



MINNESOTA STATE HIGH SCHOOL LEAGUE

Application for State Tournament Media Credential Information

Registration for the Annual Approved Media List and State Tournament Coverage Credentials must be completed by the primary contact for the media organization. He/she applies for all media members within that organization.

Notes:

- Do not use the “back” button on your browser during the application process.
- For each media member from your organization, you will need a name, phone number, and unique email address. Adding a photo is optional at this time.
- Photos:
 - Must be a jpg
 - Must be a headshot
 - Must be of good quality
 - Must be smaller than 4 MB

Directions:

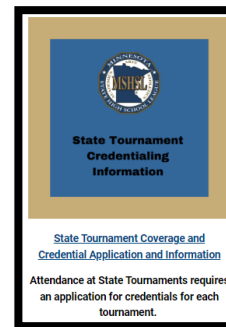
1. From the MSHSL Media Page www.mshsl.org/media
 - a. Check the Approved Annual Media List to ensure that your



organization is

on the list.

- i. If not use the Register here for Media Organization Annual Approval link to register for the Approved Annual Media List. Upon approval, you may now apply for State Tournament Coverage Credentials
- ii. If yes, Use the State Tournament Coverage and Application and Information link to apply for State Coverage Credentials



Credential Tournament

2. From the State Tournament Credential Application page:

Note: The credential windows close at 7pm the evening prior of the tournament. No applications may be submitted after

to the first day the deadline.

3. Select **Application: State Tournament Media Credential** button

- If you have already used Ticket Manager (FKA Sport Systems), you will enter your email and an email will be sent to your email with a link to log back into your account.
- If you have not used Ticket Manager, you will enter your email and begin to set up your account.

- Create your Attendees—Begin by entering their address
- Enter the first tournament they will attend

The screenshot shows two overlapping windows from the Ticket Manager system. The top window, titled "GAMES & YOUR ATTENDEES", displays a table of sports events. The bottom window, titled "TO ADD A NEW MEDIA REPRESENTATIVE", contains a form for adding a new attendee.

Attendees	Soccer	Golf	Class	Wrestling	Football	Golf Swimming and	Adapted
	Country	Tennis	Country	Country	Country	Country	Country
	10-30	10-30	10-30	10-30	10-30	10-30	10-30
	10-30	10-30	10-30	10-30	10-30	10-30	10-30

NO ATTENDEES APPLIED FOR YET

TO ADD A NEW MEDIA REPRESENTATIVE

Required for each person; Separate email address and JPG photo

Select the event for abc@b.com

Please Select:

Continue >

OR Enter a Different Email Address

email

c. Complete the Attendee Data information

Attendee Data
Fields marked with * are required.

Tournament *
Soccer

First Name * Last Name * Email Address *
abc@b.com

Mobile Phone *

Role / Responsibilities *
[...Please Select...]

Passport-style Photo Required

Media representatives applying for credentials are required to submit a headshot photo.

To ensure most-reliable access, the photo must be:

- A close-up of your full head and upper shoulders
- Facing forward and looking straight at the camera
- Have a simple, non-distracting background
- Recently taken
- No accessories (e.g. hats, sunglasses)

Photo Upload *
[Upload JPG \(imgg only\)](#); - or take a selfie with a plain, white background

No file chosen

- d. Submit to Return to the Games and Attendees Screen
- e. Edit the Current Attendee's Credential Applications for Tournament
 - i. OR Add a new Attendee (Media Representative)

YOUR ORGANIZATION & CONTACT

Organization	Contact
[Publication / Agency]	[First Name] [Last Name] Review

TOURNAMENTS AND YOUR ATTENDEES

Attendees	Soccer	Girls Tennis	Cross Country	Volleyball	Football	Girls Swimming and Diving	Adapted Soccer
	Opening	Opening	Opening	Opening	Opening	Opening	Opening
	Closing	Closing	Closing	Closing	Closing	Closing	Closing
	10-23	10-23	10-31	11-04	11-04	11-11	11-14
			11-03	11-07	11-08	11-14	11-16

- + Click this icon to add person for a specific game
- P Pending application, click this icon to review/edit
- X Click this icon to cancel for a specific game
- ✓ Approved ! Denied

[First Name 1] [Last Name 1] + +

TO ADD A NEW ATTENDEE

Required for each person: Separate email address and JPG photo

Start by entering the person's email address *

- f. Review and/or Edit your Attendees and their applications and status here:

TOURNAMENTS AND YOUR ATTENDEES

Attendees	Soccer	Girls Tennis	Cross Country	Volleyball	Football	Girls Swimming and Diving	Adapted Soccer
	Opening	Opening	Opening	Opening	Opening	Opening	Opening
	Closing	Closing	Closing	Closing	Closing	Closing	Closing
	10-23	10-23	10-31	11-04	11-04	11-11	11-14
			11-03	11-07	11-08	11-14	11-16

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- ✓ Approved ! Denied

[First Name 1] [Last Name 1] + +

- g. Click the Finish button to end your session



4. Emails:

- a. Existing App Email – received by the user who is trying to re-access their application, provides link for them to modify application.

- b. Incomplete App Email – received by user who has created an application but has not added an attendee, this will remind them to add attendees before submitting.
- c. Confirmation Email –Received by organization contact once application has been submitted and is pending review.
- d. Approval Email – Received by organization contact and attendee to inform them they have been approved for the tournament.
- e. Denial Email – Received by organization contact only to inform them that they have been denied for the tournament.
- f. When an organization contact modifies the application only the organization contact will receive the confirmation email with the updated information.

To reenter the system to add attendees or tournaments, use the **Application: State Tournament Media Credential** button or the link in your email.