

USA Ultimate Instructions How to Submit an Unaffiliated Event



To list a non-USA Ultimate affiliated event in the event calendar, follow the steps outlined below:

1. Login here: <http://play.usultimate.org/members/login/>



2. Click on “Event Calendar” button on the account home page:

3. Click on: **SUBMIT AN UNAFFILIATED EVENT**

4. Fill out the event information:

- Red fields are required
- You can select multiple competition level & gender divisions
- Creating divisions is not required. However, if you want the number of teams that the event will host (regardless of division allocation), complete the following:
 - Select “Add Divisions”
 - Choose 1 division from the drop-down menu
 - Edit the “Division 1 Name” field or leave it blank

Competition Level & Divisions		Divisions	
Divisions: 	Club - Men's	1 <input type="button" value="Add Divisions"/>	
		Division 1 Name: <input type="text"/>	
		Number of Teams: <input type="text" value="5"/>	

5. Click on: **SUBMIT EVENT**

6. You should receive a confirmation page: “Thank you for your request. The following event request was sent to USA Ultimate for approval.”



7. You can later view/delete submissions from the event calendar page () within your account

8. In your account, your event will initially show up under “Current Unaffiliated Event Listing” with a status of “Requested”; once your event has been reviewed by USA Ultimate, then the status column will update based on

Status
Approved
Denied

approval or denial:

9. Any future changes to the event information will have to be made by USA Ultimate. Submit requests to info@hq.usultimate.org. Contact USA Ultimate at 719-219-8335 with any questions.