How to Sanction a Block Party Meet

1. Login to your USA Swimming SWIMS Club Portal
2. Click on Administrative Tab
3. Click on Block Party Meets
4. Click on "Add Block Party Meet" to access sanction application
5. Fill out Application
   a. Name the meet
   b. Input the day of the meet
   c. Declare the officiating classification
   d. Enter the facility where the meet will be held
   e. Enter the course
   f. Enter your meet management software
   g. Enter either the meet referee's ID (if classification is OTS eligible) or the meet contact's ID (can be a coach or other non athlete member of your team)
6. Click Save/Pay
7. Use your credit card to pay
8. Return to Block Party Meets page- your meet is sanctioned and should be on the screen below the red bar