

Online Sanctions for Contest Directors

SECTION 1: CREATING SANCTIONS

Please read the instructions at the top of each page carefully, it is page specific and will help you fill out the sanction correctly. The online sanctions ask for the same information as the paper application, although it may not appear in the same order.

Under the **Members Only** section of the AMA Website, click on **?Contest Director Only?**

The AMA Contest Director Portal header will be at the top of every page. Click on CD Home at any time to return to the AMA Contest Director Portal home page



- Click *Next* at the bottom of each page when you are ready to continue
- Click *Prev*(Previous) at the bottom of each page to go back to the page you were just on



To create a sanction, click on Create Sanction at the top of the home page:

The Create link will start a new application to fill out your event information, the type of events taking place, and also the options to purchase advertising or additional insurance

1-Event Info: Application for Event Sanction

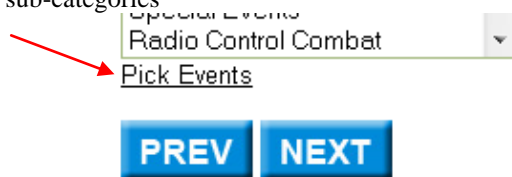
- Event Name: this is a mandatory field
- Sponsor Information: You can add sponsors by entering a *Club Number* and *Club Name*, or by *Organization Name*, then click on the Add button
 - Entering Club Number and Name, will search for any existing clubs that matches the information that was entered
- Choose the Event Class (Rule or Non-Rule Book)- This is also a mandatory field
- Class types (Rule Book Events):
 - Class A- Unrestricted entry to AMA members that contains at least 1 rule-book event
 - Class AA- Unrestricted entry to AMA members and provides at least 4 sets of important awards through 2 or more places and contains at least 2 events
 - Class AAA- State or regional championships/ unrestricted entry to AMA members and provides at least 12 sets of awards through 3 or more places and contains at least 3 events
 - Class AAAA- National championship/ unrestricted entry to AMA members, designated for a contest within its primary area of activity on a once-per-year basis.
-This status may only be granted by Executive Council action
 - Class B- Entry is restricted to members of a club, organization affiliated with the AMA, or to residents of a confined area (such as city or county)
 - FAI Team Selection Event- Contests for the specific purpose of qualifying participants for AMA official teams to World Championships
 - FAI World Record Attempt (*individual or team*)- Competition conducted solely for the purpose of providing opportunity for attempts to establish or surpass existing official FAI World records
 - AMA National Record Trial- Competition conducted solely for the purpose of providing opportunity for attempts to establish or surpass existing official model aircraft records with no awards provided
- Class types (Non-Rule Events):
 - Class C- Unrestricted entry to AMA members that may or may not offer awards and may or may not offer a formal flying competition
 - Class C Restricted- Entry is restricted to members of a club, organization affiliated with the AMA, or to residents of a confined area (such as city or county)/ may or may not offers awards and/or a formal flying competition
 - Class D Demonstrations- Flight activity performed by a small group of fliers before a crowd of spectators for the purpose of instruction and/or publicity
 - ***Full descriptions of each class can be found in the Membership Manual***

1-Event Info: (continued)

- City:, State:, and Zip Code: – mandatory fields
- Site Information:
 - Site Name: The name of the site where the event is taking place – mandatory field
- GPS Information: GPS coordinates are optional, but it gives you the option to put in the longitude and latitude of the event
 - It can also be switched between “Degrees, Minutes, Seconds” and “Decimals”
- Date Information:
 - First Choice: Choose a preferred Start and End Date for the event – mandatory field
 - Second Choice: Choose a secondary date (must differ from the first choice), in case there is an existing event conflict with the first choice – optional field
 - Leave the End Date blank for a one day event
- Select the number of prizes (if any) from the dropdown list: 1, 2, or 3 prizes may be chosen
- Depending on what class of event is selected, there might be more options to fill out:
 - Alternate CD (or two)
 - Rule Deviations
 - Restrictions

1-Event Info (continued): Competition Regulations Events

- Choose the main event or events categories for the event
 - More than one event may be chosen by holding down the CTRL key on the keyboard while you click on the different events
 - After you have chosen your event or events, click on Pick Events (above the Prev/Next buttons) to choose sub-categories



- The Pick Events page
 - Check the main event sub-categories
 - Also check to indicate whether it is Youth-Junior, Youth-Senior, or Adult classification, or a combination of the three

2-Select Coordinator: District Contest Coordinator

- Choose a coordinator from the list shown
 - Choose a coordinator whose area of interest best matches your event

3-Customize Listing: Customize the Event Listing

As part of your event an event listing will appear in the event calendar on the AMA website. This listing is free and automatic as part of your sanctioned event. Please complete the information exactly as you wish it to appear.

- Pick an event category: Use the dropdown list to choose an event category

The Date(s), City, State, Class, Event Name, Site, Contest Director, Phone, Email, and Sponsor will already be listed

- You can check the box to make the phone number or email address public
- Website: Add a Website address to the listing
- Ad Description: Enter up to 255 characters of information for the Ad

3-Customize Listing: (continued)

Event Publication Information: As part of your event, an event listing will appear in both the Contest Calendar section in Model Aviation magazine and on the AMA web site. This listing is free and automatic as part of your sanctioned event.

- None is the default selection, so click *Next* if not interested in supplemental ad, or...

- Select Ad Duration: Select 1 Month, 2 Month, or 3 Month from the dropdown list
- Select A Size: click on size1 or size2 depending on which size of ad you want
 - Size1 is 1 5/8" x 2 1/4"
 - Size2 is 1 5/8" x 1 1/2"

4-Additional Insurance: Purchase Additional Insurance

- You can choose to add additional insurance by clicking the button *Add Additional* and filling in the correct information like Site Type, Name of Additional Insured, Mailing Address of Insured Party, or add padding at the beginning or end if you need extended time to setup or tear down your equipment
 - Click Cancel or Save go back or to add the entered information
 - Or, you can click Next to skip this step

5-Finish Checkout: Finish Checkout

- Fees Summary breaks down all of the individual costs for the sanction listing and gives a Total Fee amount
- Cardholder Information: Make sure the information entered here matches what is on your credit card account
 - Cardholder’s Name:, Address Line 1:, City, State, Zip:, and Phone: are mandatory fields
 - Address Line 2: is an optional field
- Payment Method: Visa or MasterCard
 - Card #:, Expiration Date:, and CVV2 Code :are all mandatory fields
- Click the Submit button when all of the information is entered correctly to process the payment
 - Or, click on the “PayPal click here to pay” button to pay using your PayPal account
- There will be a Thank You screen after your payment is submitted properly:
 - An email will then be sent the the Contest Coordinator



Thank you and Congratulations!

Your event has been successfully entered into our system for review.

An e-mail has been sent to your district Contest Coordinator for approval. You will receive an e-mail confirmation when your event has been approved by the Contest Coordinator.

Your Order Number and Order Date will also be listed on this final page

SECTION 2: RENEWING SANCTIONS

Under the *Members Only* section of the AMA Website, click on **?Contest Director Only?**

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To renew a sanction, click on Renew Sanction at the top of the home page:
 The Renew link will provide a list of previous sanctions issued to yourself or your club(s) and will fill in much of the data on your application.

The list shown on the next page are the sanctions you, or your club(s), have completed in the last three years. Scroll down to find your sanction in the list, and click the renew link on the left.

	Sanction Year
renew	10
renew	10

- This will take you to the Application for Event Sanction
 - The same pages that are in the **Create Sanction** section
 - Most of the information from the previous sanction will be filled in for you
 - Make any changes that are necessary, then click *Next* on each page
- Complete the application using the same steps that are used in the Create Sanction process
 - See the *Creating Sanctions for CDs* for help on this
 - Zip code and Date Information will have to be re-entered
 - Choose a Contest Coordinator and whether or not to have an ad
 - Checkout using the proper information

SECTION 3: VIEWING SANCTIONS

Under the *Members Only* section of the AMA Website, click on **?Contest Director Only?**

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To view a sanction, click on *View Sanctions* at the top of the home page:

The View link will show you a list of sanction applications that you have entered online, and shows the status of each one. You may also add insurance or advertising to a previously submitted application



On the next page, a list of sanctions is shown.

- Click the *Continue* button to finish a sanction that was previously started
- Click the *Already Submitted* link to view the details of a finished application



- This is what they will look like: Already Submitted
- *Continue* button:
 - Takes you back to the un-submitted sanction where you can make changes, updates, and then submit it.
- *Already Submitted*:
 - Brings up a page about the selected sanction. Nothing can be changed here, it is just for viewing details about the sanction that is already submitted
- The Event Name, City, State, and Event Dates are listed, but cannot be changed here
- The Submission Status shows the current status of the sanction
 - Created, Card Charged, Sanction Approved, or Sanction Denied

Card Charged
Sanction Approved
Sanction Denied
Sanction Approved
Created

- Here is an example of the status messages:
- There are links provided to the right to add Additional Insurance or Supplemental Advertising
 - There will be a green check if they have already been added
 - There will be a black X if they are not added, click on Add if you wish to add them now
 - | | | |
|---|---|------------|
|  |  | <u>Add</u> |
|---|---|------------|
 - You can go back anytime, even after the sanction is approved to add additional insurance and/or supplemental advertising