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](http://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 Credential Application and Information link to apply for State Coverage Credentials

2. From the State Tournament Credential Application page:
   
   **Note:** The credential windows close at 7pm the evening prior to the first day of the tournament. No applications may be submitted after 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.

a. Create your Attendees—Begin by entering their email address

b. Enter the first tournament they will attend
c. Complete the Attendee Data information
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)  

![Diagram of attendee information]

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

![Diagram of tournament and attendees]

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.