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/

- Enter your discussion forums UserID and password, click “Login!”
- If you have pending requests, you will see this note. Click on the link to view the pending requests.

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

There are four tabs of information to review:
- Event info
- Contact info
- Venue info
- Entry info
Click a tab to expand that window.
The Event Information tab

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!

› Contact Information
› Venue Information
› Entry Information
The Contact Information tab

Event Information

Contact Information

Add Additional Contact Information

Event Director

Display 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

Edit Information

Venue Information

Entry Information
The Venue Information tab

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

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

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.

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.
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.”

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