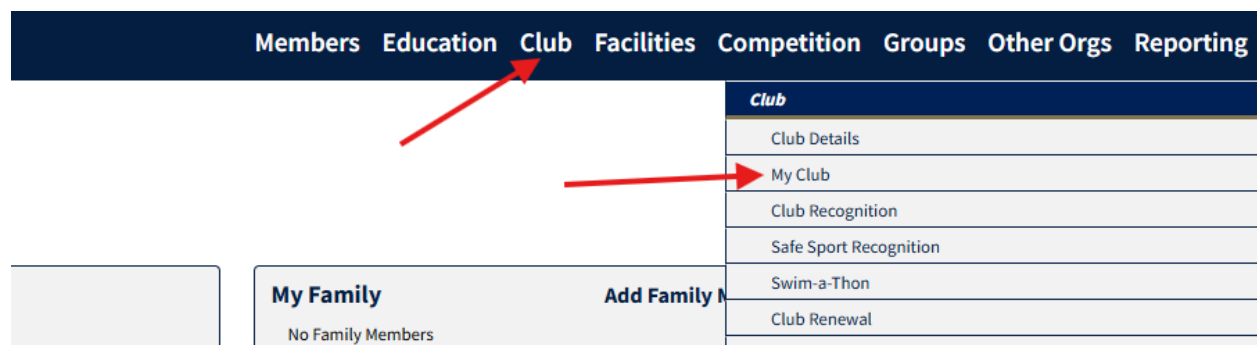


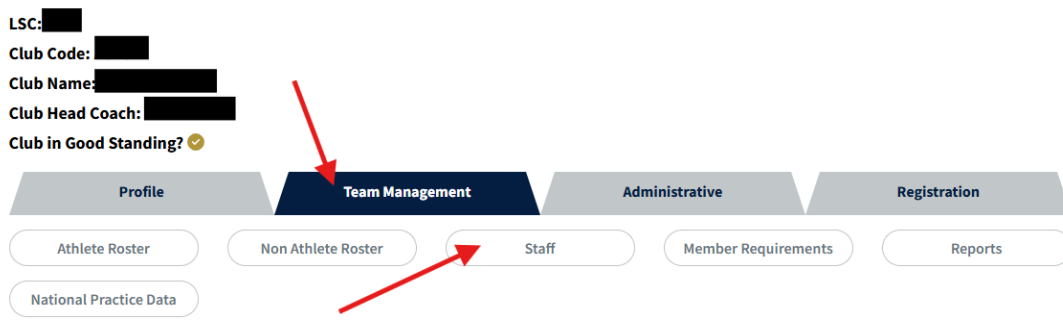
How to Manage Staff Members (Head Coach, Club Admin, Board Member, etc.)?

To add members to your club's staff:

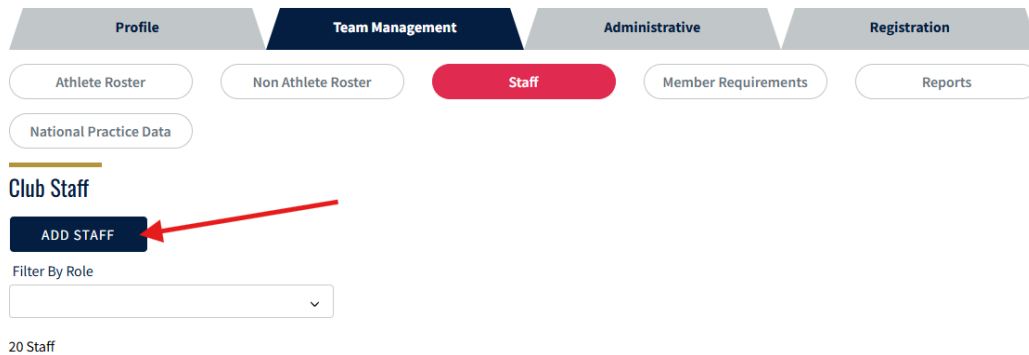
1. Log into your USAS account at hub.usaswimming.org
2. Click on "Club" in the blue navigation bar at the top of the page and select "My Club" from the dropdown.



3. On the "View/Edit Club" page, click the gray "Team Management" tab.
4. Click "Staff."

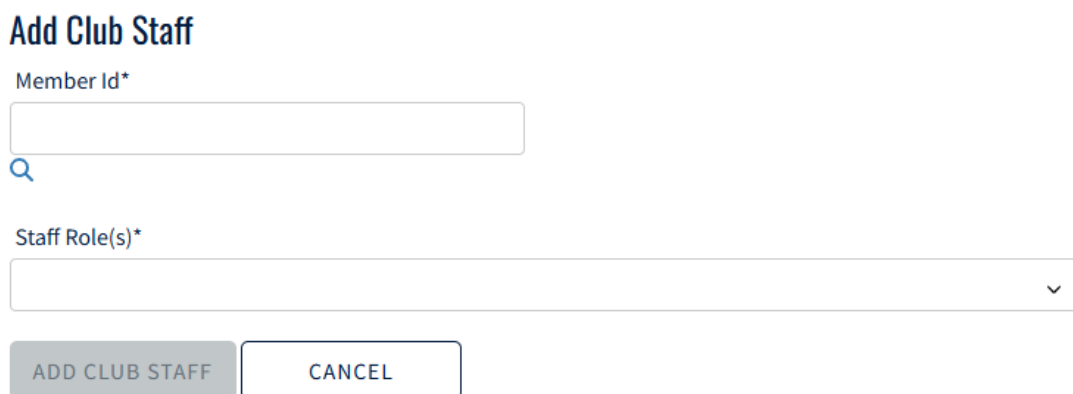


5. Click the blue “Add Staff” button.



The screenshot shows a navigation bar with four tabs: 'Profile', 'Team Management' (active), 'Administrative', and 'Registration'. Below the tabs are five buttons: 'Athlete Roster', 'Non Athlete Roster', 'Staff' (highlighted in red), 'Member Requirements', and 'Reports'. Below these buttons is a 'National Practice Data' button. Underneath is a section titled 'Club Staff' with a blue 'ADD STAFF' button. A red arrow points to this button. Below the button is a 'Filter By Role' dropdown menu and a text indicating '20 Staff'.

6. Enter the Member ID or use the Member ID Lookup by clicking the magnifying glass.



The screenshot shows the 'Add Club Staff' form. It has a title 'Add Club Staff' and a label 'Member Id*' above a text input field. To the left of the input field is a magnifying glass icon. Below the input field is a label 'Staff Role(s)*' above a dropdown menu. At the bottom are two buttons: 'ADD CLUB STAFF' and 'CANCEL'.

7. Select the Staff Role from the dropdown

8. Click “Staff Role”

1. Click the arrow to expand the member
2. Click the Delete Icon
3. Here you can delete specific roles

Club Staff

Filter By Role

ADD STAFF

19 Staff

NAME	EMAIL	ROLES
		Club Administrator, Club Safe Sport Coordinator, Coach... <div></div>

ADD STAFF

19 Staff

NAME	EMAIL	ROLES
		Club Administrator, Club Safe Sport Coordinator, Coach... <div></div>
		<div>ROLES</div> <div><div>Club Administrator</div><div>Club Safe Sport Coordinator</div><div>Coach</div><div>Head Coach</div></div>