# How does an LSC access, add, edit, and delete a Staff Member?

The LSC Staff Management Section will allow LSC administrators to add registered members as Staff Members.
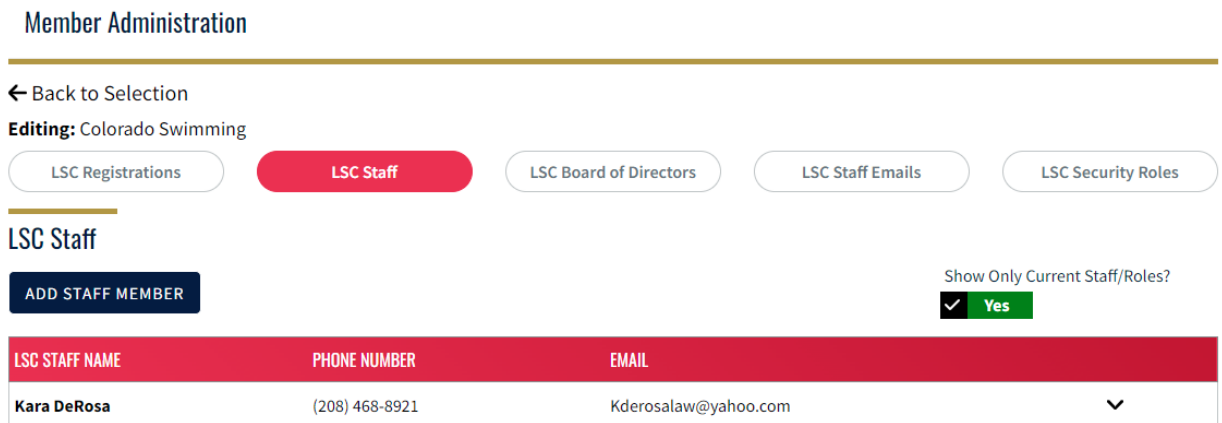
To access Member Administration:

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 a staff member needs to be assigned
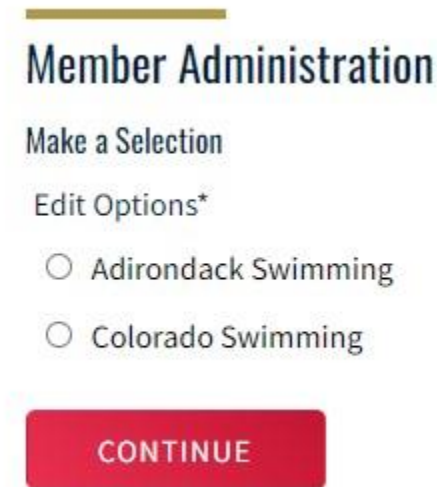
and click 'Continue."
4. You will then be taken to the "Member Administration" page, pictured below.

To add a Staff Member:

1. Click "Add Staff Member."
2. Select the "Staff Role."
3. Search for the "Member ID."
4. Select the toggle for "No Expiration Date? (Yes, No)."
5. Enter the "Effective Date" and the "Expiration Date."
6. Enter whether the staff member is "Paid or Volunteer" (this can be changed later).

Add LSC Staff Member

LSC Staff Role*

Member ID

No Expiration Date?
No ✕

Effective Date*
Month | Day | Year

Expiration Date*
Month | Day | Year

Paid or Volunteer?*
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SAVE   BACK

To edit a Staff Member:

1. Click the arrow to expand the member.
2. Click the "Edit" icon
3. Here you can change the staff member from "Paid" to "Volunteer" or vice versa.

Edit LSC Staff Role

LSC Staff Role	Member Id	Member Name
Administrative Director	E1FBB463599337	Kara DeRosa
Effective Date	Expiration Date	Paid or Volunteer?*
04/03/2022	05/03/2026	Paid

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To delete a Staff Member:

1. Click the arrow to expand the member.

2. Select the "Delete" icon

LSC STAFF NAME	PHONE NUMBER	EMAIL			
Alexander Guitian	(208) 522-0704	alexanderguitian@hotmail.com			^

ROLE	EMAIL	PAID/VOLUNTEER	EFFECTIVE DATE	EXPIRATION DATE		
Executive Director	ed@adswim.rog	Volunteer	01/01/2020	01/01/2032	✎	🗑
Office Manager	ps@gmail.com	Volunteer	01/01/2021	01/01/2029	✎	🗑

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