

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:

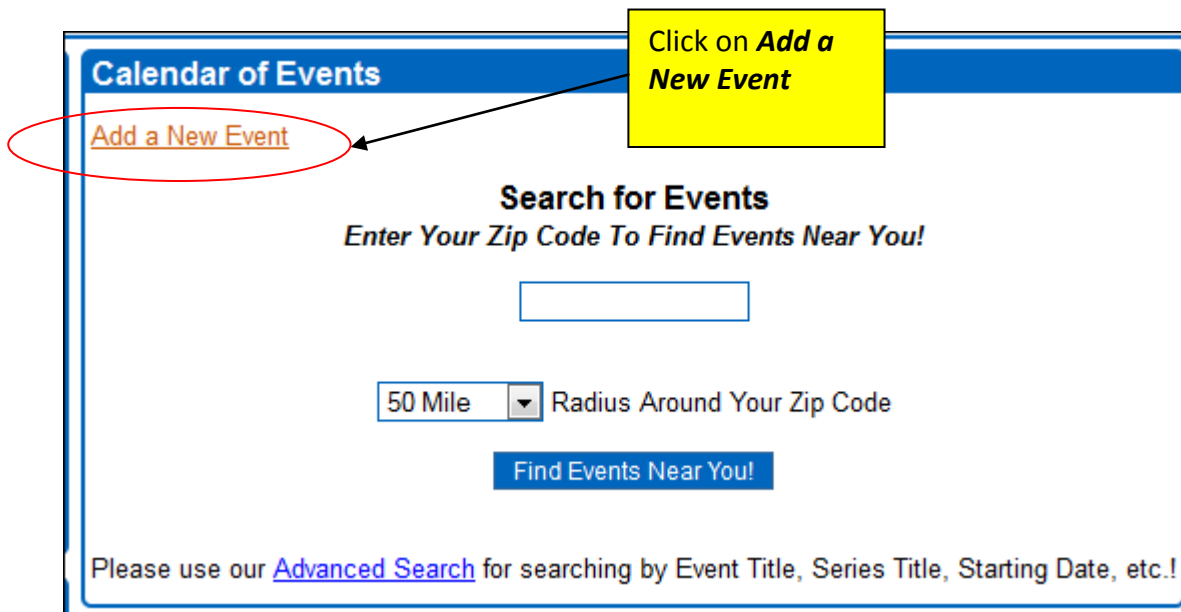


The screenshot shows the U.S. Masters Swimming website. The navigation menu includes Home, Health & Fitness, Training, Competition, and Articles & Publications. A search bar is visible. A yellow callout box points to the 'Sanction an Event' option in the Competition pop-up menu. The pop-up menu lists various event categories and records.

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

- Calendar of Events
- Sanction an Event
- Event Results & Ranking
- Nationals
- Pool Event Records
- Top Ten
- All Americans
- All Stars
- Open Water / Long Distance Championships
- Open Water / Long Distance Records
- Open Water Manuals/Resources

[Member Directory](#)
[Merchandise](#)
[Site Map](#)
[Contact Us](#)
[Swimming Links](#)



The screenshot shows the 'Calendar of Events' page. A yellow callout box points to the 'Add a New Event' link. Below the link is a search form for events, including a zip code input field, a radius dropdown menu set to '50 Mile', and a 'Find Events Near You!' button. A note at the bottom suggests using the 'Advanced Search' for more specific queries.

Click on **Add a New Event**

[Add a New Event](#)

Search for Events
Enter Your Zip Code To Find Events Near You!

50 Mile Radius Around Your Zip Code

[Find Events Near You!](#)

Please use our [Advanced Search](#) for searching by Event Title, Series Title, Starting Date, etc.!

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

Event Info

Contact Info

Venue Info

Entry Info

Review & Submit

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](#)

Need help? Contact us via Email

[Go](#)

Clear Entire Request

[Go](#)

Event Info

Request Type:

Your Name:

Your Email Address:

Confirm Email Address:

Your Phone Number:

Host Organization:

Postal/Virtual Meet?

Event Type:

Course Type:

Sanction Type:

Event Country:

Event LMSC:

Start Date:

End Date:

Event Title:

Series Title:

Description Of Event:

Click to submit when done

[Advance To Contact Information](#)

JOIN
MEMBERSHIP
RENEW!

U.S. MAST
SWIMMER

Follow Us:



Featured Sponsor

HY-TEK

Sports Soft

[View All Sponsors](#)

Enter to Win

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.

[Video Lending Library](#)
[Book Lending Library](#)

Blue fields are required

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.

Register A New Event

[Event Info](#)[Contact Info](#)[Venue Info](#)[Entry Info](#)[Review & Submit](#)Need help? Contact us via Email Clear Entire Request

Blue Indicates A Required Item

Event Director

Director's Organization: **Director's Name:** Director's Email Address: Confirm Email Address: Director's Phone Number: Director's Country: Director's Address 1: Director's Address 2: Director's City: Director's State: Director's ZIP/Postal Code:

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.

[Advance Without Adding More Contact Info](#)

Providing as much information as possible allows USMS and your local LMSC to provide you, your event, and your workers **the best possible service and benefits.**

Would you like to provide contact information for the following positions?

Display Information Publicly?
 Event Director [Edit](#)

Data Coordinator [Add Contact Info](#) [Same As Event Director](#)

Head Referee [Add Contact Info](#) [Same As Event Director](#)

Other Contact [Add Contact Info](#) [Same As Event Director](#)

[Advance Without Adding More Contact Info](#)

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.

Register A New Event

[Event Info](#) | [Contact Info](#) | [Venue Info](#) | [Entry Info](#) | [Review & Submit](#)

Need help? Contact us via Email [Go](#)
Clear Entire Request [Go](#)

Please Search For An Existing Venue

[Search For Your Venue](#)

Please search for an existing venue.

If after conducting a search you cannot find your venue at that point add your venue.

[Add A New Venue](#)

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.

USMS Venue Lookup

You may search by one field or any combination of fields!

[Cancel Search](#)

Venue Name:

Venue City:

State:

[Find Your Venue!](#)

We are searching by city and state in this example, although you can search by "Venue Name" (or part of the name) as well.

USMS Venue Lookup


You may search by one field or any combination of fields!

[Cancel Search](#)

Venue Name:

Venue City:

State:

Add Venue	Venue	Venue Picture
Choose This Venue	Sarasota YMCA Selby Aquatic Center 8301 Potter Park Drive Sarasota, FL 34238 USA	

Our venue is already in the database, so we will choose it

Register A New Event

[Event Info](#)[Contact Info](#)[Venue Info](#)[Entry Info](#)[Review & Submit](#)

Need help? Contact us via Email

Clear Entire Request

Sarasota YMCA Selby Aquatic Center

8301 Potter Park Drive

Sarasota, FL 34238 USA



Is this the venue where your event will be?

YES,

NO,

Confirm that this is the correct venue. You may skip to Page 10.

Can't find your venue?

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

Event Info Contact Info Venue Info Entry Info Review & Submit

Need help? Contact us via Email ▼ Go

Clear Entire Request ▼ Go

Search For An Existing Venue

Add A New Venue

Blue Indicates A Required Item

Venue Name:

Venue Email Address

Confirm Email Address

Venue Phone Number:

Venue Country:

Venue Address 1:

Venue Address 2:

Venue City:

Venue State:

Venue ZIP/Postal Code:

Venue Website URL:

Upload Photo: Browse...

The blue fields are required; all others are optional

Add Your Venue And Advance To Next Step

Register A New Event

[Event Info](#) [Contact Info](#) [Venue Info](#) [Entry Info](#) [Review & Submit](#)

Need help? Contact us via Email

Clear Entire Request

Prairie Village Municipal Pool
7711 Delmar St
Prairie Village, KS 66208 USA
<http://www.pvkansas.com/index.aspx?page=98&recordid=40>

No Picture Found!

Is this the venue where your event will be?

YES,

Or,

Or,

Review the information and click to add the venue

Register A New Event

[Event Info](#)[Contact Info](#)[Venue Info](#)[Entry Info](#)[Review & Submit](#)Need help? Contact us via Email Clear Entire Request

Blue Indicates A Required Item

Event Website URL: Online Entries URL: Upload An Entry Form: Display Entry Form Publicly? Upload A Safety Plan: Other Document

*(Entry form, Entries Plan,
Event Itinerary, etc):*

Last Year's Size: ParticipantsThis Year's Estimated Size: Participants

Comments To The Sanctions Chair:
Hello, I need to get for this event ASAP
I didn't fill out t if you have any que

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"

Register A New Event

[Event Info](#)[Contact Info](#)[Venue Info](#)[Entry Info](#)[Review & Submit](#)

Review Information

IMPORTANT: By submitting this form, you agree that the event will meet the criteria described in the [USMS Official Sanction Guidelines](#) (Link opens in a new window).

 You'll be given a printer-friendly format after submitting the form

[Submit Final Information](#)

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!

Event Information

Request Type: Sanction

[Edit Information](#)

Your Name: Anna Lea Matysek

Your Email: annalea@usms.org

Address:

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!

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.

▶ Contact Information

▶ Venue Information

▶ Entry Information

Once you are satisfied with the information provided, click on "Submit Final Information" and the request will be routed for approval.

[Submit Final Information](#)

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).

Register A New Event

**Your request has been officially submitted.
You should have received a confirmation in your email
inbox, and you will receive notice when your request is
reviewed.**

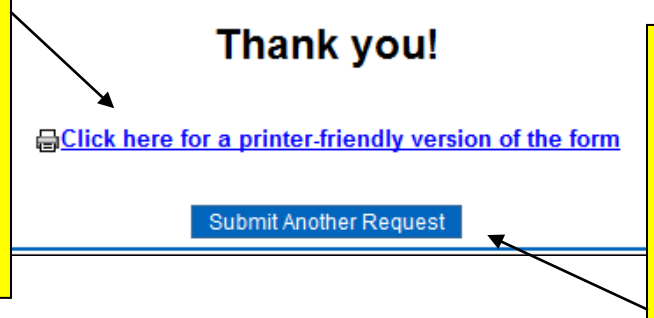
Thank you!

[Click here for a printer-friendly version of the form](#)

[Submit Another Request](#)

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.



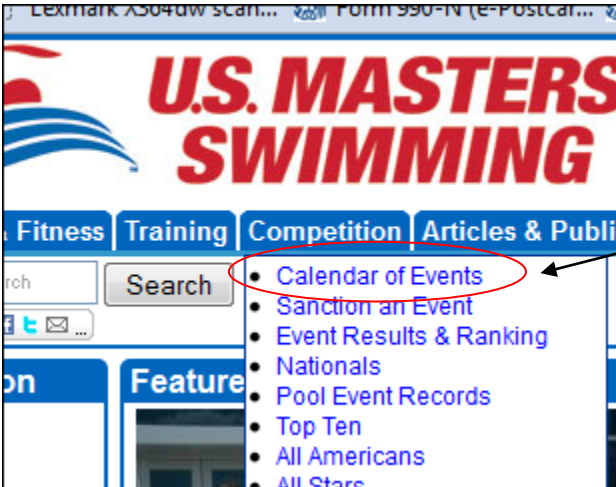
At this point you are done and you may close your browser to exit the application.

=====

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

A screenshot of the 'Calendar of Events' search page on the USMS website. The page has a blue header with the text 'Calendar of Events'. Below the header is a link for 'Add a New Event'. The main heading is 'Search for Events'. A sub-heading reads 'Please use our [Advanced Search](#) for searching by Event Title, Series Title, St'. Below this is a search section titled 'Search by Zip Code'. It contains a form with the text 'Show all events within 50 miles of 34233 (Zip Code)'. The number '50' is in a dropdown menu, and '34233' is in a text input field. A blue 'Go!' button is to the right of the input field.

Search for the event

Calendar of Events

[Add a New Event](#)

Events

Sorting Events By Starting Date


Sort Instead By [Distance From Your Location](#) || [Ending Date](#)

[Advanced Search](#)

 *Denotes That An Event Is Sanctioned By USMS*

 **Feb 15 - 18, 2012 - Short Course Yards**
Fun Meet
Sarasota, FL 34239
3.38 Miles From Zip Code 34233

[View Details Of The Event](#)

 **Mar 3, 2012 - Short Course Yards**
2012 Sarasota Puddle Jump
Sarasota, FL 34238
2.57 Miles From Zip Code 34233

[View Details Of The Event](#)

We want to upload a new entry form for the Sarasota Puddle Jump. Click "View Details of the Event"

Event Directors Only:

[Submit a change to this event's listing](#)
[Request that this event be removed from the calendar](#)

Click "Submit a change to this event's listing"

Edit Existing Meet

Please click "Edit Information" in the section that you would like to edit. Changes that you submit will be reviewed, and upon approval, will be displayed on the Calendar of Events.

No changes are officially made until this page is submitted

[Finalize Submission Changes](#)

▶ **Event Information**

▶ **Contact Information**

▶ **Venue Information**

▼ **Entry Information**

In the "Entry Information" tab, select "Edit Information"

[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:

Upload An Entry Form:

[View Previously Uploaded Entry Form](#) [Remove](#)

Display Entry Form Publicly?

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