

How does an LSC access and approve or reject a meet sanction?

When a club requests a meet sanction, the request will appear here. An LSC Admin can then review the request to approve or reject the meet.

To access a Meet Sanction Request:

1. Login to your USAS account
2. Click on 'Admin' from the top right navigation options and select 'Workflows' from the dropdown
3. You will then be taken to the 'Administrative Approvals' page, pictured below, and click 'Meet Sanction'.

Administrative Approvals

| APPROVAL QUEUE | NEW REQUESTS | REQUIRES REVISIT |
|---------------------------------------|--------------|------------------|
| Member Club Transfer | 12 | 0 |
| New Club Registration | 9 | 2 |
| Meet Sanction | 15 | 0 |

To approve or reject a meet sanction:

1. Select the 'LSC - Club Name/Club Code' from the table shown below

Meet Sanction Request Queue

| LSC - CLUB NAME/CLUB CODE | SUBMISSION DATE | MEET NAME | MEET DATES |
|--|-----------------|----------------------|-------------------------|
| AD - Addison Otters Swim Team/ADDI | 03/22/2022 | ED Test ADDI April 2 | 04/03/2027 - 04/03/2027 |
| AD - Adirondack Bluefins/BFIN | 04/15/2022 | Test Meet OME | 01/02/2023 - 01/03/2023 |
| AD - ACES/ACES | 04/16/2022 | test test | 07/04/2023 - 11/03/2023 |
| AD - 12345/12345 | 04/16/2022 | Test Meet OME | 01/01/2027 - 01/01/2027 |
| AD - 12345/12345 | 04/16/2022 | test | 01/01/2027 - 01/01/2027 |
| AD - 12345/12345 | 04/21/2022 | test | 07/01/2022 - 07/01/2022 |
| AD - Bolles Test Club/BTC | 05/31/2022 | Bolles Test Club | 10/01/2022 - 10/03/2022 |

2. Review the 'Meet Sanction Request' by clicking 'Download Application'

Meet Sanction Request

[Go back to Administrative Approvals list](#)

LSC - Club Name/Club Code:

CO - Aces Swim Club/ACES

Submission Date:

07/29/2022

Meet Name:

2022 CO Aces Christmas Invite

Meet Dates:

12/25/2022 - 12/25/2022

Meet Classification:

Sanctioned

Meet Type:

Invitational

Sanction Number*

APPROVE

BACK

REJECT

3. Enter the 'Sanction Number'

4. Select 'Approve' or 'Reject'

Once the meet sanction request is approved, the meet will display in Meet searches.

[LSC Workflows Tutorial Video](#)