# How to Request a Course Sanction
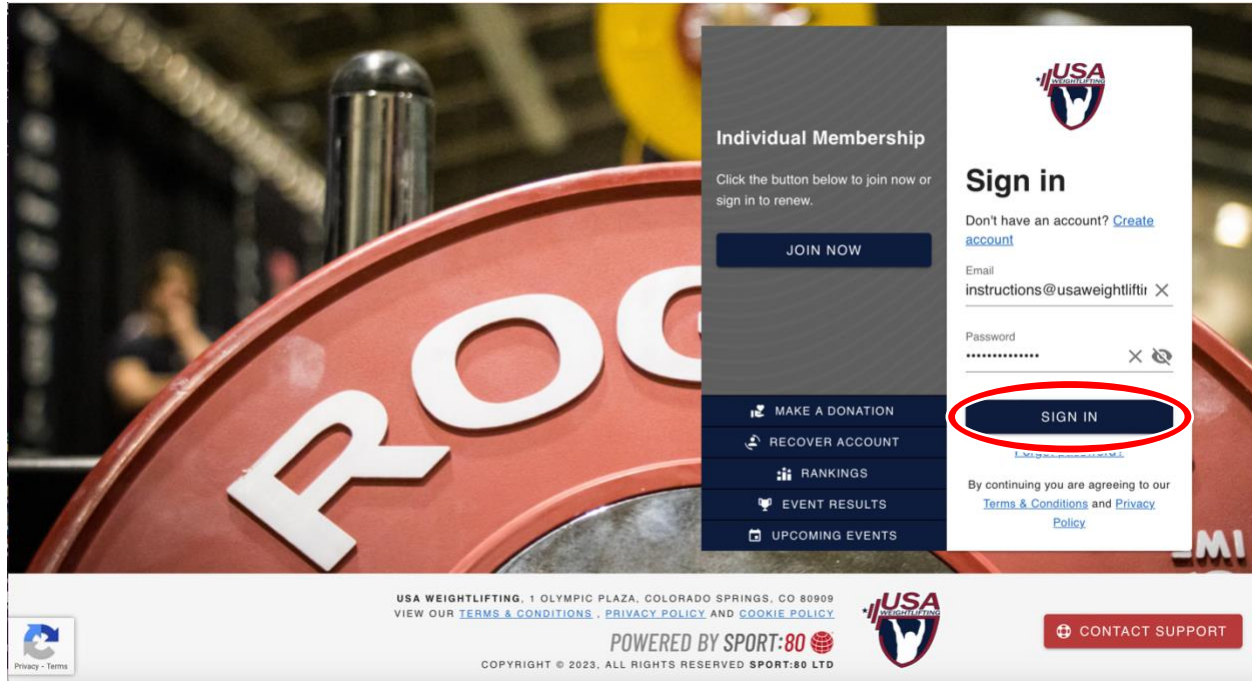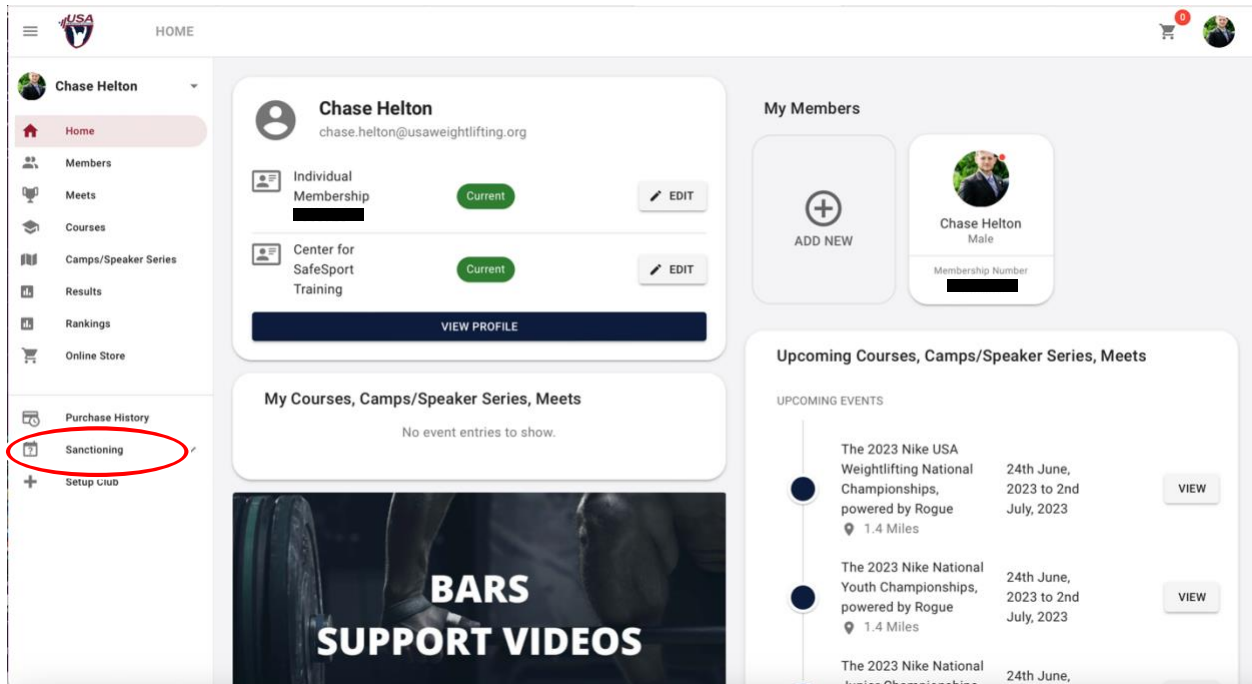
1) [Login to USAW profile](#).



2) Select the "Sanctioning" dropdown menu.

3) Select "Sanction New Course" from the dropdown menu.



4) Review and accept the Terms and Conditions.



**Terms And Conditions:**

Users will be asked to create an account and register entries before being able to enter your course. Payments are processed using Stripe. Fees associated with Stripe are currently 2.6% + 30¢ plus 1% custom connect fee but are always subject to change by Stripe. As a default setting all Stripe fees are incurred by you as part of the transaction. If you want to change this setting log into your Stripe account (once set up) and configure to suit your own policy.

Our fees for use of our Platform are 4% of each and every transaction processed on your behalf via the Platform ("our Fees"). In the event of an entrant cancelling an entry we do not refund our Fees and nor do Stripe. You must provide clear terms and conditions and a cancellation policy for entrants to the users when setting up your Course.

As of January 18th 2018 card processing fees can no longer be passed on directly to end users so you perhaps need to consider increasing your entry fee to cover the costs associated with using the Platform.

Once users have entered the competition successfully, names will appear on the live entry list which can be viewed by clicking on the button on the competition information screen within the Platform.

Your Acceptance

The above points summarise how our Platform should be used for Event Sanctioning and should be read in conjunction with Sport:80 Services Limited's Terms and Conditions in respect of Event Sanctioning ("Terms").

To view our Terms please (click here).

By continuing beyond this page you hereby confirm that as the host of the course you accept our Fees (set out above) and have read and agree to the Terms. In the event that there is a conflict between the information set out above and the Terms, the contents of the Terms shall prevail.

I Accept Terms And Conditions

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5) Fill out the form completely before selecting "NEXT" at the bottom.
   *Important: the start and end times for the course are listed below the course name field.*

**Event Sanction Request Form**

| Course Details | Organizer Information | Facility Information | Facility Address |
| --- | --- | --- | --- |

Course Name *   Fort DEMO Level 1

Times should be set as: 08:00 - 17:00 for Day 1 and 08:00 - 14:00 for Day 2.

Day 1 Date *   2023-04-28

Day 1 Start Time *   08:00

Display on website calendar? *   ○ Yes   ● No

Day 1 End Time *   17:00

Day 2 Date *   2023-04-29

Day 2 Start Time *   08:00

Day 2 End Time *   14:00

This platform uses a 24 hour clock to ensure consistency. **For example 5pm will need to be set as 17:00.** Please ensure you check the opening and closing times carefully before submitting.

Registration Open Date *   2023-04-10 00:01

Registration Closing Date *   2023-04-21 23:59

1/4    **NEXT**

6) Fill in the required sections of the organizer information page.
   *If your facility does not have a certified instructor, please complete the instructor name, ID, and email as entered in image below. USAW will gladly provide a course instructor.*

**Event Sanction Request Form**

| Course Details | Organizer Information | Facility Information | Facility Address |
| --- | --- | --- | --- |

Please Note: In order to receive payments from USAW all instructors must have W9 information complete from within their personal account.

Coordinator Name *   Your Name

Coordinator Email *   youraddress@email.com

Instructor Name *   Instructor's Name

Instructor Membership ID Number *   123456

Instructor Email Address *   instructor@email.com

Assistant Instructor Name  

Assistant Instructor Membership ID Number  

Assistant Instructor Email Address  

PREV    2/4    **NEXT**

7. Fill out your facility information.

*Your facility contact does **not** need to be the same as the organizer.*



8. Fill in the required facility address information before submitting your sanction request.



9. Wait for a member of the USA Weightlifting Coach Development Team to reach out regarding your sanction request.