

MEET REFEREE

HOW-TO GUIDE

TO ADD A MEET REFEREE

- STEP 1** Meet Director logs into usagym.org/memberservices.
- STEP 2** Click Sanctions on the left-hand toolbar, then select My Sanctions, select the sanction you would like to modify.
- STEP 3** Click Set next to Meet Referee.
- STEP 4** Search for individual by username, email address, name or member number.
- STEP 5** Click Submit.

MEET REFEREE REPORTING

- STEP 1** Meet Referee logs into usagym.org/memberservices.
- STEP 2** Click Sanctions on the left-hand toolbar, then select My Sanctions.
- STEP 3** At the bottom of your My Sanction page, you will see a section titled Meet Referee. Select the meet that you would like to view.
- STEP 4** Once the event has concluded, you will either select that you do not have any incidents to report or include your reporting information.
- STEP 5** Click Submit.

Meet referees can also submit a [report form](#) by fax or email.