Sanctioning Events with USA Triathlon

Welcome to USA Triathlon's new sanction system. Please read below for instructions on how to sanction a new event with USA Triathlon, copy events, and other important updates.
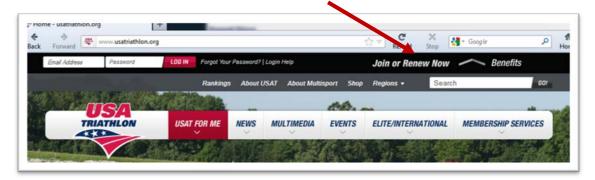
Race Directors will use their personal USA Triathlon membership account to sanction all events. Click on the links below to see details on each section.

- How to Create a New USAT Race Director Account
- How to Login
- How to access the New Sanction Site
- How to create a new sanctioned event
- How to add and edit Assistant Race Directors
- How to Copy an existing event
- Searching for events
- How to perform a Membership Check
- Submitting Applications for Review
- Sanction Status Definitions
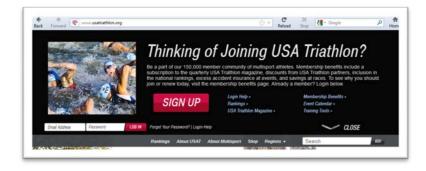- How to contact your USAT Event Reviewer

How to Create a New USAT Race Director Account:

Visit www.usatriathlon.org

Click the 'Join or Renew' button on the top far right.

Click the Sign Up button.
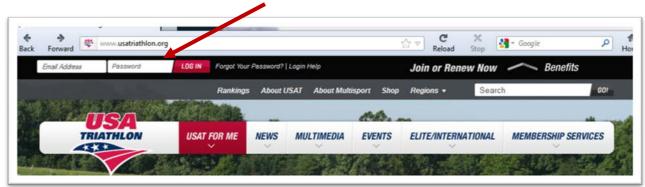
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Follow the prompts to create an account with USA Triathlon. When you reach the Membership Step, you will be asked if you want an annual membership for $45 or a Free Account. Race Directors are not required to have a paid annual membership; therefore you can choose to select 'Free Account'.

How to Login:

Visit www.usatriathlon.org and enter in your email address and password associated with your account. The login is located at the top left hand side of the page.

Once logged in, click the red **My Account** button on the far right. Now you are inside your USAT account.

How to access the New Sanction Site:
visit https://sanctioning.usatriathlon.org   **OR**
Visit the red Events tab, and select the "New Sanctioning System."

From there, you will be prompted to enter in your username and password in the new system. This is the same log-in information you use at www.usatriathlon.org.

How to create a new sanctioned event:

To see all of the races available to manage, click the My Events section on the far left of the screen.

All races that have been manually added to the new sanction system will appear here. 2012 applications submitted in the old system will be listed. Older applications will not be available.

To start a new sanction application, select the red link on the far right, 'Create a New Event'.

The left side of the screen will show the steps needed to take in order to properly fill out the sanction application. Notice that you must fill out the application in order, and you cannot skip sections.

Also take note of the Optional Planning Guide. Race Directors are only required to complete the Sanction Application. New Race directors are encouraged to also complete the Optional Planning Guide for their own reference.

The event name and event number will be listed on the left side of the screen, along with the status of the sanction application.

If a section is incorrectly filled out, an ERRORS box will appear in red at the top of the page.

Event Info

Event Number: 300814
Name: Sample Sanction Application
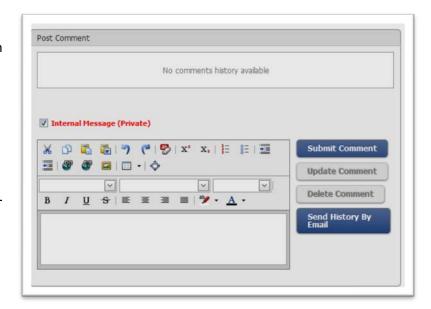Status: Draft

Event Information

Errors
- Start Date is Required
- End Date must be greater than or equal to the Start Date
- State is Required
- Zip Code is Required
- First Time Sanctioning is Required
- Refund Policy is Required

While advancing through the sanction application, a comments section will appear at the bottom of each screen throughout the application process. Feel free to add any important comments the USAT reviewer may need to know.

Questions should be asked via telephone or email contact with USAT staff to assure prompt attention.

To move forward to the next step, make sure to update the application by selecting the blue button 'SAVE' or 'UPDATE'.

How to add and edit Assistant Race Directors:

The race director can add as many assistant race directors as needed in the Race Director section of the sanction application. These race directors can have Read-Write capabilities or Read capabilities.

Click the red link 'Add New Assistant Race Director'.

Search for the Assistant Race Director (they must have an account with USAT), then select their permission:
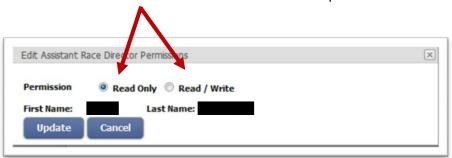
Read = Asst. RD can view sanction application, but cannot make updates
Read/Write = Asst. RD can view sanction application and make edits

Permission	⦿ Read Only ○ Read / Write				
Select	MemberId	Name	City	State	Birth Year

Once the appropriate accounts have been added as Assistant Race Directors, they will appear in the space below.

Contact Information	Assistant Race Director Information					
	Add New Assistant Race Director					
	MemberId	Name	Birth Year	City	State	Access
Delete Edit	1234567	Assistant Director	1960	Colorado Springs	Colorado	Read Only

To edit the Access abilities of an Assistant Race Director, click the edit link next to the MemberId. Select the appropriate Permission of the Assistant Race Director and hit 'Update'.

Edit Assistant Race Director Permissions [×]

Permission ⦿ Read Only ○ Read / Write

First Name: ▮▮▮ **Last Name:** ▮▮▮

[Update] [Cancel]

⊟ **Sanction Application**
- Event
- Race Director
- Races
- Insurance Request
- Event Planning
- Agreements
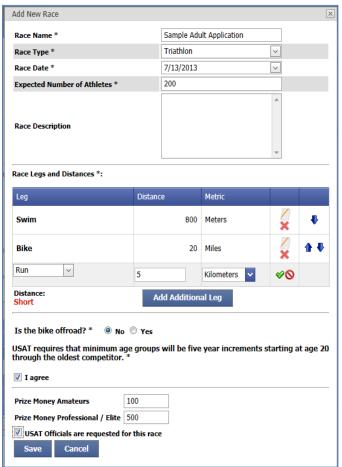- Payments

⊞ **Optional Planning Guide**

To see the progress of the sanction application, the left hand side of the page will display each section in blue when it is completed. The current section in progress will appear in a dark grey color.

Each race within the event must be added. Select the blue 'Add New Race' button at the top of the website. This will open a new section to add the race information. The distances for each leg must be added to each race.

The race will appear in the Races section once the race is added and saved.

If you would like to receive a copy of your insurance certificate, you will need to request it in the 'Insurance Request' step. Otherwise, the event will be covered, but no insurance certificate will be issued. Other entities may need to see proof of insurance, and these additional insured can also be added here. To read more on insurance certificates, click here.

At the Event Planning step, all required information will be listed in tabs across the top. Complete the information within each tab. Be sure to save the information on each tab.

The 'required' * will disappear after each tab is completed. The 'Submit Your Event Plans' button will turn blue when all sections are complete.

Select this, and now the Agreements section will be unlocked. The Payment screen is unlocked after the Agreements are signed. View the sanction fee total, and select 'Checkout'.
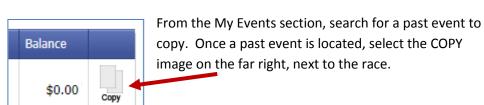
Payments can be made via Credit Card, Electronic Check, or Mail in Check. Please note that USA Triathlon does not store credit card payment information, so this information will be required each time a payment is made.

The application will automatically be submitted for review by USAT and published to the USAT Event Calendar after payment is made. Applications will lock at 14 days before the event or when approved by USAT. Applications are reviewed 6-8 weeks out from the event.

Applications cannot be submitted the week of the event. Should you need to add an application at that time, please contact us for assistance.

How to Copy an Event:

From the My Events section, search for a past event to copy. Once a past event is located, select the COPY image on the far right, next to the race.

The event will populate with the next year's dates, but it is the race director's responsibility to ensure the dates are input correctly into our system.

The system will take a few moments to copy the information over. Once the event has copied, the basic event information will appear. All of the information is copied from the previous application except for the following: Event dates, years of existence, the transfer/refund policy, number of athletes in the race, course maps, the agreements, and the payment.

All sections of the application are no longer complete and the race director will be required to review and save each screen before changing to the complete (blue) status.
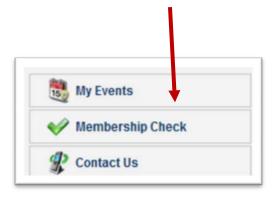
Search Feature:

Only events from 2012 were copied over into the new system. Events from 2006-2011 are not in the new system or available for copying. If the event from 2012 was not copied from the old system, a new application will need to be started.

Should the race director have any questions on where an event lies within the sanction system, a search feature is available from the My Events area on the far upper right corner of the web page.

Search by Event ID, Event Name, or Race Director	Search	Clear

How to perform a Membership Check:

Visit the Membership Check section. Input athlete first and last name to see a list of potential matches. The query will display MemberId, Name, Birth Year, City, State, Start Date, and End Date.

Athletes with an expired membership will need to either purchase a one day license or buy an annual membership. Athletes with NO expiration date will also need to purchase a one day license or annual membership.

My Events

Membership Check

Contact Us

MemberId	Name	Birth Year	City	State	Start Date	End Date
▮▮▮	▮▮▮	▮▮▮	Colorado Springs	Colorado	11/30/2009	12/31/2011
▮▮▮	▮▮▮	▮▮▮	Minneapolis	Minnesota		

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Submitting the Application for Review:

When the application is complete, the system will automatically change the event to 'USAT Review'. The race director has completed their intent to sanction with USAT. Race directors can now use the USAT sanctioned event logo on their website/registration and other publications. For a copy of the logo, and usage guidelines, please contact eventservices@usatriathlon.org.
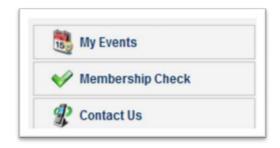
Sanction Status Definitions:

- *Draft:* The application has just been created by the Race Director and is incomplete.
- *USAT Review:* Application has been completed by Race Director and is waiting USAT Review.
  Action Required – Application: The application has been reviewed and needs updates from the Race Director in order to be approved.
- *Approved:* USAT Sanction Team has reviewed and approved the application.
- *Action Required – Post Race:* Event has been completed, but no post race materials have been sent to USAT.
- *Post Race Submitted – Pending:* Post race materials have been received by USAT and are being processed.
- *Complete:* Event has been completed and all post race materials have been received and accepted by USAT.
- *Declined:* USAT staff has denied sanctioning. If you have questions about this please contact eventservices@usatriathlon.org.
- *Cancelled:* This event will not be taking place.

How to contact your USAT event reviewer:

To contact USAT, click the Contact Us section on the left hand side of your page. A section will appear for race directors to choose the event they are inquiring about, and type their message.

If no reviewer has been assigned to the event, the email will direct to eventservices@usatriathlon.org.

The Event Services team does every attempt to respond to emails within a 24 hour period.

Our office hours are 8:30am-5pm MST M-F

Any additional questions can be directed to:
719-955-2802 or eventservices@usatriathlon.org.

Thank you!

The Event Services Team