

How does an LSC set up Staff Emails?

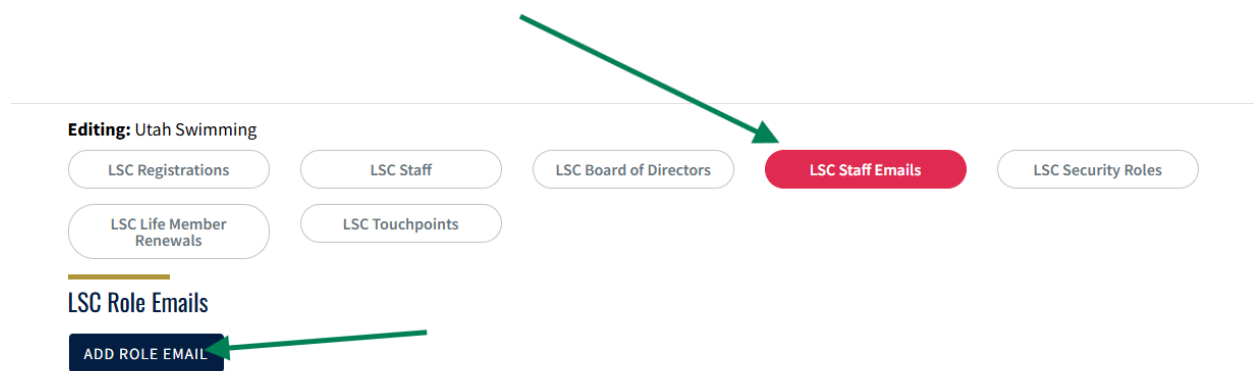
The LSC Staff Emails will allow LSC administrators to set specific emails for a particular role. These emails will be used for Role-specific communications from USA Swimming.

To set up LSC Staff Emails:

1. Login to your USAS account at <http://hub.usaswimming.org>
2. Click on 'Admin' from the top right navigation options and select 'LSC Management' from the dropdown



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



5. Select the Role you wish to add an email address to
6. Enter the email for the role selected
7. Click 'Save'

Add Role Email

LSC Role*







Email*

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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

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ROLE	EMAIL	
LSC Sanctions		 
LSC Admin Vice Chair		 
LSC Age Group Vice Chair/Program Development		 

renewals

Edit Role Email

Role

LSC Sanctions

Email*

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