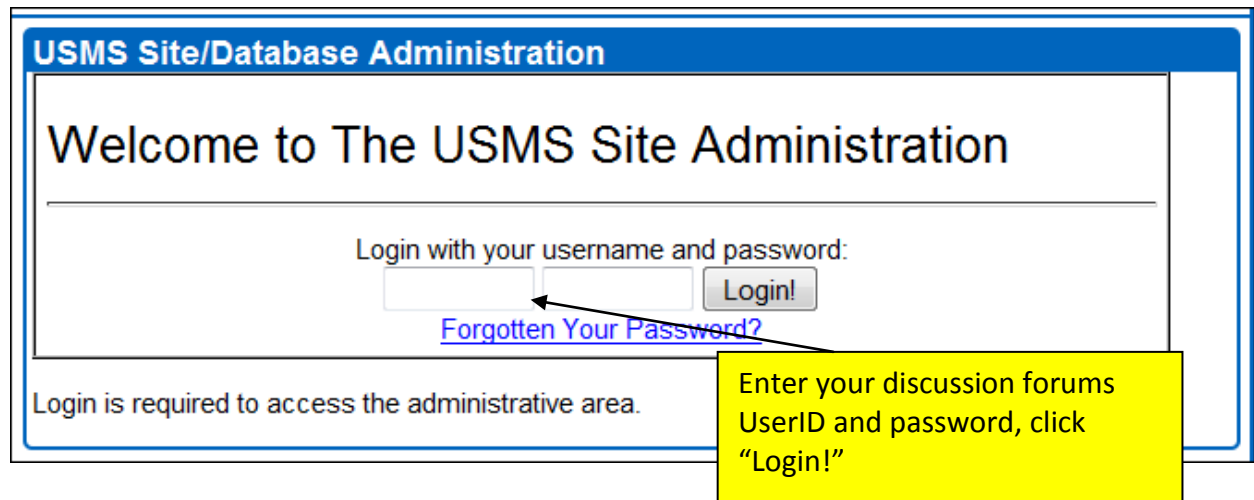


Sanction and Calendar of Events Approval Process

As the LMSC Sanctions Chair, you will be given administrative access to the USMS web site. You will need a login ID and password, which you can create yourself by creating an account in the USMS Discussion Forums. Once you have done that, the National Office will grant your access to the USMS sanctions approval tool.

To approve a pending request, begin by going to <https://www.usms.org/usmsadmin/>



USMS Site/Database Administration

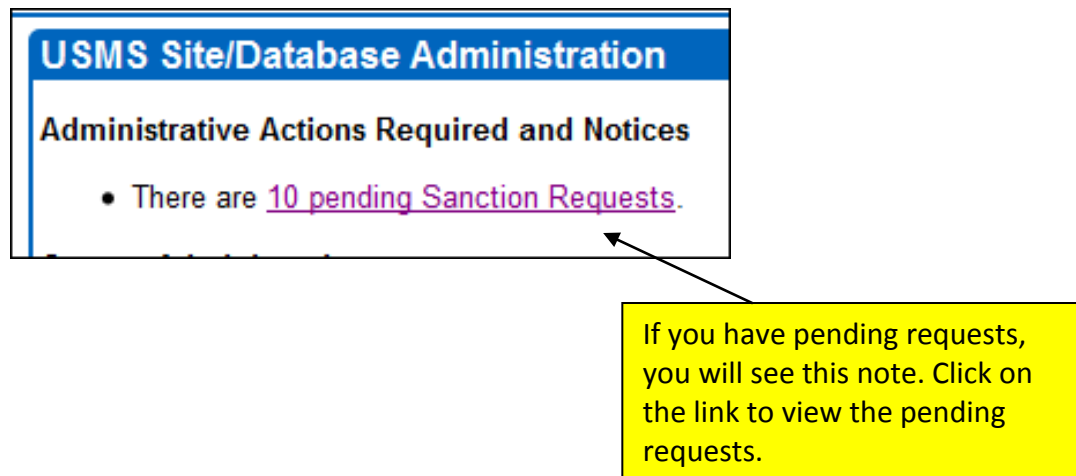
Welcome to The USMS Site Administration

Login with your username and password:

[Forgotten Your Password?](#)

Login is required to access the administrative area.

Enter your discussion forums UserID and password, click "Login!"



USMS Site/Database Administration

Administrative Actions Required and Notices

- There are [10 pending Sanction Requests](#).

If you have pending requests, you will see this note. Click on the link to view the pending requests.

| Sanctions & Calendar of Events | | | |
|---|--------------|--|-------------|
| Pending Requests (10) Approved Requests Denied Requests Cancelled Events | | | |
| <p>Red denotes an event that was submitted over 10 days ago, but has not yet been approved/denied</p> <p><i>Click on an event to view details and approve/deny</i></p> | | | |
| Application Date | Request Type | Event Title | Event Type |
| 11/27/2011 | Sanction | Lake George Open Water Swim 8/18/2012 - 8/18/2012 | Competition |
| 11/29/2011 | Sanction | 2011 Kingston Snowball Invitational 1/21/2012 - 1/21/2012 | Competition |
| 12/07/2011 | Sanction | 2012 Sarasota Puddle Jump 3/03/2012 - 3/03/2012 | Competition |

Here is the list of pending requests. We are going to review the request for the 2012 Sarasota Puddle Jump. Click that link.

| Sanctions & Calendar of Events | | | |
|--|----------------------------------|-------------------------------|--|
| Submit Changes & Exit | Approve Sanction | Deny Sanction | Request Additional Information |
| <p>No Changes Are Saved Until You Select "Submit Changes & Exit" or "Approve Sanction"!</p> | | | |
| <h3>Review Event Request</h3> | | | |
| <p>Please approve or deny this event request within 2 weeks. After clicking Approve Sanction, you will be prompted for Championship information and an Event ID.</p> | | | |
| <p>Requestor's Comments: Hello, I need to get a sanction number for this event ASAP. Please contact me if I didn't fill out this form correctly or if you have any questions!</p> | | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <p>▶ Event Information</p> <p>▶ Contact Information</p> <p>▶ Venue Information</p> <p>▶ Entry Information</p> </div> | | | |

There are four tabs of information to review:

- Event info
- Contact info
- Venue info
- Entry info

Click a tab to expand that window.

▼ Event Information

[Edit Information](#)

Request Type: Sanction

Your Name: Anna Lea Matysek

Your Email Address: annalea@usms.org

Your Phone Number: (941) 556-6279

Your Organization: Sarasota Swim Team

Postal? No

Event Type: Competition

Course Type: Short Course Yards

Sanction Type: Sanctioned By USMS

Event Country: United States Of America

Event LMSC: Florida

Start Date: 03/03/2012

End Date: 03/03/2012

Event Title: 2012 Sarasota Puddle Jump

Series Title: *None Entered*

Description: This is a sprint meet - no event is longer than 200 yards!

The Event Information tab

▶ Contact Information

▶ Venue Information

▶ Entry Information

▶ Event Information

▼ Contact Information

[Add Additional Contact Information](#)

▼ Event Director

Display Information

[Edit Information](#)

Publicly?:

Organization: Sarasota Swim Team

Name: Speedo Grilli

Email Address: SpeedoGrilli@usms.org

Phone Number: (941) 556-6279

Address 1: *None Entered*

Address 2: *None Entered*

City: *None Entered*

State: *None Entered*

Zip Code: *None Entered*

Country: United States Of
America

The Contact
Information tab

▶ Venue Information

▶ Entry Information

▶ Event Information

▶ Contact Information

▼ Venue Information

[Edit Information](#)

The Venue
Information tab

Sarasota YMCA Selby
Aquatic Center
8301 Potter Park Drive
Sarasota, FL 34238
USA



▶ Entry Information

▶ **Event Information**

▶ **Contact Information**

▶ **Venue Information**

▼ **Entry Information** [Edit Information](#)

Event Website: www.usms.org

Link To Paper Entries: *None Entered*

Link To Online Entries: www.usms.org

Last Year's Est. Attendance: **0 - 49 People**

This Year's Est. Attendance: **50 - 99 People**

Interested In Marketing Materials: **Yes**

Entry Form: [View Entry Form](#) [Remove](#)

Display Entry Form Publicly: **Yes**


Safety Plan: *None Uploaded*

"Other" Document: *None Uploaded*

The Entry Information tab. Click "View Entry Form" to see the form that was submitted. It should contain the complete meet information, including order of events.

Opening movy_recognition_2009_06_27.doc

You have chosen to open

 **movy_recognition_2009_06_27.doc**
which is a: Microsoft Office Word 97 - 2003 Document (-1 bytes)
from: <https://test.usms.org>

What should Firefox do with this file?

Open with Microsoft Office Word (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Depending on the file type, you may be asked how you want to open the file

andar of Events

[Submit Changes & Exit](#) [Approve Sanction](#) [Deny Sanction](#) [Request Additional Information](#)

No Changes Are Saved Until You Select "Submit Changes & Exit" or "Approve Sanction"!

Review Event Request

Please approve or deny this event request within 2 weeks.
After clicking Approve Sanction, you will be prompted for Championship information and an Event ID.

Note that there are four buttons to choose from in the above illustration. Each of these buttons is explained in order:

Submit changes & exit: If you would like to modify any information on the request – without acting on the request yet – click on the “Submit Changes & Exit” button. You will have the opportunity to edit information on the pending request and submit it. Once you submit and exit you can “Return to Main Menu” or close the browser to exit the application.

Approve sanction: If all information looks good and meets the LMSC’s requirements, click this button to approve the sanction and assign a sanction number. The system will automatically assign a sanction number.

A pop-up box will appear. You will be asked to choose an abbreviation, up to six characters, that will identify the meet as part of the Meet ID. For the Sarasota Puddle Jump we will enter PUDDLE:

The image shows two screenshots of a web form titled "Final Information".

Top Screenshot: The form contains the following elements:

- Important:** This is a (up to) 6 character abbreviation for the event. **DO NOT** include date of event or course type, as they will be added automatically.
- Event ID:** A text input field containing "PUDDLE".
- Is this a Zone, National, International Championship event?** A dropdown menu with "Not A Championship" selected.
- Submit Info & Approve Event** button.

Callout Box 1 (Yellow): Enter up to a six-character meet ID (it's usually good to model it after the name or location of the meet) Note that the date and course type are added automatically, so do not use those.

Bottom Screenshot: The form is identical to the top one, but the dropdown menu is open, showing the following options:

- Not A Championship
- Zone Championship
- National Championship
- International Championship

Callout Box 2 (Yellow): If this meet is a championship (Zone, National, or International) select the appropriate category from the pull-down menu. Then click on "Submit Info & Approve Event"

Deny sanction: This button should ONLY be used if you are completely denying the sanction request. (This should be a rare occurrence.)

Request additional information: If the submitter did not provide you with enough information, or if you have questions, click this button and you can enter an email message in the pop-up box.

Request Additional Details

To: Person Requesting Sanction (*Anna Lea Matysek*)

From:
(Please Enter Your Return Email Address)

Details Requested:
Please note that additional formatting of your message will automatically be provided in the email sent.

Pop-up box for "Request additional information"

| Sanctions & Calendar of Events | | | |
|---|-------------------|---|------------------|
| Requests from ALL LMSCs | | | |
| Pending Requests (9) | Approved Requests | Denied Requests | Cancelled Events |
| <p>Showing accepted requests that are no older than 1 month</p> <p><i>Click on an event to view details</i></p> | | | |
| Date Accepted | Request Type | Event Title | Event Type |
| 12/08/2011 | Sanction | 2012 Sarasota Puddle Jump 3/03/2012 - 3/03/2012 | Competition |
| 11/27/2011 | Sanction | Ballston Spa Holiday Classic 12/30/2011 - 12/30/2011 | Competition |

Note that the meet has now been moved to the "Approved Requests" tab on your main page.

Cancelling an event: If an **approved** event needs to be cancelled, you can select the event (on the "Approved Requests" tab by clicking on the event name. This will open up the event details and at the top, will be a (red) button to "Mark Event as Cancelled." This will mark the event as "Event Cancelled" on the calendar of event and the event will be moved to the "Cancelled Events" tab.

This action can be undone by going to the "Cancelled Events" tab and clicking on the event name. This will open up the event details and display a (green) button to "Restore Event."