

## On-line Tournament Sanctioning Step-by-Step Guide

- Step 1 Review the “2009-2010 WEVA Adult Tournament Sanction Procedure” and/or “2009-2010 WEVA Junior Tournament Sanction Procedure”
- Step 2 **Required Information**> Enter in the “Date of Event”. If it is a one day tournament, the “Start” and “End” dates will be the same
- Step 3 **Required Information**> Enter in the “Name of Event”
- Step 4 **Required Information**> Enter in the Type & Level of the Tournament. You may select as many Types and Levels within the Adult or Junior sections. You may only select either an Adult or Junior tournament, NOT BOTH
- Step 5 **Required Information**> Enter in the Applicant Information (this is you). Fields include “Name”, “E-mail”, “Street”, “City”, “State”, “Zip Code”, and “Home Phone #”  
**Optional Information**> “Cell Phone #”
- Step 6 Enter in the Person Responsible for the Event information if you will not be running the tournament. The fields include “Name”, “Home Phone #”, and “Cell Phone #”
- Step 7 **Required Information**> Enter in the Site Information. Only Site 1 information is required. Fields include “Site”, “Street”, “State”, “Zip Code”, “Phone #”, and “Contact”
- Step 8 **Required Information**> Enter in the Details of Event information. Fields include “Days of Tournament”, “Courts Available”, “Courts to be Used”, “Teams: # Expected”, “Teams: Fee”, “Participants: # Expected”, “Participants: Fee”, “Spectators: # Expected”, “Spectators: Fee”, “Other Sources of Income”, “Projected Expenses”, “Projected Net Profit/(Loss)”, “Profit Details”, and “Loss Details”  
**Optional Information**> “Deviations”
- Step 9 **Required Information**> Enter in the Insurance Requirements information. Fields include “General Certificate: Yes/No” and “Additionally Insured: Yes/No”.  
**Optional Information**> “Names of Additionally Insured”
- Step 10 **Required Information**> Enter in the Sanction Bonds and Fees information. Fields include “Sanction Fees-Adult” and “Sanction Fees-Junior”. The total amount of Sanction Bonds and Fees will be shown
- Step 11 Select the “Submit” button. You will then be sent to the “Thank you” page if all information was entered correctly or you will be prompted to fill in required information
- Step 12 You will be contacted by the Tournament Coordinator via e-mail regarding your request