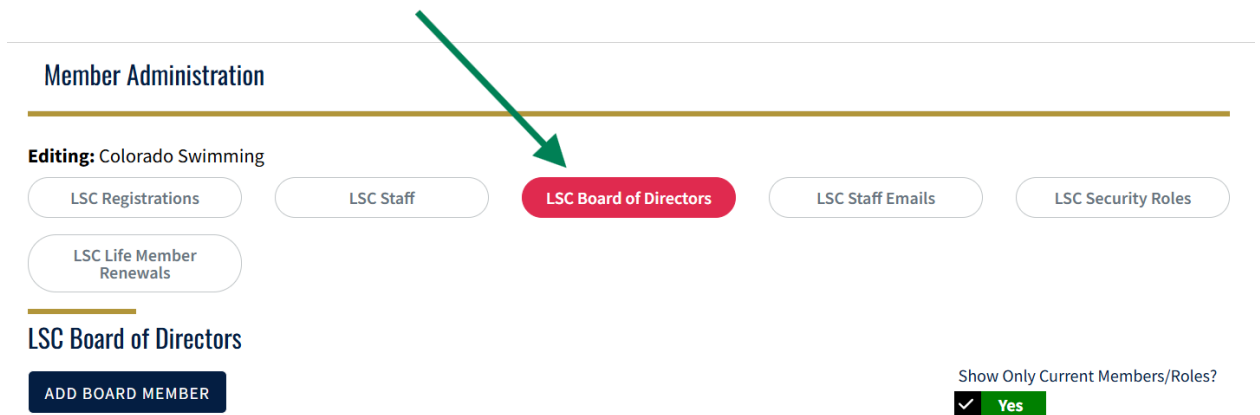# How does an LSC access, add, edit, and delete Board of Directors members?

The Board Of Directors Section in LSC Management will allow LSC administrators to assigned registered members to BOD positions in SWIMS. When you assign someone an LSC BOD role, they will be included in specific communications and can receive access to the SWIMS software.

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. Next, select the LSC for which a registration season needs to be set up and click 'Continue'
4. You will then be taken to the 'Member Administration' page, pictured below. Note that you can toggle the grid only display current BOD members.

Member Administration

Editing: Colorado Swimming

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

LSC Life Member Renewals

LSC Board of Directors

ADD BOARD MEMBER

Show Only Current Members/Roles?
✓ Yes

To add a Board Member:

1. Click 'Add Board Member'
2. Select the 'LSC Board Member Role'
3. Search for the 'Member ID'
4. Select the toggle for 'No Expiration Date?' (Yes, No)
5. Enter the 'Effective Date' and 'Expiration Date'
6. Click 'Save'

Member Administration

Editing: Colorado Swimming

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

LSC Life Member Renewals

Add LSC Board of Directors Member

LSC Board Member Role*

Member ID

No Expiration Date?
No ✕

Effective Date*
Month   Day   Year

Expiration Date*
Month   Day   Year

SAVE   BACK

To edit a Board Member:

1. Click the arrow to expand member
2. Click the 'Edit' icon
3. Here you can update the 'Expiration Date'

LSC Board of Directors

ADD BOARD MEMBER

Show Only Current Members/Roles?
✓ Yes

LSC BOARD MEMBER NAME ⇕	EMAIL ⇕	
▭	▭	∧

ROLE	EFFECTIVE DATE	EXPIRATION DATE		
▭	▭/2023	01/01/3000	✎	🗑

Edit LSC Board of Directors Role

LSC Board of Directors Role	Member Id	Member Name
LSC Officials	▭	▭

Effective Date	No Expiration Date?	
▭2023	✓ Yes	

SAVE   **BACK**

To delete a Board Member:

1. Click the arrow to expand member
2. Click the Delete Icon

LSC Board of Directors

ADD BOARD MEMBER

Show Only Current Members/Roles?
✓ Yes

LSC BOARD MEMBER NAME ⇕	EMAIL ⇕	
▭	▭	∧

ROLE	EFFECTIVE DATE	EXPIRATION DATE		
▭	▭2023	01/01/3000	✎	🗑

NOTE: The deletion of a board member is an expiration of the role. If you delete all member's roles you will need to add them again using Add Board Member