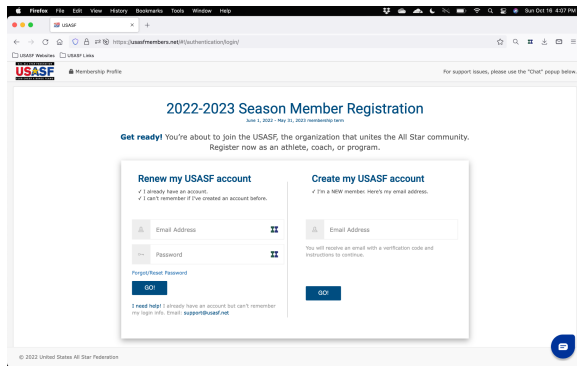


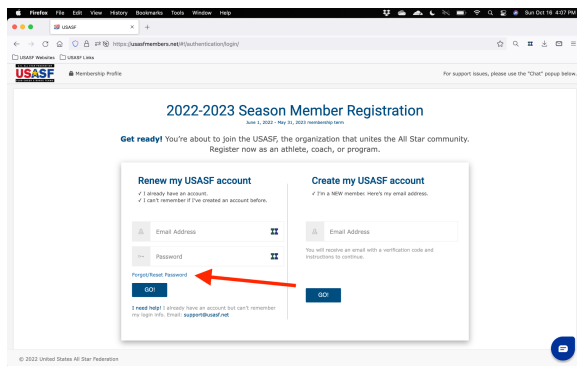
# Adding Legality Officials Instructions for Event Producers

## A. Logging into USASF Profile

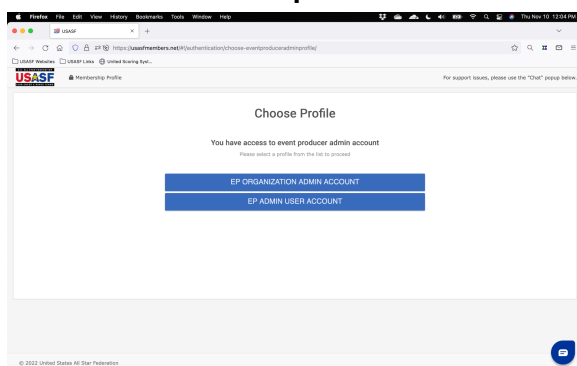
**A1.** Go to [usasfmembers.net](https://usasfmembers.net) and **login** with your email address and password



**A2.** If needed, click **Forgot/Reset Password** or **Email Support** for login assistance



**A3.** Select an Admin profile

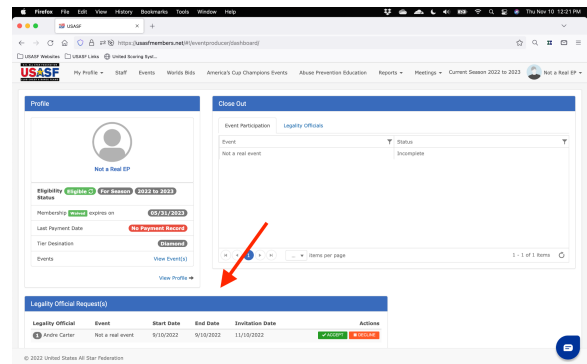


(The following steps require using an Admin profile)

## B. Accepting Legality Officials

(This section applies if the Legality Official requested your event)

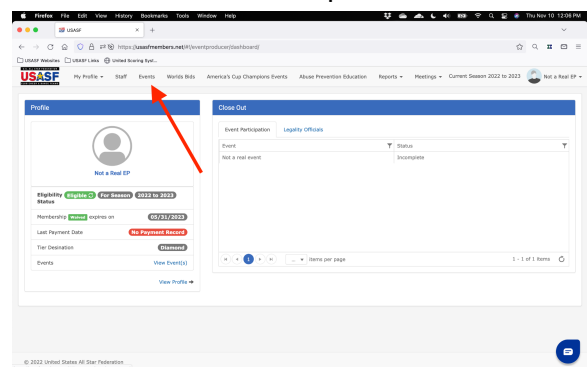
**B1.** View the **Legality Official Request(s)** section on the bottom of the page and click **Accept** or **Decline** as appropriate



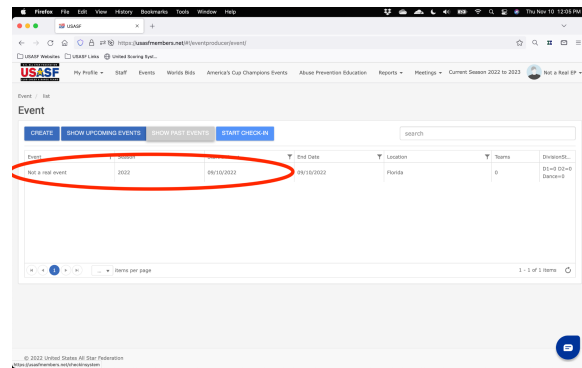
## C. Adding Legality Officials to Events

(This section applies if the Legality Official has not requested your event)

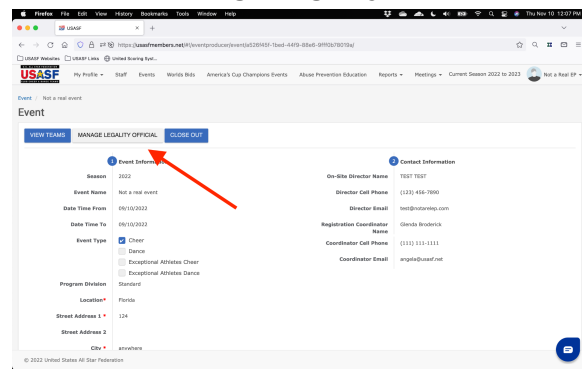
**C1.** Select **Events** on Top



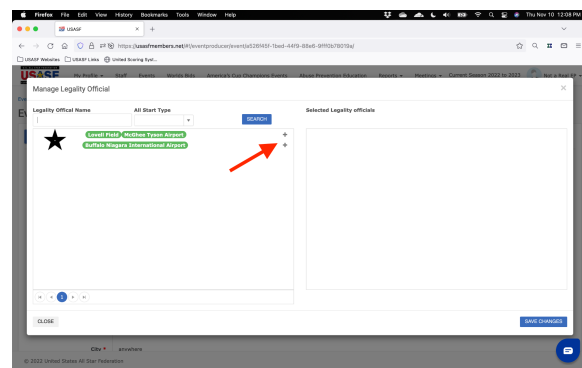
## C2. Select the event from the list



## C3. Select Manage Legality Official



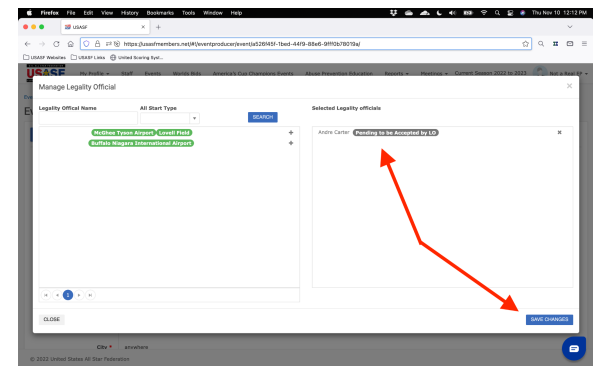
## C4. Click + next to the Legality Official you want to add



(The real screen will have the Legality Official's name where the star is next to the airport)

Legality Officials will only show if their availability is set to open for the dates of the event and their profile is open to your Event Producer

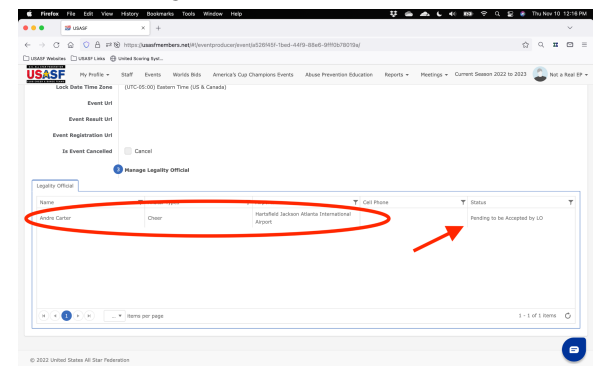
## C5. Confirm the correct Legality Official was selected and click Save Changes



The Legality Official will be notified of being added to the event

(This will take you back to the Event page shown in Step C3)

## C6. The Legality Official will now show on the bottom of the event page as "Pending to be Accepted by LO"



## C7. Once the Legality Official accepts the request the Status column will change to "Accepted by LO"

