



HOW TO SUBMIT AN APBA SANCTION

For the best experience, **complete the sanction application on a computer** rather than a phone or tablet.

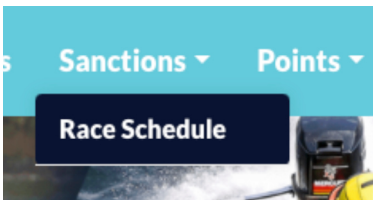
ACCESSING SANCTIONS

1

Everything related to sanctions can be found under **Sanctions** in the main website menu.

When you are not logged in, the only available option will be:

- **Race Schedule**



2

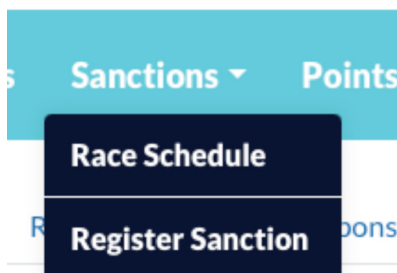
To register or manage a sanction, you **must first log in to your Trackside account**.

1. Click **Log In**. [Login](#)
2. Enter your account credentials.

3

Once you are logged in, open **Sanctions** in the main menu and you will see:

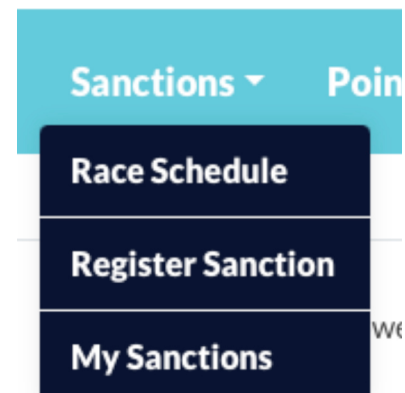
- **Race Schedule**
- **Register Sanction**



4

After you have registered at least one sanction, you will also see:

- **My Sanctions**





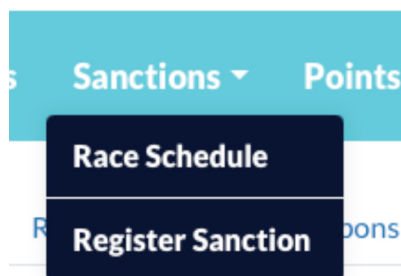
HOW TO SUBMIT AN APBA SANCTION

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REGISTERING A NEW SANCTION

1

Select **Sanctions > Register Sanction** to begin.



2

The first Sanction Request Form collects the basic information needed to create the sanction and add it to the public Race Schedule.

Enter the following information:

- Sanction Name
- Start Date
- End Date
- Race Contact Name
- Race Contact Email
- Categories
- Location

3

Once the required information is complete, click **Submit**.

Submit

Submitting this initial form does **not** send the sanction to APBA Headquarters for approval. It creates the sanction, adds it to the Race Schedule with a status of **Tentative**, and gives you access to the complete sanction application.

Sanction Request Form

Please fill out the below form in order to request a new sanction. You will be redirected to the newly created sanction to continue.

Sanction Name *

Great Lakes Powerboat Classic

Start Date *

Sat, 07/03/2027

End Date *

Sun, 07/04/2027

Race Contact Name *

Bob Smith

Race Contact Email *

bobsmith@test.com

Categories

- ☐ Special Event
- ☐ Vintage
- ☐ Outboard River Racer
- ☒ Stock Outboard
- ☐ Personal Watercraft Racer
- ☐ Motosurf
- ☐ Jet River Racer
- ☐ Inboard
- ☐ Offshore
- ☒ Modified Outboard
- ☐ OPC
- ☐ Outboard Drag
- ☐ Unlimited
- ☐ Junior
- ☐ Jet Sprint
- ☒ PRO
- ☐ K PRO
- ☐ Thundercat
- ☐ Remote Control

Location *

Country *

United States

City *

Cleveland

State *

Ohio

Submit



HOW TO SUBMIT AN APBA SANCTION

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VIEWING YOUR SANCTIONS

1

After creating the sanction, you will be redirected to its public Race Schedule page.

2

You can return to your sanctions at any time by selecting:

Sanctions > My Sanctions

This page displays the sanctions for which you are the Race Contact.

The screenshot shows the 'My Sanctions' page. On the right, a vertical menu has 'Sanctions' at the top, followed by 'Race Schedule', 'Register Sanction', and 'My Sanctions'. A blue arrow points from the 'My Sanctions' menu item to the main content area. The main content area has a title 'My Sanctions' and a table with two columns: 'Sanction Name' and 'Event Date'. The table contains one row: 'Great Lakes Powerboat Classic' and 'Sat, 07/03/2027 - Sun, 07/04/2027'. A blue arrow points from the 'Great Lakes Powerboat Classic' text to the left.

Sanction Name	Event Date
Great Lakes Powerboat Classic	Sat, 07/03/2027 - Sun, 07/04/2027

3

A sanction may be edited while its status is **Tentative**. Navigate to the sanction and select the **Edit** tab to continue working on it.

The screenshot shows the 'Edit' page for a sanction. At the top, there are 'View' and 'Edit' tabs, with a large blue arrow pointing to the 'Edit' tab. The page is divided into two sections. The top section contains details about the regatta: 'Regatta' (Great Lakes Powerboat Classic), 'Sanction ID' (15014), 'Sanction PDF' (View PDF), 'Event Date' (Sat, 07/03/2027 - Sun, 07/04/2027), 'Place' (Cleveland, OH, United States), 'Region' (6), and 'Categories' (Stock Outboard, Modified Outboard, Professional Racing Outboard). The bottom section contains contact information: 'Race Contact Name' (Bob Smith) and 'Race Contact Email' (bobsmith@test.com). A large diagonal watermark 'TENTATIVE' is overlaid on the page. At the bottom, it says 'This Regatta is sanctioned through APBA' followed by a disclaimer.

EDIT

View Edit

Regatta Great Lakes Powerboat Classic

Sanction ID 15014

Sanction PDF [View PDF](#)

Event Date Sat, 07/03/2027 - Sun, 07/04/2027

Place Cleveland, OH
United States

Region 6

Categories Stock Outboard
Modified Outboard
Professional Racing Outboard

Race Contact Name Bob Smith

Race Contact Email bobsmith@test.com

TENTATIVE

This Regatta is sanctioned through APBA

An exhibition may be performed at this event pursuant to all APBA General Safety Rules provided that proper waivers and membership forms have been completed. All prizes are the responsibility of the conducting Club. APBA does not guarantee nor is it responsible for payment of prizes. You are advised that this event may be canceled prior to the race due to circumstances beyond the control of this association. If you plan to travel a long distance, it is recommended that you contact the race sponsor prior to your departure to ensure this event will take place.



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

The application is divided into organized sections displayed on the left side of the page. A red asterisk indicates a section containing required information.

The screenshot shows the APBA Sanction Application interface. A large blue arrow points to the 'Event Basics (2/2) *' section in the left sidebar. The main form area displays the following fields:

- Title ***: Great Lakes Powerboat Classic
- Sanction ID**: 15014
- Race Name ***: Great Lakes Powerboat Classic
- Event Date ***: Start date: 07/03/2027, End date: 07/04/2027
- Test Date**: 09/22/2026

The right sidebar shows the sanction status: **Tentative**, last saved on 09/22/2026 at 15:49, by author sanction@test.com. It includes a 'Create new revision' toggle, a 'Revision log message' text area, and a 'Change to' dropdown set to 'Tentative'.

Ready to Submit for Review?

1. Confirm that all required sections are complete.
2. In the upper-right corner, change the state from Tentative to Pending.
3. Click Save.

Important: Changing the sanction to Pending submits it to APBA Headquarters for review. You will no longer be able to edit it unless Headquarters returns it to Tentative.

While the sanction remains Tentative, you may continue saving changes and returning to complete it later.



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Event Basics

Use this section to review or update:

- Race Name
- Start Date
- End Date
- Test Date, if applicable

The screenshot shows the 'Event Basics (2/2)' form. On the left is a sidebar menu with the following items: 'Event Basics (2/2) *', 'Club & Contact (2/4) *', 'Location (1/2) *', 'Public Race Information (0/6) *', 'Course & Records (0/1) *', 'Event Designations (0/0)', 'Categories & Classes (1/1)', 'Officials (0/6) *', 'Medical (0/2) *', 'Fees & Administration', and 'Files'. The main form area contains the following fields: 'Race Name *' with the value 'Great Lakes Powerboat Classic'; 'Event Date *' containing 'Start date *' (07/03/2027) and 'End date *' (07/04/2027); and 'Test Date' (09/22/2026).

If you change the Race Name, the title displayed at the top of the editing page may not change. The updated **Race Name** is the name that will appear on the public Race Schedule.

The screenshot shows the top of the editing page for the 'Great Lakes Powerboat Classic'. At the top right are 'Save' and 'Preview' buttons. Below them are 'View' and 'Edit' buttons. The 'Title' field is 'Great Lakes Powerboat Classic'. The 'Sanction ID' field is '15014'. Below this is a sub-form titled 'Event Basics (2/2) *' which includes a 'Race Name *' field with the value 'Great Lakes Powerboat Classic'. The sidebar menu from the previous screenshot is also visible at the bottom.



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Club & Contact

Use this section to enter:

- Conducting Club
- Co-host Club, if applicable
- Race Contact Name
- Race Contact Email
- Race Contact Phone

Event Basics (2/2) *	Conducting Club *
Club & Contact (2/4) *	
Location (1/2) *	Co-host
Public Race Information (0/6) *	
Course & Records (0/1) *	Race Contact Name *
Event Designations (0/0)	Bob Smith
Categories & Classes (1/1)	Race Contact Email *
Officials (0/6) *	bobsmith@test.com
Medical (0/2) *	Race Contact Phone *
Fees & Administration	
Files	

 Fields with a magnifying-glass icon are search fields.

To select a club, begin typing its name. When the correct club appears in the search results, click the club name to select it.

Conducting Club *
mich
Michigan Hydroplane Racing Assoc.
Top O'Michigan Outboard Racing Club

If your club does not appear, contact APBA Headquarters at apbahq@apba.org.



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Location

Enter the event location:

- Country
- City
- State
- Body of Water

The APBA Region will be populated automatically based on the location information.

Event Basics (2/2) *		
Club & Contact (2/4) *		
Location (1/2) *		
Public Race Information (0/6) *		
Course & Records (0/1) *		
Event Designations (0/0)		
Categories & Classes (1/1)		
Officials (0/6) *		
Medical (0/2) *		
Fees & Administration		
Files		

Country *

United States ▾

City *

Cleveland

State *

Ohio ▾

Region

6 ▾

Body of Water *



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Public Race Information

This section contains information that will be helpful to racers and may appear publicly on the sanction or race circular.

Fields include:

- Directions
- Accommodations
- Prizes
- Registration
- Drivers Meeting
- Entry Fees
- Notes

The registration and entry-fee fields displayed may vary depending on the categories selected for the sanction.

The screenshot displays the APBA Sanction Application form. On the left is a sidebar menu with the following items: Event Basics (2/2) *, Club & Contact (2/4) *, Location (1/2) *, Public Race Information (0/6) * (highlighted in blue), Course & Records (0/1) *, Event Designations (0/0), Categories & Classes (1/1), Officials (0/6) *, Medical (0/2) *, Fees & Administration, and Files. The main content area shows the 'Public Race Information' section with the following fields: Directions *, Accommodations *, Prizes *, Registration *, Drivers Meeting *, Entry Fees *, and Notes. Each field has a text area with a rich text editor toolbar (Bold, Italic, Link, Bulleted List, Numbered List, Quote, Image, Paragraph, and Source icon) and a 'Source' icon.



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Course & Records

Enter the applicable course and records information.

Start Type is required. You may also provide a description of the course in the **Course** field.

The screenshot shows the APBA Sanction Application form. On the left is a sidebar with navigation tabs: Event Basics (2/2) *, Club & Contact (2/4) *, Location (1/2) *, Public Race Information (0/6) *, **Course & Records (0/1) ***, Event Designations (0/0), Categories & Classes (1/1), Officials (0/6) *, Medical (0/2) *, Fees & Administration, and Files. The main content area is titled 'Course & Records'. It includes a 'Start Type' text input field. Below it is a 'Course' section with a rich text editor containing formatting tools (B, I, link, bulleted list, numbered list, quote, image, Paragraph dropdown, Source icon) and a large text area. At the bottom of the main area is the 'Records at Stake' section with three radio buttons: 3 Mile, 5 Mile, and Kilo. A note below the radio buttons states: 'Please note that if you select the Kilo option a Time Trial Representative official field will need to be filled in on the Officials tab.'

Under **Records at Stake**, select each applicable option.

Selecting a record option will display additional fields to complete, including:

- Surveyor Name
- Chart on File at Headquarters
- Course Approved for Records
- New Chart to Be Submitted

If you select **Kilo**, a required **Time Trial Representative** field will be added to the Officials section.

This screenshot shows the 'Records at Stake' section of the form. It contains three radio buttons: 3 Mile, 5 Mile, and Kilo, with the Kilo option selected. Below the radio buttons is the same note as in the previous screenshot: 'Please note that if you select the Kilo option a Time Trial Representative official field will need to be filled in on the Officials tab.' Below the note are four required text input fields: 'Surveyor Name', 'Chart on File at Headquarters' (with a dropdown menu showing '- None -'), 'Course Approved for Records' (with a dropdown menu showing '- None -'), and 'New Chart to be Submitted' (with a dropdown menu showing '- None -').



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Event Designations

Use the available toggle switches to identify any special event designations.

Turning on a designation will display a corresponding field in the **Categories & Classes** section so you can identify the classes included in that designation.

If you turn on **Is a Series**, a field will appear for you to enter the Series Name.

Event Basics (2/2) *	☐ APBA/CBF Joint Sanction
Club & Contact (2/4) *	☐ World Championships Please note that a corresponding World Championship Classes text field will be available to add classes to in the Categories & Classes tab when you select this option.
Location (1/2) *	☐ N.A. Championships Please note that a corresponding N.A. Championship Classes text field will be available to add classes to in the Categories & Classes tab when you select this option.
Public Race Information (0/6) *	☐ Divisional Championships Please note that a corresponding Divisional Championship Classes text field will be available to add classes to in the Categories & Classes tab when you select this option.
Course & Records (0/5) *	☒ National Championships Please note that a corresponding National Championship Classes text field will be available to add classes to in the Categories & Classes tab when you select this option.
Event Designations (0/1)	☒ Is a Series Series Name *
Categories & Classes (1/2)	
Officials (0/7) *	
Medical (0/2) *	
Fees & Administration	
Files	



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Categories & Classes

The categories selected on the initial Sanction Request Form will already be checked.

You may update the selected categories at any time while the sanction remains Tentative.

Event Basics (2/2) *

Club & Contact (2/4) *

Location (1/2) *

Public Race Information (0/6) *

Course & Records (0/5) *

Event Designations (0/1)

Categories & Classes (1/2)

Officials (0/7) *

Medical (0/2) *

Fees & Administration

Files

Categories

- ☐ Special Event
- ☐ Vintage
- ☐ Outboard River Racer
- ☒ Stock Outboard
- ☐ Personal Watercraft Racer
- ☐ MotoSurf
- ☐ Jet River Racer
- ☐ Inboard
- ☐ Offshore
- ☒ Modified Outboard
- ☐ OPC
- ☐ Outboard Drag
- ☐ Unlimited
- ☐ Junior
- ☐ Jet Sprint
- ☒ Professional Racing Outboard
- ☐ K PRO Hydro, K PRO Runabout
- ☐ Thundercat
- ☐ Remote Control

National Championship Classes *

Classes

- ☐ Inboard - A - 2.5 Litre Mod
- ☐ Inboard - CJ - Comp Jet
- ☐ Inboard - Classic Endurance
- ☐ Inboard - E350
- ☐ Inboard - GN - Grand National
- ☐ Inboard - GNH - Grand National Hydro
- ☐ Inboard - GP - Grand Prix
- ☐ Inboard - JSC - Jersey Speed Cliff

Below the designation fields, select every class you expect to race at the event.

If you selected an Event Designation, use the corresponding field to identify which classes are included in that designation.



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Officials

The required race officials must be entered before the sanction can be submitted for review.

Event Basics (2/2) *

Club & Contact (2/4) *

Location (1/2) *

Public Race Information (0/6) *

Course & Records (0/5) *

Event Designations (0/1)

Categories & Classes (1/2)

Officials (0/7) *

Medical (0/2) *

Fees & Administration

Files

Race Director *

Referee *

Assistant Referee *

Inspector *

Scorer *

Risk Manager *

Time Trial Representative *

Additional Officials

Please use this field to list any additional officials that will be in attendance that are not already listed above.

[Add Race Official](#) to Additional Officials

Race Director *

potts

Dana Potts (16618)

DANNY POTTS (14547)

Scott Potts (760)

The official fields are search fields, identified by the magnifying-glass icon.

1. Begin typing the official's name or APBA membership number.
2. Continue typing to narrow the results. Search results will display the person's first name, last name, and APBA membership number.
3. When the correct person appears, click the name to select the official.

Race Director *

Dana Potts (16618) (34795)

Additional Officials

Race Official

Race Official

Race Official Type

- None -

Please use this field to list any additional officials that will be in attendance that are not already listed above.

[Add Race Official](#) to Additional Officials

To enter officials beyond the primary required positions:

1. Locate **Additional Officials** near the bottom of the section.
2. Click **Add Race Official**. [Add Race Official](#)
3. Search for and select the person.
4. Select the appropriate **Race Official Type**.
5. Repeat these steps for each additional official.

To remove an additional official, select the three-dot menu in the upper-right corner of that official's entry and click **Remove**.

[Collapse](#)

Remove



HOW TO SUBMIT AN APBA SANCTION

For the best experience, complete the sanction application
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COMPLETING THE SANCTION APPLICATION

Medical

Enter the following medical information:

- Doctor or Medical Contact
- Hospital

The screenshot shows the APBA sanction application form. The sidebar on the left contains the following sections: Event Basics (2/2) *, Club & Contact (2/4) *, Location (1/2) *, Public Race Information (0/6) *, Course & Records (0/5) *, Event Designations (0/1), Categories & Classes (1/2), Officials (1/7) *, Medical (0/2) *, Fees & Administration, and Files. The 'Medical (0/2) *' section is highlighted with a blue bar. The main content area on the right is titled 'Doctor / Medical Contact *' and contains two input fields: 'Doctor / Medical Contact *' and 'Hospital *'.

Fees & Administration

There is normally nothing for the Race Contact to complete in this section.

The screenshot shows the APBA sanction application form with the 'Fees & Administration' section selected in the sidebar. The main content area shows the 'Sanction Fee' section with a dropdown menu, a 'Late Application' toggle switch, and a 'Days Late' dropdown menu. A large blue arrow points from the 'Days Late' dropdown menu to a separate box on the right. This box is titled 'Days Late' and contains a large input field with the number '24'.

If the sanction application is late, an alert will appear showing how many days late it is.

The screenshot shows the APBA sanction application form with a 'Sanction ID' alert. The alert is a red box with the text 'Please Note: Your current application is late and may be liable for late fees'. Below the alert is the 'Event Basics (2/2) *' section, which contains a 'Sanction ID' input field with the value '15007'.



HOW TO SUBMIT AN APBA SANCTION

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COMPLETING THE SANCTION APPLICATION

Files

Upload all applicable supporting files.

Files must be smaller than 25 MB.

Accepted file types are:

- TXT
- DOC
- DOCX
- PDF
- PNG
- JPG
- JPEG

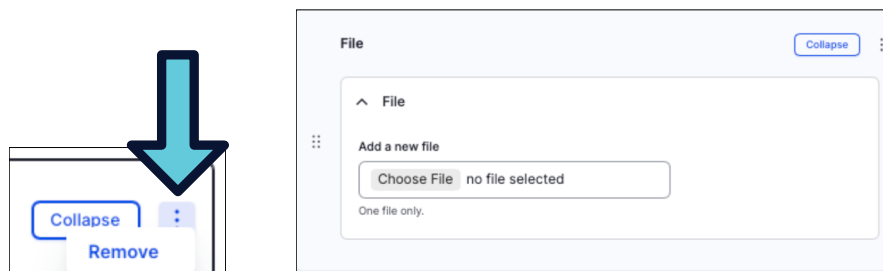
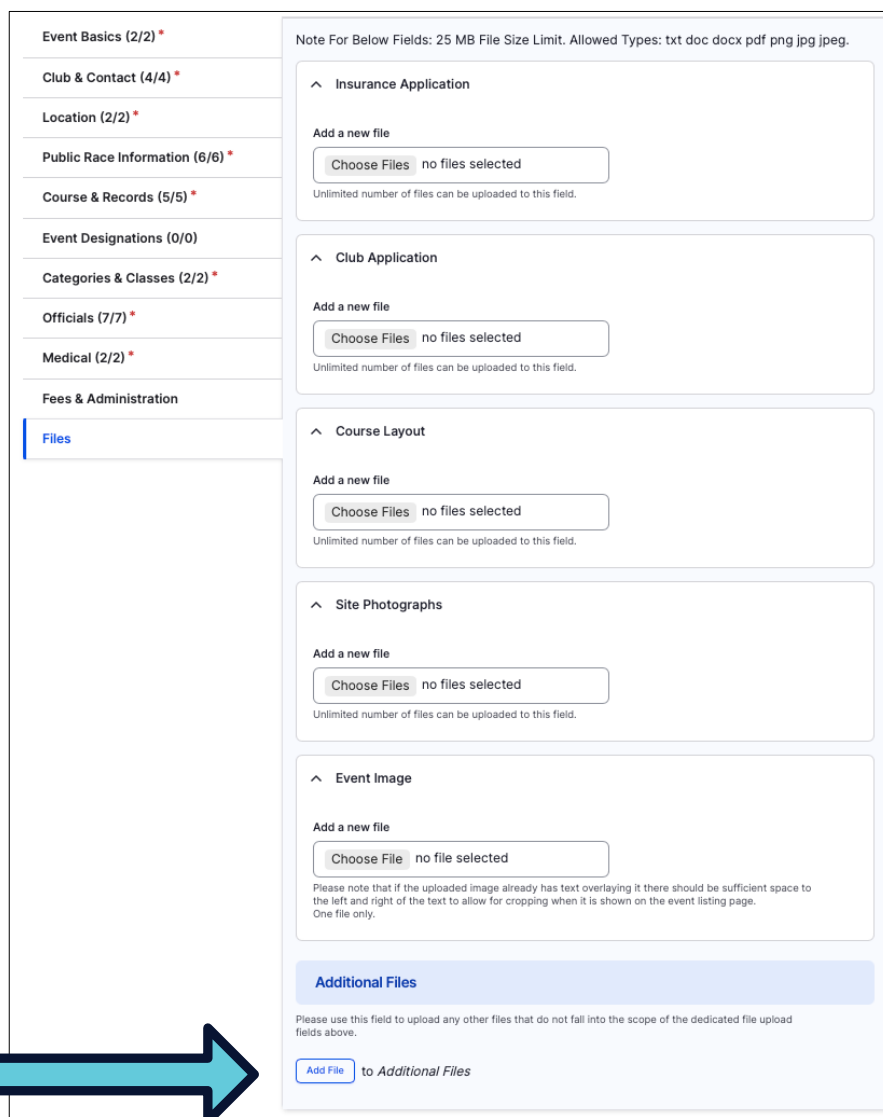
Upload each document in the appropriate location:

- Insurance Application
- Club Application
- Course Layout
- Site Photographs
- Event Image

Use **Additional Files** for other supporting materials:

1. Click **Add File**. 
2. Upload the file.
3. Repeat as needed.

To remove an additional file, select the three-dot menu  in the upper-right corner of the file entry and click **Remove**.





HOW TO SUBMIT AN APBA SANCTION

For the best experience, complete the sanction application on a computer rather than a phone or tablet.

COMPLETING THE SANCTION APPLICATION

Saving Your Work

While the sanction remains **Tentative**, you may save your progress, leave the application, and return to complete it later.

Click **Save** whenever you make changes.

Save



Great Lakes Powerboat Classic

View Edit

Title *

Great Lakes Powerboat Classic

Sanction ID

15014

Event Basics (2/2) *

Club & Contact (2/4) *

Location (1/2) *

Public Race Information (0/6) *

Course & Records (0/5) *

Event Designations (0/1)

Categories & Classes (1/2)

Officials (1/7) *

Medical (0/2) *

Fees & Administration

Files

Sanction Fee

Late Application

Days Late

0

This represents the number of days late corresponding to how far inside the 45-day window the sanction application is submitted relative to the start date.

Late Fee

Tentative

Last saved: 09/22/2026 - 15:49

Author: sanction@test.com

Create new revision

Revisions are required.

Revision log message

Briefly describe the changes you have made.

Current state: Tentative

Change to

Tentative

Pending

Owner

sanction@test.com

Ready to Submit for Review?

1. Confirm that all required sections are complete.
2. In the upper-right corner, change the state from Tentative to Pending.
3. Click Save.

Important: Changing the sanction to Pending submits it to APBA Headquarters for review. You will no longer be able to edit the sanction while it is Pending.

While the sanction remains Tentative, you may continue saving changes and returning to complete it later.



Instructions for submitting the completed sanction application to APBA Headquarters also appear at the bottom of the application form.

APBA Events Sanctions Points Memberships About My Account Sanction@Test.com (Edit) Log Out

Status message

Sanction Great Lakes Powerboat Classic has been updated.

View Edit

Regatta	Great Lakes Powerboat Classic
Sanction ID	15014
Sanction PDF	View PDF
Event Date	Sat, 07/03/2027 - Sun, 07/04/2027
Place	Cleveland, OH United States
Region	6
Records at Stake	Kilo
Categories	Stock Outboard Modified Outboard Professional Racing Outboard
Race Director	(16618) Dana Potts



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COMPLETING THE SANCTION APPLICATION

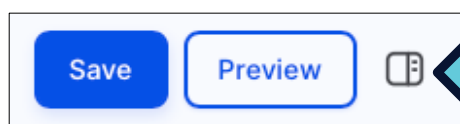
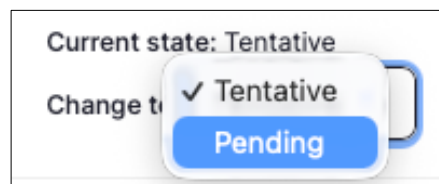
Ready to Submit for Review?

Before submitting, confirm that all required sections are complete and that the information is ready for APBA Headquarters to review.

Important: Changing the sanction to Pending and clicking Save submits it to APBA Headquarters for review. **You will no longer be able to edit the sanction** unless Headquarters returns it to Tentative.

To submit the sanction:

1. In the right sidebar of the page, locate **Change to**.
2. Change the state from **Tentative** to **Pending**.
3. Click **Save**.



If you do not see the right-hand sidebar containing the sanction status, click the sidebar icon near the upper-right corner of the page. Click the icon again if you wish to hide the sidebar.



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COMPLETING THE SANCTION APPLICATION

What Happens After Submission?

Once submitted, the sanction status changes from **Tentative** to **Pending**.

APBA Headquarters will review the application.

- If information is missing or changes are needed, Headquarters will return the sanction to **Tentative** so you can edit it and resubmit it.
- If the application is complete, Headquarters will obtain the required approvals and complete its review.
- Once the process is finalized, the sanction status will change to **Approved**.

The current status of each sanction appears in the right-hand column of the public Race Schedule.

Need Assistance?

If you have questions or need help completing a sanction, contact APBA Headquarters at apbahq@apba.org.