Submit a change to an event that is already sanctioned

The meet director for the Portland Bridge Swim previously submitted the event and received a sanction number. Now she needs to add the online meet entry URL, and also upload an updated paper entry form.

First, find the existing event in the USMS Calendar of Events:
This is the event. Click “View Details of the Event”

Here is the top of the event information page. At the very bottom of the page, click “Submit a change to this event’s listing”

Submit a change to this event's listing
Request that this event be removed from the calendar
Enter your contact info (this won’t be displayed publicly but a confirmation email message will be sent to this address)

Sanctions & Calendar of Events

Requestor Information

Please provide us with your contact information before submitting meet change requests.

- **Your Name:** Jane Doe
- **Your Email Address:** JaneDoe@zmail.com
- **Confirm Email Address:** JaneDoe@zmail.com
- **Your Phone Number:** 999-555-1212
- **Host Organization:** Squirrel Masters

Advance To Next Step

Check the “I agree to run this event...” box

Edit Existing Meet

Please click “Edit Information” in the section that you would like to edit. Any changes that you submit will be reviewed, and upon approval, will be displayed on the Calendar.

☐ I agree to run this event according to the [USMS Sanction Requirements]

No changes are officially made until this page is submitted

Finalize Submission Changes
An event sanctioned by USMS, Inc., through one of its Local Masters Swimming Committees (LMSC), shall be conducted according to applicable USMS swimming rules and administrative regulations including:


Check the “I Agree” box

We need to edit the Entry Information, so select that tab
Here is the current entry information. We need to add a link for online entries. Click “Edit Information” to edit this page.

<table>
<thead>
<tr>
<th>Event Website:</th>
<th><a href="http://www.portlandbridgeswim.com">http://www.portlandbridgeswim.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Link To Paper Entries:</td>
<td>None Entered</td>
</tr>
<tr>
<td>Link To Online Entries:</td>
<td>None Entered</td>
</tr>
<tr>
<td>Date Entries Close:</td>
<td>07/13/2012</td>
</tr>
<tr>
<td>Last Year's Est. Attendance:</td>
<td>0 - 49 People</td>
</tr>
<tr>
<td>This Year's Est. Attendance:</td>
<td>50 - 99 People</td>
</tr>
<tr>
<td>Interested In Marketing Materials:</td>
<td>Yes</td>
</tr>
<tr>
<td>Entry Form:</td>
<td>View Entry Form</td>
</tr>
<tr>
<td>Display Entry Form Publicly:</td>
<td>Yes</td>
</tr>
<tr>
<td>Safety Plan:</td>
<td>View Safety Plan</td>
</tr>
<tr>
<td>&quot;Other&quot; Document:</td>
<td>None Uploaded</td>
</tr>
</tbody>
</table>
We enter the URL for the online entries. We also uploaded a new paper entry form.

Click “Update Information” to submit the changes.
IMPORTANT: The changes have not yet been submitted. Click the FINALIZE SUBMISSION CHANGES blue button to submit. (You do not need to check the “I agree to run...” box again.)

Your update has been officially submitted.

Since you submitted an event update request, you will receive a confirmation in your email inbox.

You will also receive an email when your update request is approved or denied.

Thank you!