How to Sanction Your Events

A major role of each state affiliate is to coordinate a balanced tournament schedule of sanctioned events in their respective states. State president or respective state sanctioning chairman are responsible for approving sanctioned events at the state level.

Sanction a standard tournament 2 days or longer = $75.

Sanction a one day shootout = $35.

Sanction a league = $25. All players not currently USA Racquetball members must purchase $5 league membership.

Sanctioning Your Event – Step by Step – Start to finish

Step 1:
- Log in to your profile at https://www.r2sports.com/membership/login.asp?sportOrganizationID=1
- IF YOU ALREADY HAVE DIRECTOR APPROVAL _ SKIP TO STEP 2
- If you do not have a profile, use the Create New Profile Here area, be sure to follow the steps to complete your profile when the system email arrives shortly after you complete this area.
- Go to the EVENTS tab, select the “Become Director” link.

- Select “Indoor” or “Outdoor” Tournaments and click on “Request to become an approved director” link.

- Contact your state director to let them know you are interested in running a tournament. This will give the approvers a heads up.

- You will receive and email letting you know that
  - 1. You need to set up your director control panel if you don't already have one. This is where all of your events going forward can be accessed if you ever need access historical information.
2. Or this is where you log in as a Director.

You may want to use this link as well http://www.r2sports.com/r2-sports-login.asp to get to your Director log in page, your Director Control Panel or your Membership Profile.

Login to an Event as a Director

If you are a tournament director, league manager, or event/ camp staff, this is where you want to login and administrate your specific event. Edit a tournament bracket for a division and set times for tournament draws.

Login as event director

Login to your Master Director Control Panel

Returning event directors can login to all of their tournament, camps, and leagues all from one place. 3 months after an event is over, the only way to login to it is through your master director control panel.

Login to master director control panel

Membership Login

The membership application allows users to purchase or renew their membership. Commissioners and administrators can manage and communicate with the users.

Login to membership system

Master Director Control Panel

<table>
<thead>
<tr>
<th>Master Director Control Panel</th>
<th>Director Info</th>
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</thead>
<tbody>
<tr>
<td>Reset Software Fines &amp; Updates</td>
<td><a href="mailto:peggie.toe@gmail.com">peggie.toe@gmail.com</a></td>
</tr>
<tr>
<td>Software Training</td>
<td>7194055306</td>
</tr>
<tr>
<td>Tournament Listing</td>
<td>Billing Info</td>
</tr>
</tbody>
</table>

Listing of all events

<table>
<thead>
<tr>
<th>Type</th>
<th>Event Website</th>
<th>Location</th>
<th>Dates</th>
<th>Registrants</th>
<th>Login</th>
</tr>
</thead>
<tbody>
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This is a good place for R2 Sports Software Training http://www.alltournamentpro.com/software-training.asp
Now you are ready to sanction an event.

Step 2:

- Through your member profile (which has now been updated to show you as a tournament director) Go to the EVENTS tab and then click “sanction event for self”.

- Select Indoor Tournaments
  - Select a Single Day or Multi-Day Event and click on the link

- Input all required information (dates, city, etc.) for request. *
- Use the “Check Sanctioning Schedule to be sure your event isn’t interfering with another nearby event.
- Use the “Click here to Request Sanctioning Approval” link.
- Upon approval of your event by the state, you will receive an email confirming the event approval.
- Follow the link to your Profile log in
- You will see a box on your Membership Control panel.
Use the link in the email to pay the sanctioning fee to complete the process.

*- Keep in mind each state has a different set of rules or guidelines that a sanctioned event must meet. Be sure your event meets these standards before submitting for approval.

Sanctioning Benefits

Upon approval of the sanctioning form, the national office will provide the tournament director with the following:

- Online access to the membership database for download of mailing labels for states in your region;
- Online exclusive tournament manager to build your roster of participants, capture members into the roster, schedule your event, and submit results electronically;
- Online verification of membership status of event participants;
- Online submission of new and renewing memberships on a secure server;
- Online search capability for obtaining state rankings by division to assist with tournament seeding;
- $5,000,000 General Aggregate per event liability coverage;
- Secondary accident medical insurance for all current licensed members;
- With sufficient advance notice the sanctioned event will be listed in the tournament calendar of RACQUETBALL Magazine – observe deadlines listed in each issue of the magazine;
- The sanctioned event will be listed in the Online tournament scheduler;
- Weekend exclusivity as defined by the state association;
- Assistance and support from the state association;
- Opportunity for players to earn state, regional, and national ranking positions;

Important Note: All new and renewing members should be informed that a portion of their membership fee remains with the state association to assist with promotional efforts aimed at competitive, recreational, and beginning players alike.

Event Scheduling Tips & Planning

- The state association serves as the sanctioning body for all events held in their state, including regional and master’s events. National Associations may apply for sanctioning through the USAR but all efforts will be made to coordinate all events through the state association.
- The event will be of high quality and uphold standards as set forth by the state association and national governing body.
How to Activate and Set Up an Event

Step 1:

- Once payment is complete you must activate your event.
- Or a green box will appear on your membership profile page as well as in your email inbox via an email.

There are purchased events that are ready to activate!
Click here to Activate your new event

- Click on the link in the green box on your profile or in your email to set up your tournament name, venue, and login information for the tournament.

- The login information will always remain in your director control panel.

These links will take you through the event set-up process to customize your event.

http://www.alltournamentpro.com/software-training.asp

http://www.r2sports.com/R2sportsATPSManual.pdf
As soon as you have activated and setup of your event, you will be able to manage the following online benefits and services:

- Verify that all players are members of USAR
- Rank all players for seeding using national rankings
- Access ranking/competition history for all players
- Utilize the National Tournament Program
- Communicate to potential participants via email, twitter & Facebook
- Communicate with entrants to provide updates.
- Utilize the Electronic Scorecard system

**CLOSING OUT EVENTS**

- At the close of the event you will receive an email with the instruction on Closing out the Event.
- The following requirements must be fulfilled in the allotted time frame.
  - Submit event memberships with required payment – mail or online within 14 calendar days
  - Submit event match results – online ONLY within 30 calendar days*
  - In order to submit results, all participants must be current members of USAR
- The submission of results is done through the event page under the “setup” tab and selecting “activate results”. Then click the link that reads “submit results to USA Racquetball”.

* - If you elect to mail the match results in to USAR for a national staff member to enter, an additional $100 fee must be paid to USAR to input results.

**Special Provisions & Processing Requirements**

- Completed tournament draw sheets for each division and a tournament roster of names are required to process the official results into the ranking system if you are mailing them into the national office.
- Tournament rosters & results containing the names of expired or non-members cannot be entered and will be returned to the state association or event director for follow-up membership processing and collection of payment.
- **All event cancellations must be done prior to the start date and must be communicated to USA Racquetball.**