GUIDE TO ONLINE SANCTIONING

STEP 1: ADD EVENT

**You must complete the fields marked 'Required' and listed below (a – f) for your event to appear on the SCCA.com Calendar.*

a. **Event Title** – It is recommended to begin the event title with the region name (DO NOT ABBREVIATE), followed by the unique name of your event, if applicable, then the event category/type, *e.g. Kansas Region Fun in Sun Solo Event.* The event location is automatically added to the end of the event title when posted to the SCCA.com Calendar; therefore, do not include event location in event title. This format is encouraged for best promotional practices on the SCCA National website. With 2,000+ events posted to the SCCA.com calendar, keep in mind how it will appear in a list of several other regions' events.

b. **Category** - Program type *e.g. Road Racing, Solo, Experiential, etc.*

c. **Location** – Event site/venue where the event will take place. New locations must be added by the SCCA Sanction Department. If you do not find your site in the location drop down menu, please contact **sanction@scca.com** before entering your event online. Please verify the address next to the site name matches your site address.

d. **Start/Arrival Date** and **End/Departure Date** should reflect the dates during which the region has possession of the site. This date range may include competition and non-competition days (e.g. set-up, load-in, etc.) and will be printed on the COI. To lengthen, change, or cancel dates, contact Sanction Team.

e. **Event/Registration URL** – Ideally, this URL should take viewers directly to where they can find specific event details (e.g. registration page). The region is encouraged to create the event's registration page and provide at the time of sanctioning, so when the event is posted on SCCA.com calendar, viewers can locate the registration information as it becomes available for your specific event on MotorsportReg.com or other registration client. If an event specific page URL is not available at the time of sanctioning, you can use your region website URL, however, be sure to email **sanction@scca.com** once the event registration page is created so they can update the event information posted on the SCCA.com calendar.

f. **Hosting Region** – This is the primary region who will request the sanction and will be responsible for submitting the post-event audit. The audit invoice will be auto-generated for the Hosting Region. As an authorized sanction requester, you can only request sanctions for your region of record; therefore, your region is the only option in the Hosting Region drop down.
You may select Additional Hosting Region(s) for multi-region hosted events (will include on COI)

After completing Step 1 (a-f) on the Event Information Page, click 'Save' in the bottom right-hand corner of this page and progress to STEP 2 'Add Sanction' to finish the calendaring process. Adding a sanction type simply directs your event to the appropriate pages and calendar(s) on SCCA.com. It does not submit the sanction and insurance request to SCCA.

If you wish to submit the sanction/insurance request at this time, enter (g - k) on the Event Information Page. Refer to your site rental agreement to verify special insurance requirements and enter (g – k) below in the corresponding fields on-line. *NOTE: These fields are NOT REQUIRED unless your event site has special insurance requirements.*

g. **Certificate Holder** – The Certificate Holder listed on the COI defaults to the Region unless specified otherwise. If you list a different Certificate Holder, you must also enter the Certificate Holder's complete address (city, state, zip) or your request will be returned incomplete.

h. **Additional Insureds** - List any additional insureds or additional insured language required by the site.

i. **Email the COI to** - The COI will be automatically emailed to the sanction requester and **sanction@scca.com**. If anyone else requires a copy, please include their email address only, not their name. Multiple emails can be listed and separated by a semi-colon.

j. **Insurance Comments** – Enter any special instructions or special requests from the region and/or site.

k. **Members Only Event** – Check this box if your event will be restricted to SCCA annual members only.

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> Click 'SAVE' and proceed to STEP 2 to complete your sanction/insurance request <

STEP 2: ADD SANCTION Click on the 'Add Sanction' button at the right-hand side of the Sanction form. You are required to choose a Sanction Type and enter the Competition Start and Competition End Dates for each Sanction Type added. Competition Start and End Dates should include competition days only. The SCCA.com calendar will list the event on these dates. If your event is for Charity, you must check the Charity checkbox (Solo, RallyCross, and RoadRally only) and provide Charity Name and Tax ID # at the time of sanctioning. Some event weekends (Road Racing and Time Trials/ Track Days) require more than one sanction type. Repeat Step 2 to add another Sanction Type to your event.

STEP 3: ENTER EVENT OFFICIALS Click 'Add Official' to add an Event Official in the 'Officials' form. This is the final step required before submitting your sanction/insurance request to the SCCA. See below to verify which Event Officials are required for your event category. To complete, you will need name and/or member#:

- **Solo:** Event Chair, Solo Safety Steward, Chief of Waivers, Solo Course Designer
  **PLEASE NOTE: The Solo Safety Steward cannot serve in any other capacity*
- **RoadRally:** Event Chair, RoadRally Safety Steward, Registrar
- **RallyCross:** Event Chair, Safety Steward, Registrar
  **PLEASE NOTE: 2nd Safety Steward must be listed if Primary Safety Steward is running in the event*
- **Time Trials/Track Day:** Event Lead/Chair, Registrar
- **Road Racing:** Chair SOM, Registrar

If any Event Officials change after submitting your sanction/insurance request to SCCA, please edit the Officials in the Event Details Page, or contact **sanction@scca.com** to update the the Event Officials for your event.

STEP 4: SUBMIT TO SCCA Once you have added the required Event Officials and verified the rest of your event details to the best of your ability, click 'Submit to SCCA' at the top of the Event Detail page to complete your sanction and insurance request to the SCCA. The sanction team will review the event details you have entered and reach out to you if there is missing/incomplete information. The insurance request will then be forwarded to K&K to issue the COI. The Sanction Requester will receive an email confirmation from **sanction@scca.com** including the sanction number(s). The COI will be sent via email directly from K&K Insurance to the Sanction Requester and email addresses provided in Step 1.i. above.

*NOTE: **Additional requirements** to obtain a sanction for Road Racing, Time Trials, Track Day, and HillClimb events. Contact **sanction@scca.com** for details.*

STEP 5: EVENT DOCUMENTS Upon receipt of the COI from K&K, please upload the pdf file to the event. First save the COI pdf file to your computer. Pull up your event from the Online Sanctioning Dashboard and find the Documents form located directly under the Officials form. Click 'Add Document' button at the far right. Select the Document Type, Certificate of Insurance (SCCA). Click 'Choose File' to browse and locate the COI pdf file saved to your computer, then click Open. Finally, click 'Save' in the bottom right corner of the add document window. Anyone with access to the Online Sanctioning Dashboard will be able to view the COI once it has been added to the event.

As a reminder, the lead times and late sanction fee for sanction submission still apply. Please complete STEP 1-4 above and submit within the required time frame for your event category (see FAQ's or contact the SCCA Sanction Department if you need further assistance).