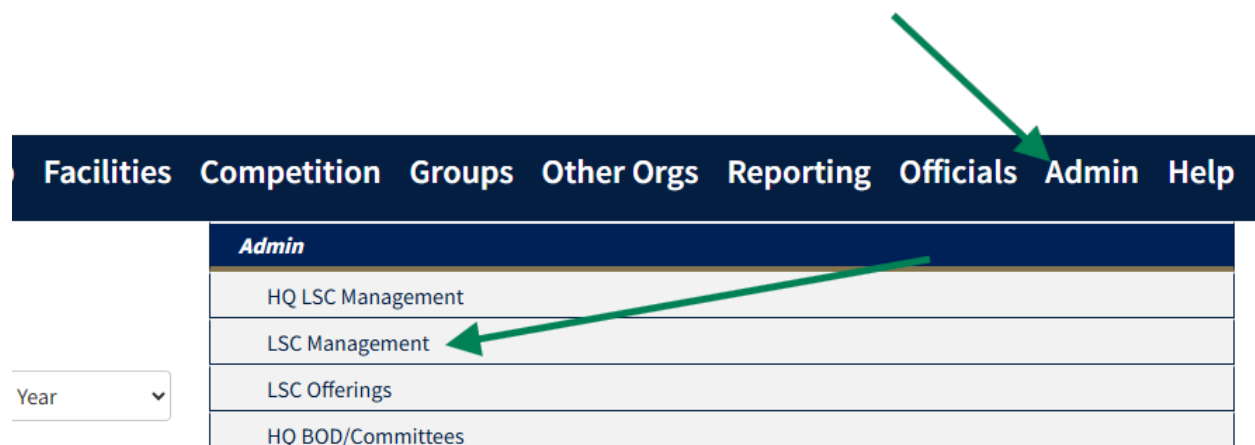


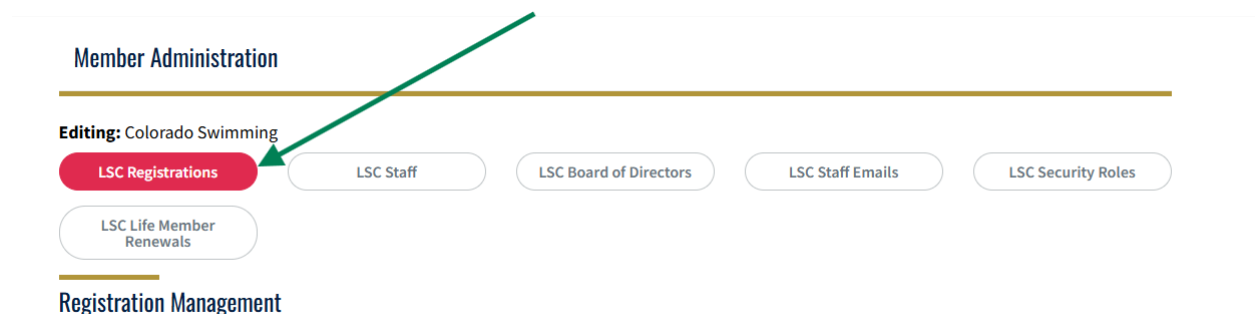
How does an LSC approve Registrations?

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. Once on the Member Administration page, click the 'LSC Registrations' pill



5. Select the registration year, as well as the start and end dates for the registrations that need approval and click 'Filter'
6. From here you are able to approve all registrations for a club by selecting the 'LSC Approved?' Checkbox

LSC Registrations

LSC Staff

LSC Board of Directors

LSC Staff Emails

LSC Security Roles

LSC Life Member Renewals

LSC Touchpoints

Registration Management

Registration Year*

2026 (9/1/2025 - 8/31/2026) ▾

Registration Start Date*

September ▾01 ▾2025 ▾

Registration End Date*

December ▾31 ▾2026 ▾

Club Name (Club Code)

FILTER

CLUB NAME ↕	REGISTRATION YEAR	TOTAL FEE AMOUNT ↕	LSC APPROVED? ↕
No Offerings			

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

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.