SANCTION AND CALENDAR OF EVENTS APPROVAL PROCESS

Using the USMS admin tools

Last updated 1/6/2023

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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 – contact Volunteer Services who will grant your access to the USMS sanctions approval tool.

Admin volunteers will have two logins:

1.   your My USMS login (usms.org/login) because you're a member based on your email address
2.   Your user ID and password (usms.org/usmsadmin) to access administrative tools

We suggest that you bookmark the two different landing pages and if you store usernames and passwords in your browser, configure those separately as well—they will not be the same.

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

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USMS Site/Database Administration

Logout: Click here to logout of USMS Admin

Administrative Actions Required and Notices

- There is 1 pending Sanctions & Calendar of Events Request.

LMSC Tools

- Event Venues
- Sanctions & Calendar of Events

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

Sanctions & Calendar of Events

Requests from your LMSC (Virginia)

- Tutorial for Sanctions Chairs
- Generate Statistics (Opens in Excel) (Red background denotes a denied event, yellow denotes a pending event)

Pending Requests (1)	Approved Requests	Denied Requests	Cancelled Events

Red denotes an event that was submitted over 10 days ago, but has not yet been approved/denied
Click on an event to view details and approve/deny

Application Date	Request Type	Event Title	Event Type	Length Type	LMSC
12/13/2021	Sanction	USMS Splash Event 12/18/2021 - 12/19/2021	Competition	Pool	VA

Here is the list of pending requests. We are going to review the request for the 2012

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There are four tabs of information to review:
1. Event info
2. Contact info
3. Venue info
4. Entry info

Scroll down the page to see each section.

Sanctions & Calendar of Events

Submit Changes & Exit | Approve | Deny | Request Additional Information

No changes are saved until you select "Submit Changes & Exit" or "Approve Sanction"!

Cancel Any Changes & Go Back

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.

Event Information

Edit Information

Request Type: Sanction/Recognition

Your Name: USMS Volunteer Services
Your Email Address: volunteer@usms.org
Your Phone Number: (941) 556-6275
Your Organization: USMS

Postal? No

Click "Edit Information" to expand that section and make any edits.

Update Information

Make sure you select "Update Information" if making edits to the sanction application.

Last updated 1/6/2023

Reviewing required and any supplemental documents – Effective Dec. 2021

Effective December 2021: We identified virus attack vulnerabilities linked to the file upload tools within the USMS sanctions process and needed to disable and remove those fields. The ability to upload and modify documents was originally included in the application process completed by event directors, and when an LMSC Sanctions Chair was reviewing pending/approved sanctions in the USMS admin tools.

As a result of the file upload tools being removed, meet documents that were previously uploaded through the online sanctions process will now require an additional step for review by LMSC Sanctions Chairs through a unique and customized Dropbox folder specific only to your LMSC.

The Online Sanction Application Tutorial for Event Directors will walk you through the modified sanctions application process. As noted on pages 14-19 of the tutorial for event directors, they are now being instructed to submit their required meet announcement and additional documents via an online form.

USMS will upload the documents from the online form to your LMSC's Dropbox folder that sanctions chairs may access to review at any time. (If you need your unique and customized link, please contact Event Services)
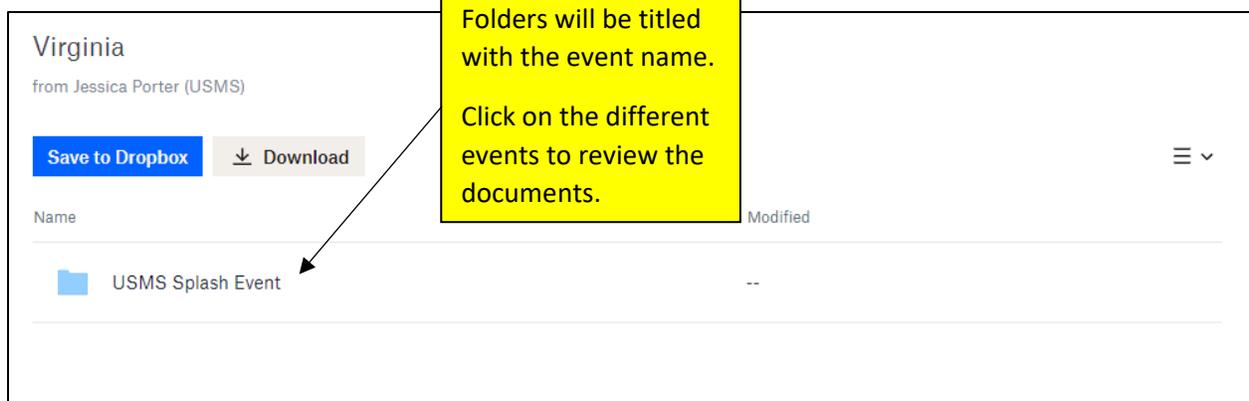
Folders will be titled with the event name.

Click on the different events to review the documents.
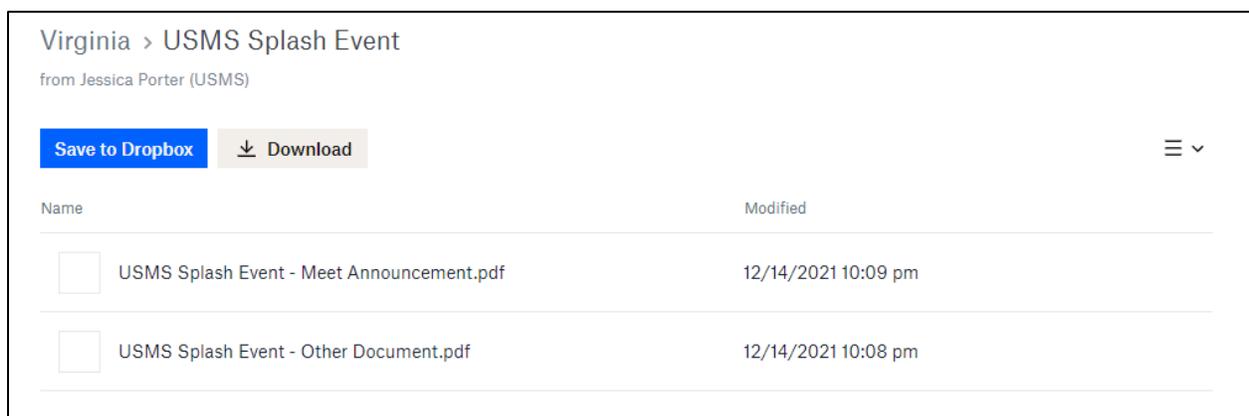
Once the Sanctions Chair has reviewed all the submitted documents in the LMSC's Dropbox folder, in addition to the information submitted through the USMS admin tools, they may issue the sanction through the USMS admin tools (see next page for screen shots). Upon approval, USMS will link the event documents to the public on the Calendar of Events.

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High-level steps to take once a pending request is received

1. [Login to the USMS admin tools](#)
2. Review the event information in the pending requests tab
3. Access your unique and customized Dropbox folder specific only to your LMSC to review the event's required meet announcement and any additional documents.
    a. **Submitting an Update to a Pending Event** - Communicate directly with the requestor if any modifications or changes need to be made – you can make changes in the USMS admin tools or upload new documents in the Dropbox folder prior to approving the event.
    b. **Submitting an Update to an Event Already Approved** - If an event needs to update documents related to an event that has already been approved, [contact USMS Event Services](#) to help with making the needed changes.
4. If you have reviewed the application in the USMS admin tools and required document(s) in your Dropbox folder, you are now ready to either approve or deny the request (Continue to next page in this tutorial>>>).

We are continuing to have discussions surrounding the sanctions process and the standard tools that we as an organization should be using for file sharing/collaboration, in addition to ways to improve our virus vulnerability.

If you have any additional questions, please contact [USMS Event Services](#).

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Approving a Sanction request

Sanctions & Calendar of Events

Submit Changes & Exit   Approve   Deny   Request Additional Information

No changes are saved until you select "Submit Changes & Exit" or "Approve Sanction"!

Cancel Any Changes & Go Back

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 are explained in order:

1. **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.

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2. **Approve**: 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 USMS Splash Event example, we will enter SPLASH:

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.

Final Information

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: SPLASH

Is this a Zone, National, International Championship event? Not A Championship

By clicking the "Submit Info & Approve Event" button below, you are agreeing to the following statement:

I understand that my LMSC will be billed a sanction or recognition fee for this event ($50 for sanctioned pool meets; $100 for recognized pool meets; $100 plus $5 per participant for open water events).

Submit Info & Approve Event

Final Information

This is a (up to) 6 character abbreviation for the event.
NOT include date of event or course type, as they will be added automatically

Event ID: SPLASH

Is this a Zone, National, International Championship event? Not A Championship
- Not A Championship
- Zone Championship
- National Championship
- International Championship

By clicking the below, you are

I understand that my LMSC will be billed a sanction or recognition fee for this event ($50 for sanctioned pool meets; $100 for recognized pool meets; $100 plus $5 per participant for open water events).

Submit Info & Approve Event

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"

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

4. **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 *(USMS Volunteer Services)*

From: [   ]
(Please enter your return email address)

Pop-up box for "Request additional information"

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

[text area]

Send Message

Last updated 1/6/2023

Sanctions & Calendar of Events

Requests from your LMSC (Virginia)

- Tutorial for Sanctions Chairs
- Generate Statistics (Opens in Excel) (Red background denotes a denied event, yellow denotes a pending event)

| Pending Requests (0) | **Approved Requests** | Denied Requests | Cancelled Events | |

View events for: [2021 and the future ⌄] [Go!]

Click on an event to view details

Date Accepted	Request Type	Event Title	Event Type	Length Type	LMSC
12/13/2021	Sanction	USMS Splash Event 12/18/2021 - 12/19/2021 **Sanction #121-S002**	Competition	Pool	VA
11/09/2021	Sanction	Occoquan USMS Invite 12/19/2021 - 12/19/2021 **Sanction #121-S001**	Competition	Pool	VA
5/12/2021	Sanction	2021 Lake Moomaw 1-Mile Open Water Swim 8/07/2021 - 8/07/2021 **Sanction #121-W001**	Competition	OW	VA

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

Last updated 1/6/2023

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 button to "Mark Event as Cancelled."

Sanctions & Calendar of Events

Edit Existing Event

Please edit existing event information by selecting **"Edit Information"** under the appropriate heading.
Please note that once submitted, changes are instant and cannot be undone.

No changes are officially made until you click the Submit Changes button

| Submit Changes | Edit Championship Info | Mark Event As Cancelled |

Remove Event From Calendar

Mark Event as Cancelled

Sanction Number: 121-S002

Go Back

Event Information

Edit Information

Request Type: Sanction/Recognition

Your Name: USMS Volunteer Services
Your Email Address: volunteer@usms.org

Mark event as cancelled?

Are you sure you want to mark this event as cancelled?

This action can be undone later if needed.

Yes, Mark As Cancelled

No, Go Back

This will mark the event as "Event Cancelled" and the event will be moved to the "Cancelled Events" tab.

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Sanctions & Calendar of Events

Event has been successfully cancelled.
You can undo this change by viewing all cancelled events!

Edit Existing Event

This event has been marked as CANCELLED.
To make changes, please first restore the event.

Restore Event

Remove Event From Calendar

Go Back

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Restoring a canceled event

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."

Sanctions & Calendar of Events

Requests from your LMSC (Virginia)

- Tutorial for Sanctions Chairs
- Generate Statistics (Opens in Excel) (Red background denotes a denied event, yellow denotes a pending event)

Pending Requests (0)	Approved Requests	Denied Requests	Cancelled Events

Showing cancelled events that are no older than 1 year
Click on an event to view details & restore the event

Date Cancelled	Request Type	Event Title	Event Type	Length	
12/13/2021	Sanction	USMS Splash Event 12/18/2021 - 12/19/2021	Competition	Pool	VA

"Cancelled Events" tab

Sanctions & Calendar of Events

Edit Existing Event

This event has been marked as CANCELLED.
To make changes, please first restore the event.

Restore Event

Remove Event From Calendar

Restore Event

Go Back

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Restore event?

Are you sure you want to restore this event (place it back on the Calendar Of Events)?

This action can be undone later if needed.

Yes, Restore Event **No, Go Back**

Restore Event

Sanctions & Calendar of Events

Event has been successfully restored.
You can undo this change by viewing all approved events!

Edit Existing Event

Please edit existing event information by selecting **"Edit Information"** under the appropriate heading.
Please note that once submitted, changes are instant and cannot be undone.

No changes are officially made until you click the Submit Changes button

Submit Changes   **Edit Championship Info**   **Mark Event As Cancelled**

Remove Event From Calendar

Sanction Number: 121-S002

Go Back