## 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** 

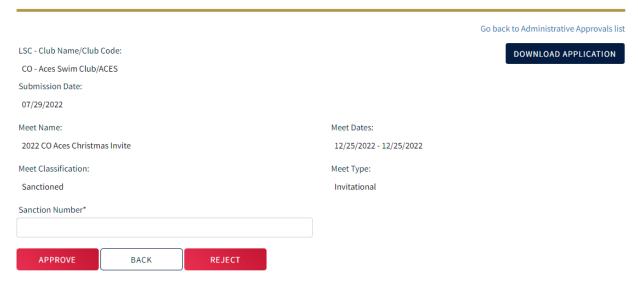
APPROVAL QUEUE	NEW REQUESTS	REQUIRES REVISIT
Member Club Transfer	12	0
New Club Registration	9	2
Meet Sanction	15	0

To approve or reject a meet sanction:

 Select the 'LSC - Club Name/Club Code from the table shown below Meet Sanction Request Queue

/2027
/2023
/2023
2027
2027
/2022
/2022
,

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



- 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