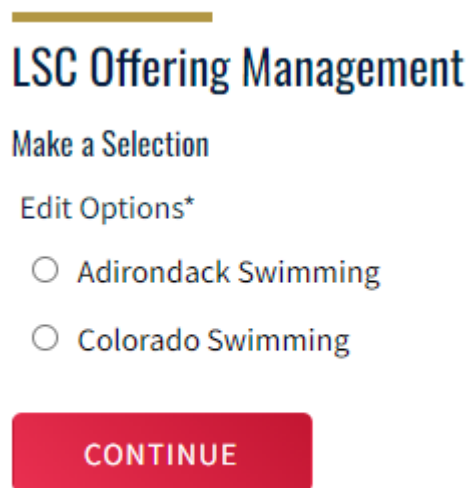


How does an LSC set up a registration season?

The LSC Offerings Section will allow administrators the ability to establish fees and offerings for a registration season in SWIMS.

To set up a Registration Season:

1. Login to your USAS account
2. Click on 'Admin' from the top right navigation options and select 'LSC Offerings' from the dropdown
3. Next, select the LSC for which a registration season needs to be set up



The screenshot shows a web interface for "LSC Offering Management". At the top, there is a blue header with a yellow underline. Below the header, the text "LSC Offering Management" is displayed in a large, bold, blue font. Underneath, there are two links: "Make a Selection" and "Edit Options*", both in blue. Below these links are two radio button options: "Adirondack Swimming" and "Colorado Swimming". At the bottom of the form is a red button with the text "CONTINUE" in white, uppercase letters.

and click 'Continue'

4. You will then be taken to the 'Member Administration' page, pictured below.

LSC Offering Management

← Back to Selection

Editing: Colorado Swimming

LSC Offerings

ADD OFFERING

Report Period
2023 (9/1/2022 - 8/31/2023) ▼

OFFERING NAME	AGE RANGE	START DATE - END DATE	PRICE	
Premium Athlete	1 - 99	09/01/2022 - 01/01/2023	9.00	
Season 1 Athlete	1 - 99	07/20/2022 - 10/31/2022	25.00	
Flex Athlete	1 - 12	09/01/2022 - 08/31/2023	10.00	
Individual	16 - 99	09/01/2022 - 08/31/2023	30.00	

To add an LSC Offering:

1. Click 'Add Offering'
2. Select the 'Available Offerings'
3. Enter the 'LSC Fee Amount'
4. Enter the 'Registration Start Date' (The date for which an LSC Offering becomes available for member registration)
5. Enter the 'Registration End Date' (The date for which a member can no longer register for an LSC Offering)
6. Enter the 'Effective Start Date' (The date a membership becomes valid)
7. Enter the 'Expiration End Date' (The date a membership is no longer valid)
8. Click 'Save'

Editing: Adirondack Swimming

Add LSC Offering

Season Year

2022 (9/1/2021 - 8/31/2022)

Default Registration Start Date*

May ▼ 20 ▼ 2022 ▼

Default Expiration End Date*

December ▼ 31 ▼ 2022 ▼

Available Offerings*

Individual ▼

Default Registration End Date*

August ▼ 31 ▼ 2022 ▼

Fee Amount*

\$ 0.00

Default Effective Start Date*

January ▼ 01 ▼ 2022 ▼

SAVE

BACK

To edit or delete an LSC Offering:

1. Click the 'Edit' icon
2. Here you can update the 'LSC Fee Amount', 'Registration Start Date', 'Registration End Date', 'Effective Start Date', and 'Expiration End Date'
3. Or you can click the 'Delete' button and remove an LSC Offering

Edit LSC Offering

Season Year	LSC	Offering Name
2022 (9/1/2021 - 8/31/2022)	Adirondack Swimming	Season 2 Club
Fee Amount*	Default Registration Start Date*	Default Registration End Date*
\$ 0.00	June 12 2022	August 31 2022
Default Effective Start Date*	Default Expiration End Date*	
May 12 2022	August 31 2022	
<input type="button" value="SAVE"/>	<input type="button" value="BACK"/>	<input type="button" value="DELETE"/>

Note: Once the offering has been saved, you will be taken back to the 'LSC Offerings' page where you can verify that your offering has been created. If the offering created was for a future 'Report Period', select the correct 'Report Period' from the dropdown on the right and you will see your offering in the LSC Offerings table. (Admin > LSC Offerings > Select LSC > LSC Offering Management > Select Report Period)

[LSC Offerings Tutorial Video](#)