Requesting a USMS Sanction or Recognition for an Event
(Includes: Adding a Non-Sanctioned Event to the USMS Calendar of Events)

The process for requesting a sanction or a recognition for an event begins the same way as it does to add an event to the USMS Calendar of Events. During the process you will indicate that you want to request a sanction or a recognition, and your request will automatically be routed to the appropriate LMSC Sanctions Chair.

Any sanction or recognition fees, if charged by an LMSC, will still have to be submitted separately and you will receive instructions at the end of the submission process. But all event-related information, including documents such as a meet entry form, should be submitted using this online process.

This tutorial will cover the following steps:

Entering the Event Information
- Sanction, Recognition, or Calendar Listing only
- Requestor’s contact info
- Event date and title

Entering the Contact Information
- Event Director
- Data Coordinator (optional)
- Head Referee (optional)
- Other (optional)

Entering the Venue
- Search for a venue in the database
- Add a new venue

Entering the Meet Entry Information
- Meet web site
- Upload the entry form
- Upload a safety plan (for open water events)
- Request info on marketing materials

Reviewing your submission
Uploading a revised entry form (optional)
Begin the process as follows:

From usms.org, move your mouse over the **Competition** tab, then select **Sanction an Event** from the pop-up menu.

In the following example, we are going to be requesting a sanction for an event.

**Someone can also enter a non-sanctioned event using the same forms. Just select “Calendar Request Only” (in the “Request Type” field) and the event will be posted in the calendar, but the LMSC Sanctions chair will not receive a sanction request.** Note that a “Calendar Only” request still must be approved by the LMSC Sanctions chair, to avoid spam postings.
# Register A New Event

**Blue Indicates A Required Item**

If you are entering an annual meet, we can auto fill in the information for you.

Please use the button below

**Search For A Previous Event**

**Event Info**

- **Request Type:**
  - Sanction/Recognition
  - Calendar Request Only

- **Your Name:** Anna Lea Malyeat
- **Your Email Address:** annalea@usms.org
- **Confirm Email Address:** annalea@usms.org
- **Your Phone Number:** 941-556-6279
- **Host Organization:** Sarasota Swim Team

- **Postal/Virtual Meet?** No
  - **Event Type:** Competition
  - **Course Type:** Short Course Yards

**Sanction Type:**

- **Sanction/Recognition**
  - Sanctioned by USMS
  - Sanctioned by Another FINA Governing Body Recognized by USMS
  - Not Sanctioned or Recognized by USMS

- **Event Country:** Sanctioned by USMS
- **Event LMSC:**
  - Sanctioned by USMS
  - Sanctioned by Another FINA Governing Body Recognized by USMS
  - Not Sanctioned or Recognized by USMS

- **Start Date:** 03/03/2012
- **End Date:** 03/03/2012

**Event Title:** 0212 Sarasota Puddle Jump

**Series Title:**

**Description Of Event:**

**Advance To Contact Information**

---

**Sanction/Recognition** submits the application for sanction or recognition by USMS. Later in this form, you’ll specify whether it is a Sanction or a Recognition.

**Calendar Only** allows your event to be displayed on the calendar, but it will not receive sanction or recognition status by USMS. This can be changed at a later date.

**A USMS Sanction** requires that every participant is a USMS member.

**Recognition** allows for some participants to not be a USMS member, but still allows for a USMS member’s results to count as an official time.

**Not Sanctioned or Recognized By USMS** allows your event to be displayed on the calendar, but it will not receive sanction or recognition status by USMS.

---

**Blue fields are required**

**Click to submit when done**
Enter the meet director’s contact information. Please provide at least an email address or phone number to ensure that this person may be contacted.

You may enter additional contacts, such as the data coordinator or head referee on the next screen.

<table>
<thead>
<tr>
<th>Event Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director’s Organization: Sarasota Swim Team</td>
</tr>
<tr>
<td>Director’s Name: Speedo Grilli</td>
</tr>
<tr>
<td>Director’s Email Address: <a href="mailto:SpeedoGrilli@usms.org">SpeedoGrilli@usms.org</a></td>
</tr>
<tr>
<td>Confirm Email Address: <a href="mailto:SpeedoGrilli@usms.org">SpeedoGrilli@usms.org</a></td>
</tr>
<tr>
<td>Director’s Phone Number: 941-556-6279</td>
</tr>
<tr>
<td>Director’s Country: USA</td>
</tr>
<tr>
<td>Director’s Address 1:</td>
</tr>
<tr>
<td>Director’s Address 2:</td>
</tr>
<tr>
<td>Director’s City:</td>
</tr>
<tr>
<td>Director’s State:</td>
</tr>
<tr>
<td>Director’s ZIP/Postal Code:</td>
</tr>
</tbody>
</table>

Submit & Advance To Next Step
We have a database of venues. First search the database to see whether your venue is already there. If it is not, you can add it to the database. You will need to know the name and full address (including zip code) of the facility to add a venue to the database.

Click on “Add Contact Info” to add additional contacts as needed. If you do not wish to have any of the contacts’ information displayed on the calendar of events, uncheck the “Display Information Publicly?” box. Once you have completed adding your contacts, you may advance to the next step.
Our venue is already in the database, so we will choose it.

We are searching by city and state in this example, although you can search by “Venue Name” (or part of the name) as well.
Confirm that this is the correct venue. You may skip to Page 10.

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

Is this the venue where your event will be?

YES, Advance To Next Step

NO, Search For a Different Venue

Can't find your venue?

If you can't find your venue using the search tool, please submit information about your venue.

Add Your Venue

If your venue is not in the database, you will need to add it. Click the “Add Your Venue” button.
## Adding a New Venue

### Register A New Event

<table>
<thead>
<tr>
<th>Event Info</th>
<th>Contact Info</th>
<th>Venue Info</th>
<th>Entry Info</th>
<th>Review &amp; Submit</th>
</tr>
</thead>
</table>

Need help? Contact us via Email

Clear Entire Request

---

### Search For An Existing Venue

### Add A New Venue

*Blue Indicates A Required Item*

**Venue Name:** Prairie Village Municipal Pool

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue Email Address</td>
<td></td>
</tr>
<tr>
<td>Confirm Email Address</td>
<td></td>
</tr>
<tr>
<td>Venue Phone Number</td>
<td>999-555-1212</td>
</tr>
<tr>
<td>Venue Country</td>
<td>USA</td>
</tr>
<tr>
<td>Venue Address 1</td>
<td>7711 Delmar St</td>
</tr>
<tr>
<td>Venue Address 2</td>
<td></td>
</tr>
<tr>
<td>Venue City</td>
<td>Prairie Village</td>
</tr>
<tr>
<td>Venue State</td>
<td>Kansas (KS)</td>
</tr>
<tr>
<td>Venue ZIP/Postal Code</td>
<td>66208</td>
</tr>
</tbody>
</table>


**Upload Photo:**

---

The blue fields are required; all others are optional.
Review the information and click to add the venue.
Enter as much information about the event as possible. You are required to upload an entry form even if your event will not be taking paper entries. This allows the Sanctions chair to review the entry information (such as order of events) before granting the sanction.

Please note that you will be able to upload a modified entry form if it should be updated at a later date (see instructions later in this document).

Acceptable file formats for the entry form are .doc, .docx, .pdf, .pages, .rtf, .txt, .wpd, and .wps.
USMS provides **FREE** banners, swim caps, stickers, bag tags and brochures to all USMS Sanctioned meets.

If you would like to take advantage of this offer, please select "Yes" below.

- Yes! I'd like FREE Marketing Materials!
- No, I Do Not Want FREE Marketing Materials.

If you would like to be sent information about free USMS marketing materials, choose “Yes”
This is where you can review everything you just entered. Click on the different headings to review the information you entered within that page. You can “Edit Information” from each section if needed.

Once you are satisfied with the information provided, click on “Submit Final Information” and the request will be routed for approval.
Your request has been submitted to your LMSC Sanctions chair. The Sanctions chair will contact you to provide details on any further LMSC requirements (such as a sanction fee).

You may request a printer-friendly form for your records. You may use this printer-friendly form to accompany any fees required by your LMSC.

You may click on “Submit Another Request” to submit an additional request or you may close the browser to exit the application.

At this point you are done and you may close your browser to exit the application.

=====

See next page for how to upload a revised entry form...
Uploading a Revised Entry Form (Optional)

After your event has been approved, you may find that you need to upload a revised entry form. From the USMS web site you can search the Calendar of Events, find your event, and submit the revised form.

From usms.org, move your mouse over the Competition tab, then select Calendar of Events from the pop-up menu.

Search for the event
We want to upload a new entry form for the Sarasota Puddle Jump. Click “View Details of the Event”.

Click “Submit a change to this event’s listing”.

Event Directors Only:
Submit a change to this event’s listing
Request that this event be removed from the calendar
In the “Entry Information” tab, select “Edit Information”

Event Website: www.usms.org
Link To Paper Entries: None Entered
Link To Online Entries: www.usms.org
Date Entries Close: None Entered
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
Display Entry Form Publicly: Yes

Online Entries URL: www.usms.org
Upload An Entry Form: [Browse]
Display Entry Form Publicly? Yes

Upload the revised entry form. Click the “Browse” button if you need to search for the form on your computer’s hard drive.