

# **KSHSAA Media Credential Request Procedure**

**\*ONLY KSHSAA REGISTERED MEDIA OUTLETS ARE ELIGIBLE TO REQUEST CREDENTIALS\***

To check if you are listed as a KSHSAA registered media outlet, click [HERE](#). If you are listed, follow the procedures below to request credentials.

If your organization is not listed, and would like to request to be listed as a KSHSAA registered media outlet click [HERE](#) and fill out the form. You will be notified by the KSHSAA via email when your request has been approved. Once approved, follow the procedures below to request credentials.

## **TO REQUEST CREDENTIALS FOR KSHSAA EVENTS:**

1. Once approved and listed on our website as a KSHSAA registered media outlet, send your credential request directly to the event contact or media contact (if listed). This information can be found on our website by choosing the specific sport under the Activities tab on our home page.
2. Credential requests must include the names of all personnel who will be attending the event. Event managers/media contacts reserve the right to deny an excessive number of requests from a single media outlet.
3. Credentials will be available for pick-up at the pass gate or media check in at the event site.
4. Each site will determine the deadline for credential requests.
5. Any media wishing to obtain a credential after the request deadline has passed must present proof of valid membership in either the Kansas Press Association or Kansas Association of Broadcasters to the personnel at the media check-in area.

**ORGANIZATIONS NOT LISTED ON OUR WEBSITE AS KSHSAA REGISTERED MEDIA OUTLETS  
WILL NOT BE ISSUED CREDENTIALS!**