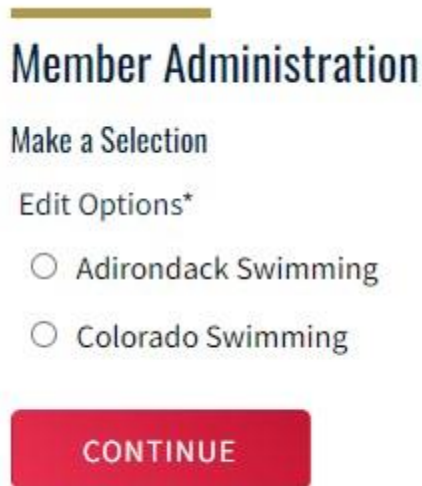


How does an LSC set up Staff Emails?

The LSC Staff Emails will allow LSC administrators to set specific emails for a particular role. These emails will be used for Role-specific communications from USA Swimming.

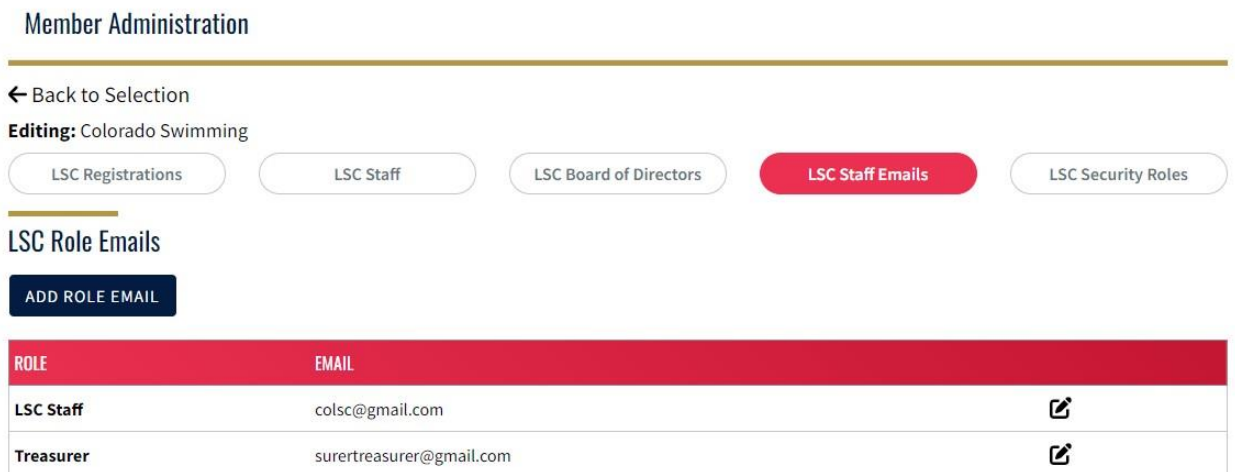
To set up LSC Staff Emails:

1. Login to your USAS account
2. Click on 'Admin' from the top right navigation options and select 'LSC Management' from the dropdown
3. Next, select the LSC for which the Staff Email roles need to be set up and click



'Continue'

4. You will then be taken to the 'Member Administration' page, pictured below. Click on the 'LSC Staff Emails' pill.



5. Click 'Add Role Email'
6. Select the Role you wish to add an email address to

Member Administration

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Editing: Colorado Swimming

[LSC Registrations](#) [LSC Staff](#) [LSC Board of Directors](#) **[LSC Staff Emails](#)** [LSC Security Roles](#)

Add Role Email

Role* Email*

- LSC Staff
- Executive Director
- General Manager
- Administrative Director
- Office Manager
- Registrar
- Treasurer
- Webmaster

7. Enter the email for the role selected
8. Click 'Save'

To edit LSC Staff Emails:

1. Click the arrow to expand member
2. Click the 'Edit' icon
3. Here you can make changes to the email address for the selected role

Edit Role Email

Role Email*

[SAVE](#) [BACK](#)

[LSC Management Tutorial Video](#)