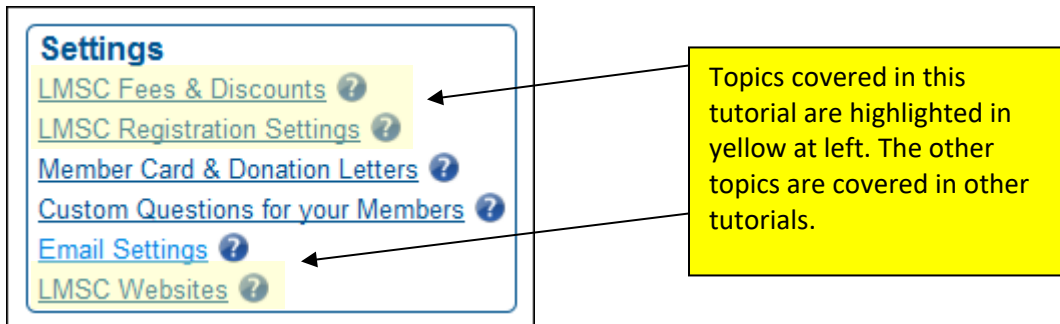


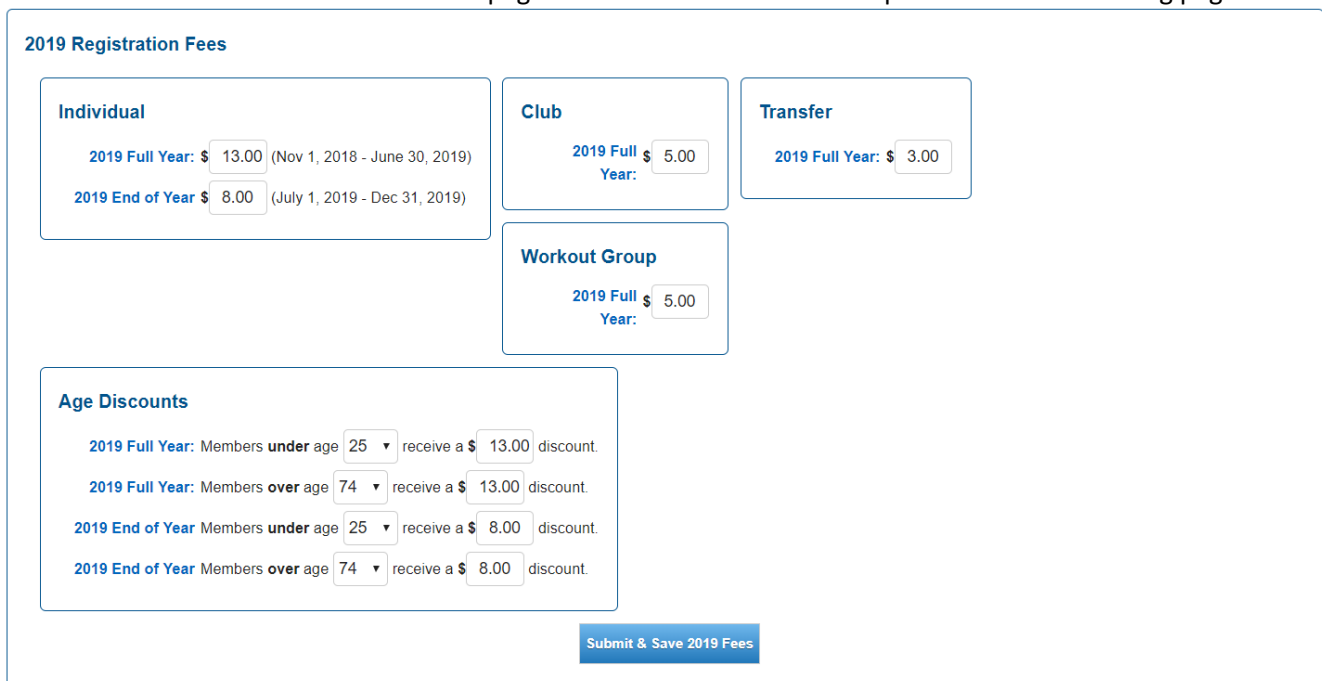
Entering your LMSC settings



The screenshot shows a 'Settings' menu with the following items: 'LMSC Fees & Discounts', 'LMSC Registration Settings', 'Member Card & Donation Letters', 'Custom Questions for your Members', 'Email Settings', and 'LMSC Websites'. The first three items are highlighted in yellow. A yellow callout box on the right contains the text: 'Topics covered in this tutorial are highlighted in yellow at left. The other topics are covered in other tutorials.' Arrows point from the callout box to the highlighted items.

LMSC Fees & Discounts

Here is what the LMSC Fees & Discounts page looks like. Each section is explained on the following pages.



The screenshot displays the '2019 Registration Fees' page. It features several sections for setting fees and discounts:

- Individual:** 2019 Full Year: \$ 13.00 (Nov 1, 2018 - June 30, 2019); 2019 End of Year: \$ 8.00 (July 1, 2019 - Dec 31, 2019)
- Club:** 2019 Full Year: \$ 5.00
- Transfer:** 2019 Full Year: \$ 3.00
- Workout Group:** 2019 Full Year: \$ 5.00
- Age Discounts:**
 - 2019 Full Year: Members under age 25 receive a \$ 13.00 discount.
 - 2019 Full Year: Members over age 74 receive a \$ 13.00 discount.
 - 2019 End of Year: Members under age 25 receive a \$ 8.00 discount.
 - 2019 End of Year: Members over age 74 receive a \$ 8.00 discount.

A blue button at the bottom right reads 'Submit & Save 2019 Fees'.

Individual Registration Fees

The Individual LMSC fee is added onto the USMS fee for each member. The 2019 full year USMS fee is \$45.00. The amounts shown will be added onto the USMS fees:

2019 Registration Fees

Individual

2019 Full Year: \$ (Nov 1, 2018 - June 30, 2019)

2019 End of Year: \$ (July 1, 2019 - Dec 31, 2019)

2019 full year USMS Fee: \$45.00
2019 full year LMSC Fee: \$13.00
Total charged to member: \$58.00

2019 End of Year USMS Fee: \$45.00
2019 End of Year LMSC Fee: \$ 8.00
Total charged to member: \$53.00

Age-Based Discounts

Members below or above a certain age can be set up to receive a discount off the LMSC portion of the fee. The discounted amount may not exceed the total value of the LMSC fee.

Age Discounts

2019 Full Year: Members **under** age receive a \$ discount.

2019 Full Year: Members **over** age receive a \$ discount.

2019 End of Year: Members **under** age receive a \$ discount.

2019 End of Year: Members **over** age receive a \$ discount.

Based on a full-year LMSC fee of \$13.00 and an end-of-year LMSC fee of \$8.00, the amounts entered above will result in members being charged as follows:

Age 18-24 Discounts	2019 full year USMS Fee: \$45.00 <u>2019 full year LMSC Fee: \$ 0.00</u> Total charged to member: \$45.00	2018 end-of-year USMS Fee: \$45.00 <u>2018 end-of-year LMSC Fee: \$ 0.00</u> Total charged to member: \$45.00
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Age 75+ Discounts	2019 full year USMS Fee: \$45.00 <u>2019 full year LMSC Fee: \$ 0.00</u> Total charged to member: \$45.00	2018 end-of-year USMS Fee: \$45.00 <u>2018 end-of-year LMSC Fee: \$ 0.00</u> Total charged to member: \$45.00
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Transfer Fee

Transfer

2019 Full Year: \$

The USMS transfer fee is \$0.00. Some LMSCs charge an additional local transfer fee. If your LMSC does so, enter it as follows. In this example, the LMSC charges an additional \$3.00 to a swimmer who wishes to transfer. Note that there is no end-of-year field. If your LMSC reduces its transfer fee at the end of the year, just change it here the day before you want the reduced price to go into effect.

Club Registration Fee

Club

2019 Full Year: \$

The USMS club registration fee is \$45.00 for 2018. Some LMSCs charge an additional LMSC fee when a club registers. If your LMSC does so, enter it here. In this example the club will be charged a total of \$50.00 to register for 2018.

Workout Group Registration Fee

Workout Group

2019 Full Year: \$

The USMS workout group registration fee is \$45.00 for 2018. Workout groups may only register with clubs that allow them. Some LMSCs charge an additional LMSC fee when a workout group registers. If your LMSC does so, enter it here. In this example the club will be charged a total of \$50.00 to register for 2018.

2019 Registration Fees

Individual

2019 Full Year: \$ 13.00 (Nov 1, 2018 - June 30, 2019)

2019 End of Year: \$ 8.00 (July 1, 2019 - Dec 31, 2019)

Club

2019 Full Year: \$ 5.00

Transfer

2019 Full Year: \$ 3.00

Workout Group

2019 Full Year: \$ 5.00

Age Discounts

2019 Full Year: Members **under** age 25 receive a \$ 13.00 discount.

2019 Full Year: Members **over** age 74 receive a \$ 13.00 discount.

2019 End of Year: Members **under** age 25 receive a \$ 8.00 discount.

2019 End of Year: Members **over** age 74 receive a \$ 8.00 discount.

Submit & Save 2019 Fees

Once your changes have been made for **2019**, click the "Submit & Save 2019 Fees" button. This change will go into effect at 12:01AM the following day.

Registration Fee Settings - USMS Registration

2019 Fees have successfully been updated.
 Any fees changed will go into effect at midnight (12:00am) EST the next day (10/23/2018).

NOTE that all fee changes will not go into effect immediately. Any fee changes that you enter will go into effect for members or clubs registering the next day (after midnight).

At the bottom of the Fees & Discounts page is 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 x	All x						
Club Registration	2014	10/01/2013 - 12/31/2014	N/A	N/A	20.00	0.00	8/26/2013
Individual Registration	2014	End of Year	25	N/A	5.00	-3.00	9/27/2013
Individual Registration	2014	End of Year	25	N/A	13.00	-5.00	9/27/2013
Individual Registration	2014	End of Year	N/A	90	5.00	-5.00	9/27/2013
Individual Registration	2014	End of Year	N/A	90	13.00	-13.00	9/27/2013
Individual Registration	2014	End of Year	N/A	N/A	5.00	0.00	9/27/2013
Individual Registration	2014	Full Year	N/A	N/A	13.00	0.00	9/27/2013
LMSC Transfer	2014	End of Year	N/A	N/A	3.00	0.00	9/27/2013
Workout Group Registration	2014	End of Year	N/A	N/A	4.00	0.00	9/27/2013

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

LMSC Registration Settings

Individual Registration

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 registrar.) Enter that person's email address here.

Registrar 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:

(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 Minnesota LMSC has entered. This text will appear at the end of the welcome letter that is displayed on the following pages; it will be inserted where you see the red text.

Club Welcome Letter (sent to all clubs that register)

Dear [[Club Contact]],

Thank you for registering your club with U.S. Masters Swimming (USMS) and the [[LMSC Name]] for the year

2018.

Your club's registration period runs [[Registration Date]] through 12/31/2018.

Please check the club name and abbreviation, as well as your name and address, and notify your registrar ([[LMSC Registrar]]) if there are any errors.

Club Registration Information

Club Name: [[Club Name]]

Club Abbreviation: [[Club Abbr.]]

Club Number: [[Club Number]]

Club Website: [[Club Website]]

Club Contact Information

Name - [[Club Contact]]

Address - [[Club Contact Address]]

Contact **IS/is NOT** a coach on the club.

Email - [[Club Contact Email]]

Phone - [[Club Contact Phone]] (**OK/NOT** ok to contact via text message)

Please take a look at the [online edition of the USMS Rule Book](#) and familiarize yourself with our rules and regulations.

You may contact Marianne Groenings in our Club and Coach Services Department at ClubDevelopment@usms.org for any assistance you might need. We are ready to help you with questions related to general administration, how to market your program, how to retain and attract new members, etc.

Check out our [USMS Program Resources page](#), where you will find guides for building your club; a coaching handbook; customizable fliers for your program; and [marketing resources](#) such as brochures, swim caps, banners, and stickers.

If you use USMS insurance coverage for your workouts, please review our [Guidelines for Workouts](#) in the Insurance section of the USMS Guide to Operations.

Thank you for your support of U.S. Masters Swimming,
Dawson Hughes, CEO
U.S. Masters Swimming

The following is a message from the [[LMSC]] LMSC:

The [[LMSC]] LMSC welcomes you. Please visit the [[LMSC]] LMSC website at [[LMSC Website]] where you will find information on meets, results, people and places, Newsletters, Meet Director information, etc. All membership questions should be directed to our Registrar, [[LMSC Registrar]], at [[LMSC Registrar Email]]. If your Club is interested in hosting a swim meet, please contact the [[LMSC]] Sanctions Chair, [[LMSC Sanctions Chair]], at [[LMSC Sanctions Chair Email]].

LMSC Website Settings

LMSC Websites

LMSC Website URL: [view](#)

LMSC Facebook URL:

LMSC Twitter URL:

LMSC Registration Links

LMSC Registration Info URL: [view](#)

LMSC PDF Registration Form URL: [view](#)

USMS Required LMSC Documents Links

LMSC By-Laws URL*: http://www.usms.org/lmsc/bylaws/ok_bylaws.pdf

LMSC Annual Meeting Minutes URL*: http://www.usms.org/lmsc/minutes/ok_minutes_2013.pdf

* To modify these document links, send the updated documents and/or URLs to the [national office](#).

[Save Settings](#)

Here is where your LMSC's custom text will be inserted

LMSC Websites

LMSC Website URL: [view](#)

LMSC Facebook URL:

LMSC Twitter URL:

LMSC Registration Links

LMSC Registration Info URL: [view](#)

LMSC PDF Registration Form URL: [view](#)

USMS Required LMSC Documents Links

LMSC By-Laws URL*: http://www.usms.org/lmsc/bylaws/ok_bylaws.pdf

LMSC Annual Meeting Minutes URL*: http://www.usms.org/lmsc/minutes/ok_minutes_2013.pdf

* To modify these document links, send the updated documents and/or URLs to the [national office](#).