How to fill out the grade level sanction form:

## **Event Details**

- Event Name: Grade Level 1 6
  - It is important that you simply say "grade level" and the levels you will be testing
  - o Examples: "Grade Level 1, 2 & 5" or "Grade Level 1-4"
- Event Start Date: first day of level testing event
- Event Start Time: not required
- Event End Date: last day of level testing event
- Event End Time: not required
- Registration Open Date: should be the day you are creating the event, today.
- Registration Close Date: should be the same as the event end date.
- Event Organizer name: should be Club, Association or Zone Name
- Event organizer Contact: should be the best email contact for the event.
- Event Organizer Phone: not required
- Event Website: not required

## **Venue Address**

- Address Line 1: please add the level testing location address
- City, State, Zip and Country

## **Additional Information**

- Please include any additional information you want to display for your level testing.
- Example:
  - o This event is only open to members of "CLUB A"
  - This event will be over 4 days
- Event logo and information packet are not required

