1) Go to https://www.r2sports.com/cart/files/86/event-sanctioning.asp

2) View the event type you would like to sanction

3) If you are not already signed in, you will need to sign into your R2 Sports profile

   a. You must have director access level in the membership system in order to sanction an event.

4) Fill in all the details

   a. If you have more than 1 director control panel linked to you, you will have a dropdown option
b. If you have no director control panel linked to you, it will create one after purchase

c. If city or main venue name is not in the dropdown, ability to enter new venue

d. Add item to cart

5) Check out or continue shopping

a. You can add additional sanctioned events or purchase other items before checking out
6) Approval Process
   a. If person purchasing a sanctioned event is an approver, this step is skipped
   b. Approval is required for directors sanctioning an event

c. Email sent to approvers

Sent through R2 Sports on behalf of: R2 Sports
Do NOT reply to this email, send questions and comments to support@r2sports.com.

Hi Ryan,

John Doe is requesting to purchase the following item(s) and needs your approval:


Approve / Deny Request

Approvers who received this email:

1) Rodgers, Ryan - Colorado Springs, CO
2) Rodgers, Tish - Colorado Springs, CO

d. Push notification sent to approver if they have the R2 Sports app
e. Director receives acceptance / denial email

```
Approved - You may now purchase cart item(s)

To: John Doe <R2mailsystem@gmail.com>
Reply | Reply to all | Forward | Print | Delete | Show original

Sent through R2 Sports on behalf of: Ryan Rodgers
Do NOT reply to this email, send questions and comments to ryan@r2sports.com

Hi John,

All items in your request have been APPROVED and you can continue to the shopping cart to purchase item(s).
Next Step: Purchase item(s) in Shopping Cart
Items in Order:
Qty: 1 - Test Tournament setup - Tang Soo Do Mi Guk Kwan Tournament (4/3/2018) Test: Test - Test, Alabama Accepted
```

i. Director clicks on Purchase Items link to land on payment screen below.
f. If director has the R2 app, receive push notification of approval / denial
7) Enter Payment info and click place order

8) After Purchase
   a. Event is created in R2 Sports
      i. Unlike before where a credit was given to activate the event later, now the event is activated immediately.
   b. Email Receipt of order
c. Receipt Displayed on the screen

d. Email that event was added to director control panel

Sent through R2 Sports on behalf of: USA Racquetball
Do NOT reply to this email, send questions and comments to support@r2sports.com.

Hi Ryan,

New Event(s) Added to your R2 Sports Director Control Panel:

Primary Director: Ryan Rodgers
Event(s) added:
Racquetball Tournament (6/7/2018) Test: Castle Rock Rec Center - Castle Rock, Colorado
e. Welcome email with event information

**Tournament Details**

Congratulations, your new online tournament has been activated and is ready to begin the setup process.

**Organization:** USA Racquetball  
**Sport:** Racquetball  
**Event Name:** Test  
**Date:** 6/7/2018  
**Location:** Castle Rock, CO USA  
**Venue:** Canyon Rock Rac Center  
**Main Director:** Ryan Rogers

**Tournament Director Master Login**

Login to the event director restricted area to manage event information and adjust settings. This is your main event login. You are able to create links for staff and restrict their access.

- [Click to Manage Event as Director](https://www.r2sports.com/system/login.asp?sportOrganizationID=1)
  
**User Name:** r46077  
**Password:** 564650

**Director Control Panel**

The director control panel groups all of your past and current events together and links them to you. Three (3) months after the end date of your event, the master login expires and you will only be able to access the event through the director control panel.

Use your personal USA Racquetball / R2 Sports Login.  
[Click to Access Director Control Panel](https://www.r2sports.com/system/login.asp?sportOrganizationID=1)

**Participant Website Link**

This link leads to the homepage of your event website. It is created and customized as you go through the event setup steps. Use this link so participants can access event information and register online.


**App Share Link**

This link is for players and fans using the free R2 Sports App. This takes them directly to the event details screen inside the app. Those without the app, will be directed to a landing page where they can find the event website and download the app.

- [http://www.2sports.com/sport/dfeu82/e-event.asp?ID=7722](http://www.2sports.com/sport/dfeu82/e-event.asp?ID=7722)

**We are Here to Help**

If you have any questions regarding the setup process or how to use the R2 sports software, contact us here.


9) View your director control panel

a. Click the Director panel login from the screen or any of the emails

b. Login by to new system here  
   - [https://www.r2sports.com/system/login.asp?sportOrganizationID=1](https://www.r2sports.com/system/login.asp?sportOrganizationID=1)
   
i. Go to Events -> Director Panel
c. If you have more than 1 director control panel linked to you, select the one you want to work with now

d. Main info for director panel
   i. Click the top orange, green, and blue buttons to view past, live and future events
   ii. Update the main info for the director control panel.

   Add staff to your director control panel so they can access the events
i. Search for the first name and then click the + button to add

![User Access Details](image)

Find New User

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Access</th>
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<tbody>
<tr>
<td>John</td>
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<tr>
<td>John</td>
<td>Doe</td>
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</tbody>
</table>

Press + next to name to insert into list of profiles

ii. Select an access level and expiration date

![Director Control Primary: Tish Rodgers](image)

Access: Event Director
Expiration: 01/01/2020
Blank to never expire

SAVE
10) Event Search
   a. View list of events

   b. Filter events, print, and export to CSV (excel)

   c. Click the options icon next to the event to see the options
      i. Options include: View credentials, view R2 invoice, Go to event website, app
         share link. If registration is open, there will be a link to register, if it is a past
         event, a link to results summary
ii. View director login credentials
   1. Click director login to login as director

   ![Director Login Screen]

   - User Name: 154077
   - Password: 364600