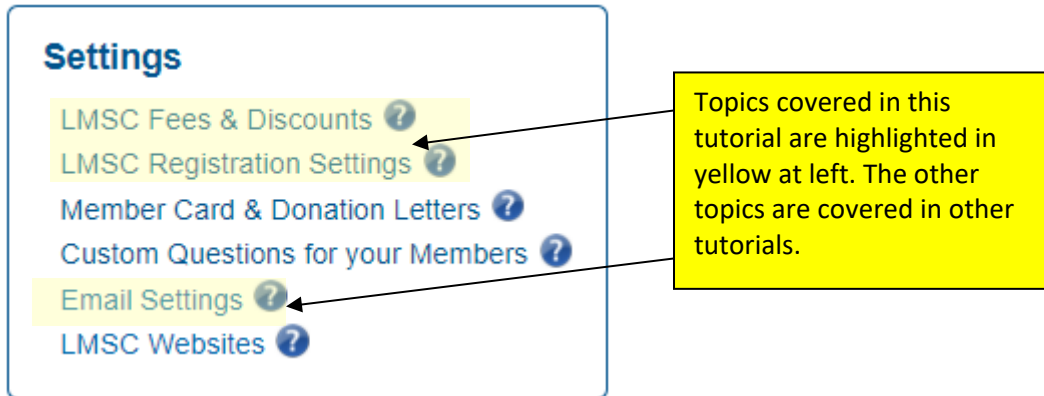


Entering your LMSC settings



LMSC Fees & Discounts

With the [national unified fee structure](#), fees (individual, club, workout group, transfer, and age-based discounts) have been pre-populated for each LMSC within the USMS admin tools.

Here is what the LMSC Fees & Discounts page looks like -- a table that summarizes all of your LMSC's charges. This table can be filtered in a variety of ways, such as by year or by type of fee, so you can see the historical changes to that fee.

Type of Fee	Year	Time Fee Applies	Age Less Than	Age Greater Than	LMSC Fee	Age Discount	Date Fee Requested
All	A						
Club Registration	2021	10/01/2020 - 12/31/2021	N/A	N/A	12.00	0.00	9/22/2020
Individual Registration	2021	Full Year	N/A	N/A	12.00	0.00	10/21/2020
LMSC Transfer	2021	Full Year	N/A	N/A	0.00	0.00	5/06/2020
Workout Group Registration	2021	10/01/2020 - 12/31/2021	N/A	N/A	12.00	0.00	9/22/2020

Registration Settings

Settings

- LMSC Fees & Discounts ?
- LMSC Registration Settings ?
- Member Card & Donation Letters ?
- Custom Questions for your Members ?
- Email Settings ?
- LMSC Websites ?

Select "LMSC Registration Settings"

Individual Welcome Letter

Individual Registration

Allow LMSC to Collect Donations:

Welcome Letter Email:

(Used as your LMSC contact point for volunteer opportunities in the welcome letter sent to members confirming their registration.)

[View letter](#)

A welcome letter is emailed to each new member. The letter contains the email address of the local LMSC contact who should be contacted if the member is interested in volunteer opportunities with the LMSC. (This does not have to be the membership coordinator.) Enter that person's email address here.

Membership Coordinator Defaults

Defaults

These defaults will be used when registering a new member.

City:

State:

Zip Code:

Area Code:

Club:

If you only have one club in your LMSC, you may want to consider putting that club name in the field since it is the club that will be defaulted when you register a new swimmer. The same goes for the state. Unless you only have a single area code in your LMSC, do not enter a value as the software fills in the default and you will have to frequently re-type the phone number.

Club Welcome Email

Club Registration

Club Welcome Email:

On behalf of the Board of Directors of the New England Local Masters Swimming Committee (NELMSC), thank you for registering your club or workout group with USMS. Listed below are some useful links and information about NELMSC governance.

Each registered NELMSC club with at least five (5) affiliated

(Allows registrar to customize the "welcome" email that is sent to a club when they register. The registrar could include names and contact info for their sanctions chair, registrar, and other pertinent LMSC personnel in the email. Currently only a Club & Coach Services contact is included in the email.)

[View letter](#)

Each club that registers receives a welcome letter via email. The letter (shown on the following pages) is standardized, but this setting allows you to include an optional paragraph or two that will appear at the end of the letter. In the above example you can see the text that the New England LMSC has entered.

LMSC Website Settings

Settings

- LMSC Fees & Discounts ?
- LMSC Registration Settings ?
- Member Card & Donation Letters ?
- Custom Questions for your Members ?
- Email Settings ?
- LMSC Websites ?

Select "Websites"

LMSC Websites

LMSC Website URL: view

LMSC Facebook URL: view

LMSC Twitter URL: view

LMSC Registration Links

LMSC Registration Info URL: view

LMSC PDF Registration Form URL:

USMS Required LMSC Documents Links

LMSC By-Laws URL*: https://www.usms.org/-/media/USMS/PDFs/Volunteer%20Central/LMSCs/Bylaws/ne_bylaws

LMSC Annual Meeting Minutes URL*: <http://www.usms.org/admin/minutes/index.php?GROUPID=96&EVENTID=>

* To modify these document links, send the updated documents and/or URLs to the national office.