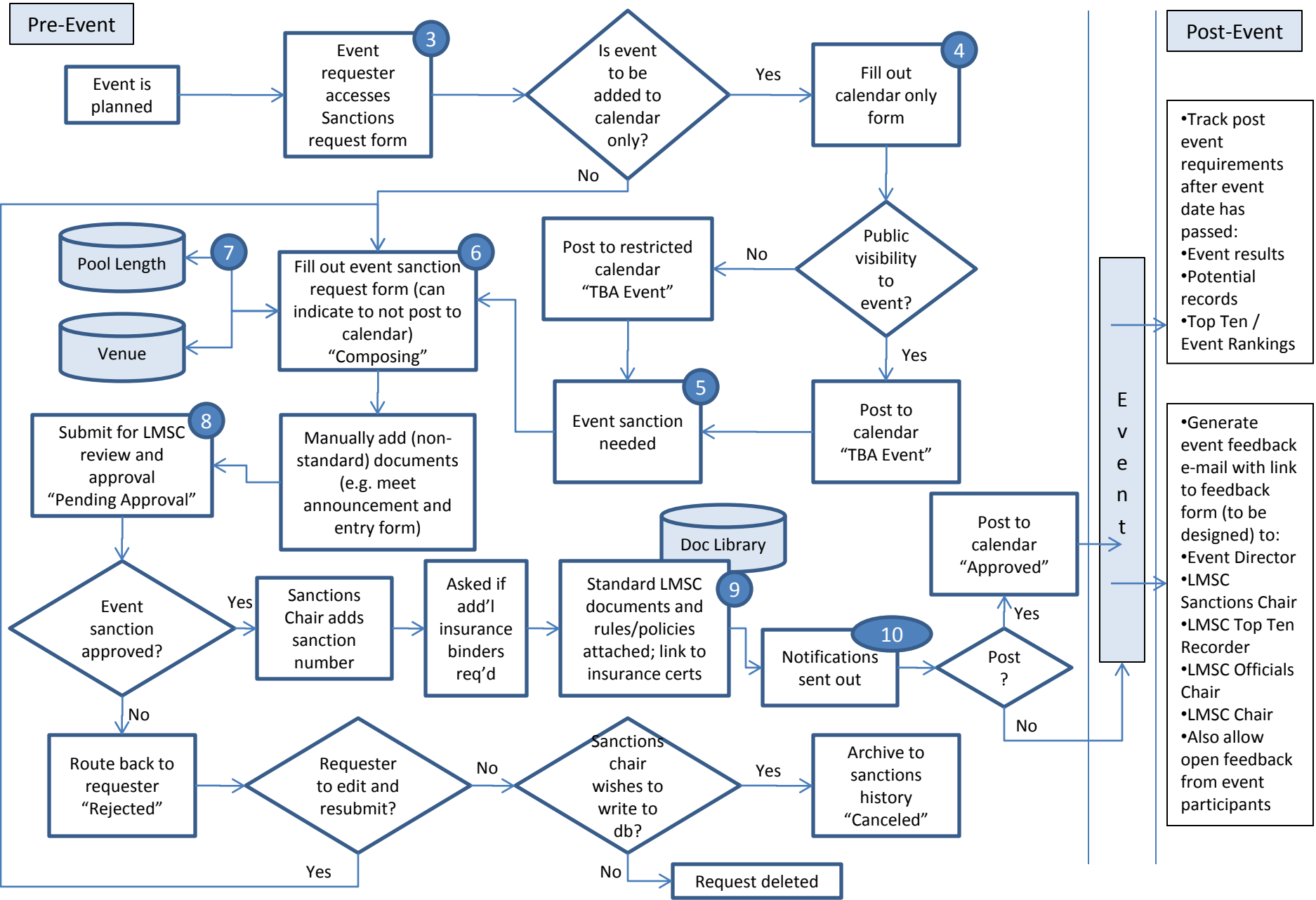


1 E2EEM Sanctions Process Flow

(last edited 8/29/10)

2 Not addressed: Fees





E2EEM Sanctions Process Flow

(last edited 8/29/10)

Process flow notes:

1. "Sanction" refers to sanctions and recognitions
2. All sanction/recognition fees to be handled outside the electronic process (mailing of checks, holding on to performance bonds, splash fees, rejected requests, etc.)
3. Requester would start on a "calendar of events" page, with a default view of all "approved" events. Requester could filter by LMSC, date range, course. Could also view past events (from which a new request for a recurring event could be requested, defaulting previously input even information, except date would be blank). Also could request to view "canceled" events, but that access would require Admin sign in to view.
4. "Calendar only" request offers requester option to:
 - a) Request a reminder (to request a sanction)
 - i. On a specific date
 - ii. X days prior to event start date
 - b) Not request a reminder
5. When event is added ("TBA Event") a confirmation e-mail is generated to requester, and all e-mail addresses indicated on the request form, with a link to use to return to the event and request a sanction (at a future date). The e-mail can be forwarded to anyone else to allow request to be edited, or when the event is selected directly from the calendar, a link requesting the e-mail to be regenerated can be selected. This will generate an e-mail to the requester and all e-mail addresses on the original request form, allowing the request to be edited for a sanctions request.
6. Can allow requester to indicate that event is not to be posted to calendar (this will be used at the end of the process flow)
7. Linkages to Venue and Pool Length data bases would allow requester to populate venue info field, and will trigger appropriate information back to requester about pool length – (e.g. if movable bulkhead, must measure after each session)
8. Approval is handled by LMSC Sanctions Chair. When routed for approval, also send notification only to a list of LMSC officers that can be pre-selected by LMSC Sanctions Chair (e.g. LMSC Top Ten Recorder and LMSC Officials Chair).
9. LMSC can maintain document library of LMSC specific documents to be sent out with sanction approval notification. Also, if additional insurance binders are required (that question is posed to Sanctions Chair upon approval), a link to http://www.usms.org/admin/lmschb/gto_ins_online_certificate.pdf would be provided
10. Notifications of approval sent to a list of LMSC officers that can be pre-selected by LMSC Sanctions Chair (e.g. LMSC Top Ten Recorder and LMSC Officials Chair).