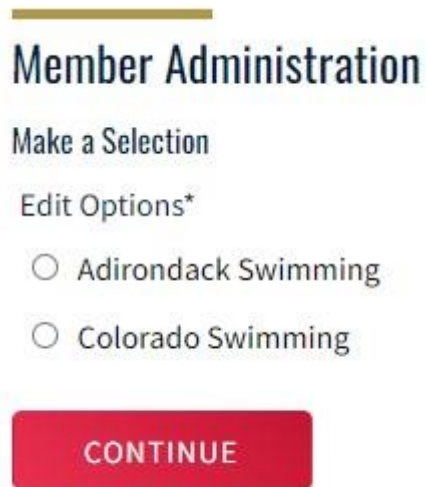


# How does an LSC approve Registrations?

To approve LSC Registrations:

1. Login to your USAS account
2. From the Dashboard, click on 'Admin' in the upper right-hand corner
3. Once the dropdown appears, click on 'LSC Management'
4. Next, select the LSC for which a registration needs approval and click



'Continue'

5. Once on the Member Administration page, click the 'LSC Registrations' pill
6. Select the registration year, as well as the start and end dates for the registrations that need approval and click 'Filter'

- From here you are able to approve all registrations for a club by selecting the 'LSC Approved?' checkbox

Member Administration

← Back to Selection

**Editing:** Adirondack Swimming

LSC Registrations
  LSC Staff
  LSC Board of Directors
  LSC Staff Emails
  LSC Security Roles

**Registration Management**

Registration Year\* 
 Registration Start Date\*   
 Registration End Date\*

Club Name (Club Code)

CLUB NAME	REGISTRATION YEAR	TOTAL FEE AMOUNT	LSC APPROVED?
Addison Otters Swim Team	2022 (9/1/2021 - 8/31/2022)	\$4,607.00	<input type="checkbox"/> <input type="button" value="v"/>
Albany Starfish	2022 (9/1/2021 - 8/31/2022)	\$0.00 - BOGO	<input type="checkbox"/> <input type="button" value="v"/>
Saratoga Ymca Stingrays	2022 (9/1/2021 - 8/31/2022)	\$556.00	<input type="checkbox"/> <input type="button" value="v"/>
Schenectady-Saratoga Swim Club	2022 (9/1/2021 - 8/31/2022)	\$15.00	<input type="checkbox"/> <input type="button" value="v"/>
Bolles Test Club	2022 (9/1/2021 - 8/31/2022)	\$3,222.00	<input type="checkbox"/> <input type="button" value="v"/>

- You can also select the down arrow and expand the individual registrations and approve each registration separately

CLUB NAME	REGISTRATION YEAR	TOTAL FEE AMOUNT	LSC APPROVED?	
Athletes-in-action	2022 (9/1/2021 - 8/31/2022)	\$153.00	<input type="checkbox"/> <input type="button" value="^"/>	
MEMBER NAME	REGISTRATION DATE	OFFERING	FEE AMOUNT	LSC APPROVED?
eddy Brock	04/21/2022	Official	\$81.00	<input type="checkbox"/>
eddy Brock	04/21/2022	Premium Athlete	\$15.00	<input type="checkbox"/>
eddy Brock	04/21/2022	Administrator	\$40.00	<input type="checkbox"/>
Bob Brock	04/21/2022	Single Meet Athlete	\$7.00	<input type="checkbox"/>
Ollie Brock	04/21/2022	Season 2 Athlete	\$10.00	<input type="checkbox"/>

NOTE: A registration processing immediately when a member registers and pays. This Registration Management screen is simply a way for LSCs to track who has paid them.

[LSC Management tutorial](#)