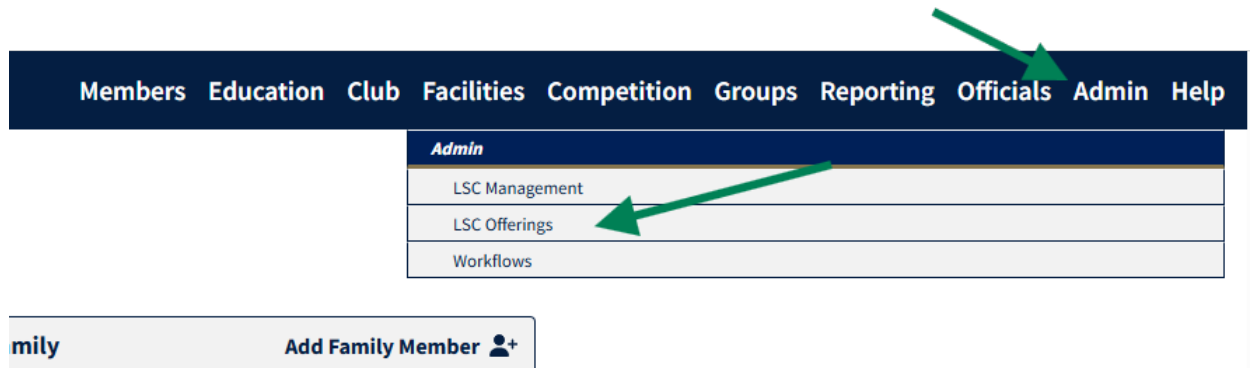


# How does an LSC set up a registration season?

The LSC Offerings Section will allow administrators the ability to establish fees and offerings for a registration season in SWIMS.

To set up a Registration Season:

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



3. You will then be taken to the 'LSC Offering Management' page, pictured below.

**LSC Offering Management**

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**Editing:** Colorado Swimming

**LSC Offerings**    LSC Outreach

**LSC Offerings**

**ADD OFFERING**    Report Period: 2025 (9/1/2024 - 8/31/2025)

OFFERING NAME ↕	AGE RANGE	START DATE - END DATE	PRICE ↕	
Administrator	18 - 99	09/01/2024 - 08/01/2025	\$0.00	+
Coach	18 - 99	09/01/2024 - 08/10/2025	\$15.00	+
Flex Athlete	1 - 12	09/01/2024 - 08/01/2025	\$10.00	+
Individual Season Athlete	1 - 99	03/25/2025 - 08/01/2025	\$7.00	+
Junior Coach	16 - 17	09/01/2024 - 08/01/2025	\$15.00	+
Junior Official	16 - 17	10/07/2024 - 08/31/2025	\$15.00	+
Official	18 - 99	09/01/2024 - 08/10/2025	\$15.00	+

To add an LSC Offering:

1. Click 'Add Offering'
2. Select the 'Available Offerings'
3. Enter the 'LSC Fee Amount'
4. Enter the 'Registration Start Date' (The date for which an LSC Offering becomes available for member registration)
5. Enter the 'Registration End Date' (The date for which a member can no longer register for an LSC Offering)
6. Enter the 'Effective Start Date' (The date a membership becomes valid)
7. Enter the 'Expiration End Date' (The date a membership is no longer valid)
8. Click 'ADD LSC OFFERING'

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**LSC Offerings** | LSC Outreach

### Add LSC Offering

Season Year: 2025 (9/1/2024 - 8/31/2025)

Available Offerings\*: Single Meet Athlete

Maximum Fee Amount: No Maximum

Fee Amount\*: \$ 0.00

Registration Start Date\*: September 01 2024

Registration End Date\*: August 31 2025

Effective Start Date\*: September 01 2024

Expiration End Date\*: December 31 2025

**ADD LSC OFFERING** | BACK

To edit or delete an LSC Offering:

1. Click the + icon

**LSC Offerings**

**ADD OFFERING** | Report Period: 2025 (9/1/2024 - 8/31/2025)

OFFERING NAME	AGE RANGE	START DATE - END DATE	PRICE	
Administrator	18 - 99	09/01/2024 - 08/01/2025	\$0.00	+
Coach	18 - 99	09/01/2024 - 08/10/2025	\$15.00	+
Flex Athlete	1 - 12	09/01/2024 - 08/01/2025	\$10.00	+
Individual Season Athlete	1 - 99	03/25/2025 - 08/01/2025	\$7.00	+

2. Here you can update the 'LSC Fee Amount', 'Registration Start Date', 'Registration End Date', 'Effective Start Date', and 'Expiration End Date'

3. Or you can click the 'Delete' button and remove an LSC Offering

**LSC Offerings** | LSC Outreach

### Add Offering Period

Season Year: 2025 (9/1/2024 - 8/31/2025)

Offering Name: Administrator

Maximum Fee Amount: No Maximum

Fee Amount: \$0.00

Registration Start Date\*: Month Day Year

Registration End Date\*: Month Day Year

Effective Start Date\*: September 01 2024

Expiration End Date\*: December 31 2025

**ADD OFFERING PERIOD** | BACK

**Note:** Once the offering has been saved, you will be taken back to the 'LSC Offerings' page where you can verify that your offering has been created. If the offering created was for a future 'Report Period', select the correct 'Report Period' from the dropdown on the right and you will see your offering in the LSC Offerings table. (Admin > LSC Offerings > Select LSC > LSC Offering Management > Select Report Period)