



S T E P - B Y - S T E P

GRADE LEVEL PROCESS FOR SPORT 80



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HOW TO SANCTION GRADE LEVEL EVENT THROUGH YOUR CLUB, ASSOCIATION OR ZONE PROFILES.

-  Login to Sport 80
-  Change to your club, association or zone profile.
On the left, scroll down to Sanctioning and select “Sanction New Grading”
-  Accept the terms and conditions.
-  Complete all required items for the request form
To stay consistent across all events, please enter your event name as shown below. This is how the event will display on the event calendar and it is easy for members to see which grade level event and level they have access to.
- EVENT NAME: Grade Level Testing 1-6 – CLUB NAME**
Under additional information, you can add more information, additional contact information, and upload documents as needed.
-  Add to cart, checkout and process payment.
-  The sanction will be under review with USAAS and once approved, you will receive an email update.



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HOW TO VIEW ATHLETE ENTRIES, PULL REGISTRATION REPORTS.

-  Login to your Sport 80 account and switch to your admin profile.
-  On the left, scroll down to Events Admin and click on Gradings & Seminars.
-  Click on the event you want to view.
-  On the left, scroll down to “Entries” - here you will be able to view the entries and see who is completed. Here you can view who has entered the event easily and who is still missing, who has an incomplete entry or unpaid entry.
-  Also under entries, you will see a blue box “Actions” with a drop-down menu, here you can send an email to all those registered.
-  Please DO NOT process any refunds – all refund requests should be sent through USA Artistic Swimming



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HOW TO FIND YOUR GRADE LEVEL SANCTION TO MAKE CHANGES, REGISTER ATHLETES & SHARE YOUR REGISTRATION LINK.

-  Login to your Sport 80 account and switch to your admin profile.
-  On the left, scroll down to Events Admin and click on Gradings & Seminars.
-  Click on the event you want to view.
-  On the top right, you will see an option to click “Registration Link” and you can copy this link and share it directly with your members.
-  The registration link is also available on the event calendar
<https://usaas.sport80.com/public/events>
-  Under your admin profile, under Events Admin and Gradings – you can now open the event to make changes to entry dates and add information.



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HOW TO SUBMIT RESULTS IN SPORT 80.

-  Login to your Sport 80 account and switch to your admin profile.
-  On the left, scroll down to Events Admin and click on Gradings & Seminars.
-  Click on the event you want to view and submit results for.
-  On the left, click on “Grading or Seminar Files”
-  Click the blue button “add new” and upload your level testing results excel sheet.



GRADE LEVEL PROCESS SPORT 80

HOW TO CHANGE ATHLETE GRADES IN THEIR ACCOUNT AFTER THEY PASS THE TESTING.



Only club admins will have the ability to update an athlete's profile and change their grade level in their sport 80 profile. Any zone or association who host a grade level event will have the share the results with the club admins to update.



Login to your Sport 80 account and switch to your admin profile.



On the left, click members and smart lists.



Search for the athlete name that you need to update the grade level for.



Click their name to open their profile.



Click on Grade on the left.



Click + Add Grade and Athlete Grade + Add again.



Select the grade level they completed and hit add.