

**USA**  
**TRIATHLON**<sup>®</sup>



Sanction Event Manual



# 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, how to copy events and other important updates.

Race Directors will use their personal USA Triathlon membership account to sanction all events.

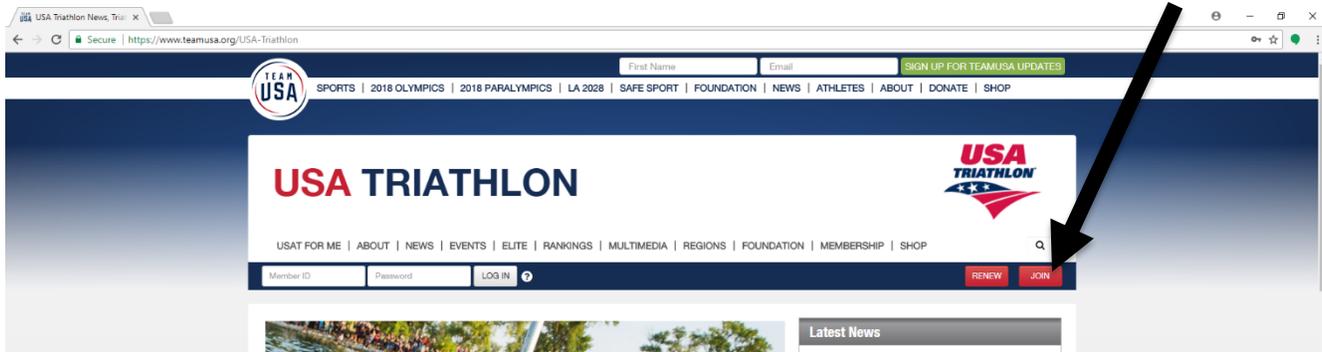
Topics to be discussed in this manual are below:

- [How to Create a New USAT Race Director Account](#)
- [How to Login](#)
- [How to access the sanction database](#)
- [How to create a new sanctioned event](#)
- [How to add and edit Assistant Race Directors](#)
- [How to add and edit races](#)
- [How to request and add insurance certificates](#)
- [How to fill out the event planning tab](#)
- [Submitting the Application for Review](#)
- [Sanction Status Definitions](#)
- [How to Copy an Event](#)
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- [How to Create a Template](#)
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## How to Create a New USAT Race Director Account:

Visit [www.usatriathlon.org](http://www.usatriathlon.org)

Click "Join" on the right side of the screen.



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 \$50 or a Free Account. Race Directors are not required to have a paid annual membership; therefore, you can choose to select 'Free Account.'

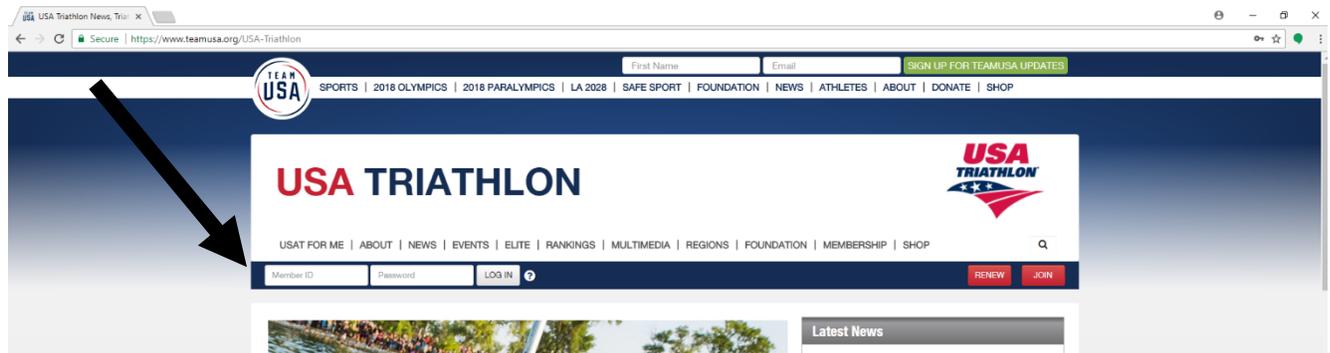
**Please note your member number as this will be your login username for both Membership & Sanctioning.**



# Sanctioning Events with USA Triathlon

## How to Login:

Visit [www.usatriathlon.org](http://www.usatriathlon.org) and enter your member number and password associated with your account. The login is located at the top left-hand side of the page.



Once logged in, click on the arrow by your name, and then select **My Account**. Now you are inside your USAT account.

## How to access the sanction database:

Visit [sanctioning.usatriathlon.org](http://sanctioning.usatriathlon.org)

USA Triathlon recommends saving the page to your favorites bar.

## Welcome to USA Triathlon Sanctioning

Log in

**Username / Member ID \***

  
**Password \***

Remember Me

[Forgot your password?](#)      [Forgot your Member Number?](#)

From there, you will be prompted to enter your member number and password in the system. This is the same log-in information you use at [www.usatriathlon.org](http://www.usatriathlon.org).



# Sanctioning Events with USA Triathlon

How to create a new sanctioned event:

The screenshot displays the USA Triathlon website interface. At the top left, the 'USA TRIATHLON' logo is prominent. Below it, navigation links include 'MY EVENTS', 'MEMBERSHIP CHECK', and 'NATIONAL BID'. A 'Log Out' button is located in the top right corner. A 'QUICK LINKS' section contains 'Race Director Tool Box', 'Contact Us', 'Para Friendly', and 'Webinar'. A 'FILTERING' section includes a 'BY YEAR:' dropdown and a search box labeled 'Search by Event Name or Number...'. The 'MY EVENTS' section features a '+ NEW' button on the right and a message stating 'No Applications found.'. The footer contains logos for the USA Olympic and Paralympic teams, the ITU, and various utility links like 'NEWSLETTER', 'USAT EVENTS CALENDAR', 'MAGAZINE', 'FOR MEDIA', 'PRIVACY POLICY', 'CONTACT US', 'EMPLOYMENT', 'CORPORATE PARTNERS', 'TWITTER', 'YOUTUBE', and 'FACEBOOK'. The copyright notice '2019 USA Triathlon®/USAT®' is also present.

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

All races that have been manually added to the new sanction system will appear here. You will only be able to access applications from the year prior. To start a new sanction application, select the button on the far right, '+NEW.'

The navigation bar consists of eight numbered steps: 1 General Info, 2 Race Director, 3 Race Info, 4 Insurance, 5 Planning, 6 Agreement, 7 Waiver, and 8 Payment. A red box highlights the 'Race Director' step (step 2).

The top of the screen will show the sections to be completed to properly fill out the sanction application. The application must be filled out in order to be reviewed for sanctioning. You cannot skip sections, but you can return to previous sections.



# Sanctioning Events with USA Triathlon

If there is an asterisk (\*) next to the field, there is still required information missing. If all required fields are not completed, you will not be able to move to the next section of the application.

Event Info
<b>Race Director:</b>
<b>Event #:</b> 249202
<b>Start Date:</b> Oct 27, 2018
<b>Event Name:</b> Sample Sanction Application
<b>Status:</b> Draft

The event name and event number will be listed on the left side of the screen, along with the status of the sanction application. This will appear after completing the 'General Info' tab.

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. **Please note that USAT staff is not alerted when comments are left here.**

If you have questions, please email us at [eventservices@usatriathlon.org](mailto:eventservices@usatriathlon.org), or give us a call at 719-955-2802. (If it's urgent, please email.)

**Comments:**

Aug 14 2018 5:11PM (Unknown) - Application Created

**Add Comment**

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

**Next**

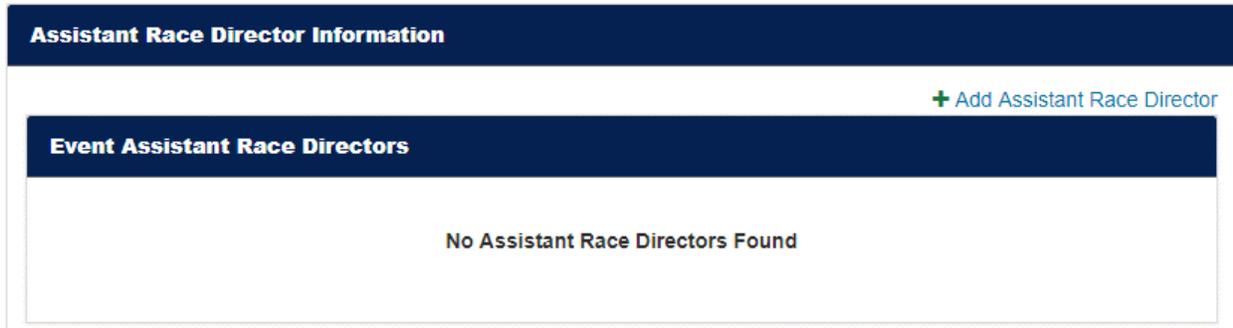


# Sanctioning Events with USA Triathlon

How to add and edit Assistant Race Directors:

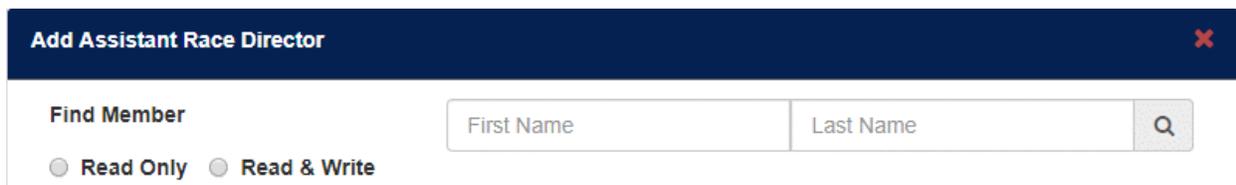


The race director can add as many assistant race directors as needed in the Race Director section of the sanction application. These race directors can have Read-Write capabilities or Read capabilities.



Click the green 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

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



To see the progress of the sanction application, the top of the page will display each section filled in blue when it is completed. The current section in progress will fill the circle in white.



# Sanctioning Events with USA Triathlon

## How to add and edit races:

Each race within the event must be added. Select the blue '+NEW' button at the top right of the website. This will open a new section to add the race information. The distances for each leg will be prepopulated and they can be edited.

The race will appear in the 'Race Info' section once the race is added and saved.

### RACES ✕

Race Name	<input type="text" value="Sample Sanction Application -"/>
Race Type *	<input type="text" value="Select Race Type"/>
Race Distance *	<input type="text" value="Select Race Distance"/>
Race Date *	<input type="text" value="10/27/2018"/>
Expected Number of Athletes *	<input type="text"/>
Description *	<input type="text"/>
USAT requires that minimum age groups will be five year increments starting at age 20 through the oldest competitor. *	<input type="checkbox"/> I Agree
Prize Money for Amateurs	<input type="text"/>
Prize Money for Professionals	<input type="text"/>
USAT Officials are requested for this race? *	<input type="radio"/> Yes <input type="radio"/> No

### RACE LEGS + New

No race legs found

Comments: Aug 14 2018 5:11PM (Mike Love) - Application Created

[Add Comment](#)



# Sanctioning Events with USA Triathlon

## How to request and add insurance certificates:

If you would like to receive a copy of your insurance certificate, you will need to request it in the 'Insurance' 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.

Click the 'Yes' button and fill in the required information for the certificate holder. If an entity is asking for an endorsement or other special request, enter that information in the Special Request box. Make sure to input a valid email as all certificates will be emailed to this address.

### INSURANCE REQUEST

The Race Director, Race Organizing Committee/Company/Club and Sponsors are covered under the USAT policy and do not require certificate requests unless specifically required by an entity for proof of coverage.

Class 1 insurance is free and Class 2 insurance is \$10 per certificate until the week of the event. The week of the event, all insurance requests are \$25 per certificate.

 [Add Certificate](#)

### INSURANCE REQUESTS

No Insurance Requests Found

Comments:

Aug 14 2018 5:11PM (Mike Love) - Application Created

[Add Comment](#)



# Sanctioning Events with USA Triathlon

Once the required information is filled in, click the 'Submit' button, and the system will save your certificate. You can go back in and edit the certificate if needed by clicking the 'Edit' button.

The status of your certificate refers to the certificate being sent out to be created. Class 1 certificates will be sent out automatically for free, but Class 2 certificates will be sent out after purchased on the payment screen.

- *Pending*: The certificate has been loaded into the queue
- *Sent*: The certificate has been sent to be created

### INSURANCE REQUEST

The Race Director, Race Organizing Committee/Company/Club and Sponsors are covered under the USAT policy and do not require certificate requests unless specifically required by an entity for proof of coverage.

Class 1 insurance is free and Class 2 insurance is \$10 per certificate until the week of the event. The week of the event, all insurance requests are \$25 per certificate.

[Add Certificate](#)

### INSURANCE REQUESTS

Name ▲	Class ▲	Type ▲	Status ▲		
Mike Love	Class 1	Race Organizing Committee/Company/Club	Pending		

Page: 1/1 < >

Comments: Dec 13 2018 5:24PM (Mike Love) - Application Created

[Add Comment](#)



# Sanctioning Events with USA Triathlon

## How to fill out the event planning tab:

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 red circle will turn green after each tab is completed.

EVENT PLANNING

START ● SWIM ● BIKE ● RUN ● TRANSITION ● MAP ● RULES ● AGENCY ● MEDICAL ●

Sample Sanction - Short - Triathlon - Tri Incomplete

Click the event's tab to start filling out the information.

There has been a new change in the system regarding course maps, agencies, and medical information.

An error message will show on the 'Run' tab if an invalid amount of aid stations are submitted for races that do not meet the ratio requirements for distance of the run.

Maps will be submitted on the 'Map' tab, and they need to be submitted as a jpeg, pdf, png, or Word documents. Website links will no longer be used to submit maps. You can now submit one map for multiple courses by clicking the check boxes that apply.

START ● SWIM ● BIKE ● RUN ● TRANSITION ● MAP ● RULES ● AGENCY ● MEDICAL ●

**NEW MAP UPLOAD** ✕

Upload new map file.  No file chosen

Map for Race Leg Type

Swim  Bike

Run  Transition



# Sanctioning Events with USA Triathlon

Water testing, police, and emergency services will now be on the 'Agency' tab. Just click the plus next to the agency to submit their contact information.

START ● SWIM ● BIKE ● RUN ● TRANSITION ● MAP ● RULES ● AGENCY ● MEDICAL ●

0 + Emergency Rescue Service    0 + Police    0 + Safety Director    0 + Water Testing Agent

**AGENCIES SUPPORTING EVENT**

No Agencies have been listed.

The 'Next' button will turn blue when all sections are complete.

**EVENT PLANNING**

START ● SWIM ● BIKE ● RUN ● TRANSITION ● MAP ● RULES ● AGENCY ● MEDICAL ●

How many medical staff will you have at your event? \*

Will you have an ambulance/EMS on site? \*  Yes  No

**Save**

Comments: Dec 13 2018 5:24PM (Mike Love) - Application Created

**Add Comment**

**Next**

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 input your payment information on the right side.



# Sanctioning Events with USA Triathlon

## How to pay for the sanction application or insurance certificates:

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.

## Payment Information

### Select Payment Type:

- Credit Card
- Electronic Check
- Mail in Check

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 7 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.

## 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](mailto: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](mailto:eventservices@usatriathlon.org).
- *Cancelled:* This event will not be taking place.



# Sanctioning Events with USA Triathlon

## 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 over the information. 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

## How to perform a Membership Check:

Visit the Membership Check section by clicking on the tab at the top of the page. Input athlete first and last name to see a list of potential matches. The query will display Member Id, User Name (custom ID), Name, Birth Date, 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.

## Submitting the Post-Race Reports:

Once the event is through, the application will be put in 'Action Required – Post Race' status for the race director to submit the post-race reports.

- *Results:* Required for all adult events, not youth events or clinics. Results can be submitted via email to [rankings@usatriathlon.org](mailto:rankings@usatriathlon.org) or uploaded to the Event Reporting tool in the sanction application. Incomplete results will be returned for corrections.
- *Incident Reports:* Only the USAT Incident Report form will be accepted by our insurance provider. If there are no incidents to report, please indicate such at the top of the form.
- *Event Accounting:* Events using a Real Time Account Verification (RTAV) provider must complete an accounting form indicating the number of memberships sold through the registration process even if no other membership money was collected at packet pickup.
- *Package Tracking:* Please include the tracking information for post-race reports sent in via mail.
- *Swim Safety:* The swim safety report is required for all races within an event that have a swim leg, regardless of application type (adult, youth and clinic) or water body.

[Click here](#) to access a webinar on the post-race materials process.



# Sanctioning Events with USA Triathlon

## How to create a Template

From the My Events section, search for an event to use as a template. Once a past event is located, select the TEMPLATE image on the far right, next to the race.

**USE AS TEMPLATE**

Event Name	<input type="text"/>
Start Date	<input type="text" value="mm/dd/yyyy"/>
End Date	<input type="text" value="mm/dd/yyyy"/>
City	<input type="text"/>
State	<input type="text"/>

Fill out the new events name, date, and location to populate the sanction application. This tool is great to use for events that are a series because they will be similar but not the exact same date.



# Sanctioning Events with USA Triathlon

## Contact Us

Visit our [FAQ's Page](#)

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

Any additional questions can be directed to: 719-955-2802 or [eventservices@usatriathlon.org](mailto:eventservices@usatriathlon.org).

Thank you!

The Event Services Team