



How to Sanction Your Events

A major role of each state affiliate is to coordinate a balanced tournament schedule of sanctioned events in their respective states. State president or respective state sanctioning chairman are responsible for approving sanctioned events at the state level.

Sanction a standard tournament 2 days or longer = \$75.

Sanction a one day shootout = \$35.

Sanction a league = \$25. All players not currently USA Racquetball members must purchase \$5 league membership.

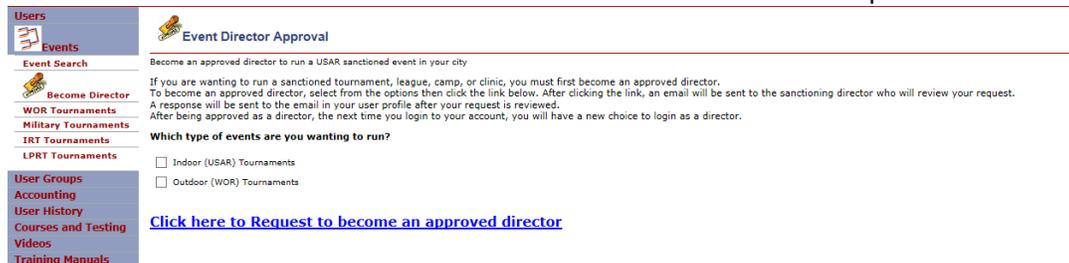
Sanctioning Your Event – Step by Step – Start to finish

Step 1:

- Log in to your profile at <https://www.r2sports.com/membership/login.asp?sportOrganizationID=1>
- **IF YOU ALREADY HAVE DIRECTOR APPROVAL _ SKIP TO STEP 2**
- *If you do not have a profile, use the Create New Profile Here area, be sure to follow the steps to complete your profile when the system email arrives shortly after you complete this area.*
- Go to the EVENTS tab, select the “Become Director” link.



- Select “Indoor” or “Outdoor” Tournaments and click on “Request to become and approved director” link.



- Contact your state director to let them know you are interested in running a tournament. This will give the approvers a heads up.
- You will receive an email letting you know that
 - 1. You need to set up your **director control panel** if you don't already have one. This is where all of your events going forward can be accessed if you ever need access historical information.



DIRECTOR LOGIN

You will need to link your membership profile to your director control panel.

If you have run a previous event on R2sports and have already created a director control panel, login below to your director control to link your event(s).

If this is your first time as a primary director of an event on R2sports, [Create your director control panel HERE.](#)

Credentials	Login To
User Name <input type="text"/>	<input type="radio"/> Event as Director
Password <input type="password"/>	<input checked="" type="radio"/> Director Master Control Panel
Chat Name <input type="text"/>	Forgot Login Info?

LOGIN

We use Secure Sockets Layer (SSL) encryption technology to ensure the security of your login.

- 2. Or this is where you log in as a Director.
- You may want to use this link as well <http://www.r2sports.com/r2-sports-login.asp> to get to your Director log in page, your Director Control Panel or your Membership Profile.



Login to an Event as a Director

If you are a [tournament director](#), league manager, or election / camp staff, this is where you want to login administrate your specific event. Edit a [tournament bracket](#) for a division and set [times for tournament draws](#)

[Login as event director](#)



Login to your Master Director Control Panel

Returning event directors can login to all of their tournament, camps, and leagues all from one place. 3 months after an event is over, the only way to login to it is through your master director control panel.

[Login to master director control panel](#)



Membership Login

The [membership application](#) allows users to purchase or renew their membership. Commissioners and administrators can manage and communicate with the users.

[Login to membership system](#)

This is a good place for R2 Sports Software Training <http://www.alltournamentpro.com/software-training.asp>

Master Director Control Panel					
Recent Software Fixes & Updates					
Software Training					
Tournament Billing					
Print Mailing Labels for all Registrants in Events Below.					
Director Info					
Peggine Test					
peggine.tellez@gmail.com					
7196355396					
Billing Info:					
Peggine					
2812 w colorado ave					
colo springs, CO USA					
Edit Director Info					
Listing of all events					
Type	Event Website	Location	Dates	Registrants	Login



Now you are ready to sanction an event.

Step 2:

- Through your member profile (which has now been updated to show you as a tournament director) Go to the EVENTS tab and then click “sanction event for self”.

Events Items

Select an item below

 Event Search Search event information	 Director Control Panel Directors can login to all events from one main control panel	 Edit Director Info Modify event director information
 Sanction Event for Self Sanction a new tournament league, camp, or event for yourself	 Become Director Become an approved director to run a USAR sanctioned event in your city	 Pay Sanctioning Fees Complete the sanctioning process and pay the sanctioning fees for all events that have been approved by an administrator
 Activate Sanctioned Event Use your event credit to activate your sanctioned event	 WOR Tournaments Search World Outdoor Racquetball Tournaments	 Military Tournaments Search Military Tournaments



The screenshot shows the USA Racquetball website with a navigation menu. A red banner highlights "USA Racquetball USAR Sanctioned Events Categories:". Below it, a sidebar lists "Indoor Tournaments", "Events", and "Leagues". The main content area shows "Indoor Tournaments" with a description: "Sanctioned USAR Racquetball tournament (Indoor)".

Select Indoor Tournaments

Select a Single Day or Multi-Day Event and click on the link



The screenshot shows the "USA Racquetball USAR Sanctioned Events: Indoor Tournaments" page. A dropdown menu is open, listing: "01-Single Day Only", "02-Multi-Day", "03-IRT - 1 Day", "04-IRT Multi-day", and "05-Direct Sanction". To the right, two event categories are detailed:

- 01-Single Day Only USAR Sanctioned Events:** USAR sanctioned one day tournament such as a shootout that starts and ends on the same day.
- 02-Multi-Day USAR Sanctioned Events:** USAR sanctioned indoor racquetball tournament that lasts two or more days. This is a multiple day event.

- Input all required information (dates, city, etc.) for request. *
- Use the “Check Sanctioning Schedule to be sure your event isn’t interfering with another nearby event.
- Use the “Click here to Request Sanctioning Approval” link.
- Upon approval of your event by the state, you will receive an email confirming the event approval.
- Follow the link to your Profile log in
- You will see a box on your Membership Control panel.



Membership Home

Home Page for membership Management

Your event sanctioning request has been approved!

[Click here to Pay Sanctioning Fees](#)

Event directors: Begin managing your sanctioned events and event participants by selecting a choice below. **REMINDER:** Tournament kits are no longer being automatically sent out. If you require a kit please email bpyle@usra.org.



Users

Search users, set user memberships



Memberships

Modify membership types and manage player memberships



Events

Details on Sanctioned Tournaments

- Use the link in the email to pay the sanctioning fee to complete the process.

*- Keep in mind each state has a different set of rules or guidelines that a sanctioned event must meet. Be sure your event meets these standards before submitting for approval.

Sanctioning Benefits

Upon approval of the sanctioning form, the national office will provide the tournament director with the following:

- Online access to the membership database for download of mailing labels for states in your region;
 - Online exclusive tournament manager to build your roster of participants, capture members into the roster, schedule your event, and submit results electronically;
 - Online verification of membership status of event participants;
 - Online submission of new and renewing memberships on a secure server;
 - Online search capability for obtaining state rankings by division to assist with tournament seeding;
 - \$5,000,000 General Aggregate per event liability coverage;
 - Secondary accident medical insurance for all current licensed members;
 - With sufficient advance notice the sanctioned event will be listed in the tournament calendar of RACQUETBALL Magazine – observe deadlines listed in each issue of the magazine;
 - The sanctioned event will be listed in the Online tournament scheduler;
 - Weekend exclusivity as defined by the state association;
 - Assistance and support from the state association;
 - Opportunity for players to earn state, regional, and national ranking positions;
- Important Note: All new and renewing members should be informed that a portion of their membership fee remains with the state association to assist with promotional efforts aimed at competitive, recreational, and beginning players alike.

Event Scheduling Tips & Planning

- The state association serves as the sanctioning body for all events held in their state, including regional and master's events. National Associations may apply for sanctioning through the USAR but all efforts will be made to coordinate all events through the state association.
- The event will be of high quality and uphold standards as set forth by the state association and national governing body.



How to Activate and Set Up an Event

Step 1:

- Once payment is complete you must activate your event

- Events Items**

select an item below



Event Search
Search event information



Director Control Panel
Directors can login to all events from one main control panel



Edit Director Info
Modify event director information



Sanction Event for Self
Sanction a new tournament league, camp, or event for yourself



Become Director
Become an approved director to run a USAR sanctioned event in your city



Pay Sanctioning Fees
Complete the sanctioning process and pay the sanctioning fees for all events that have been approved by an administrator



Activate Sanctioned Event
Use your event credit to activate your sanctioned event



WOR Tournaments
Search World Outdoor Racquetball Tournaments



Military Tournaments
Search Military Tournaments



- Or a green box will appear on your membership profile page as well as in your email inbox via an email.

There are purchased events that are ready to activate!

[Click here to Activate your new event](#)

- Click on the link in the green box on your profile or in your email to set up your tournament name, venue, and login information for the tournament. *



Online Tournament Details

Tournament Name: **testing activation**
Congratulations! Your event has been activated and you can begin the setup process immediately. Click on the first link below to begin.

[Tournament Director Login](#)

Login to the event director restricted area to manage event data and adjust settings.

*- The login information will always remain in your director control panel.

These links will take you through the event set-up process to customize your event.

<http://www.alltournamentpro.com/software-training.asp>

<http://www.r2sports.com/R2sportsATPSManual.pdf>



As soon as you have activated and setup of your event, you will be able to manage the following online benefits and services:

- Verify that all players are members of USAR
- Rank all players for seeding using national rankings
- Access ranking/competition history for all players
- Utilize the National Tournament Program
- Communicate to potential participants via email, twitter & Facebook
- Communicate with entrants to provide updates.
- Utilize the Electronic Scorecard system

CLOSING OUT EVENTS

- At the close of the event you will receive an email with the instruction on Closing out the Event.
- The following requirements must be fulfilled in the allotted time frame.
 - Submit event memberships with required payment – mail or online within **14 calendar days**
 - Submit event match results – online **ONLY** within **30 calendar days***
 - In order to submit results, all participants must be current members of USAR
- The submission of results is done through the event page under the “setup” tab and selecting “activate results”. Then click the link that reads “submit results to USA Racquetball”.

*- If you elect to mail the match results in to USAR for a national staff member to enter, an additional \$100 fee must be paid to USAR to input results.

Special Provisions & Processing Requirements

- Completed tournament draw sheets for each division and a tournament roster of names are required to process the official results into the ranking system if you are mailing them into the national office.
- Tournament rosters & results containing the names of expired or non-members cannot be entered and will be returned to the state association or event director for follow-up membership processing and collection of payment.
- **All event cancellations must be done prior to the start date and must be communicated to USA Racquetball.**