

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 at <http://hub.usaswimming.org>
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 Classification:
Sanctioned
Sanction Number*

Meet Dates:
12/25/2022 - 12/25/2022
Meet Type:
Invitational

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.