



## KSHSAA POSTSEASON HOST INFORMATION

- Masks are required for attendance at all KSHSAA postseason events. The only exceptions are for students and officials directly participating in the activity.
    - Signage should be posted at all entrances and high traffic areas.
    - Hosts are encouraged to use these signs:
      - [11 x 17 poster](#)
      - [8.5 x 11 poster](#)
  - Fan entry health screening (e.g., temperature checks) is at the discretion of each host site.
  - **Maximum fan attendance is 50% of venue capacity.** Hosts may implement stricter capacity limits but may not exceed 50%. Participating team members, coaches, officials and event workers do not count towards this attendance limit.
    - Hosts may want to consider providing a guaranteed number of tickets for participating schools. Below are examples of ticket allocation amounts to consider for participating schools\*:
      - Cross Country – 4 spectators per participant, 30 spectators per team
      - Regional Football – 200 spectators per team
      - Sectional Football - 200 spectators per team
      - Sub-State Football – 200 spectators per team
      - State Football – 400 spectators per team
      - State Gymnastics – 4 spectators per participant, 30 spectators per full team
      - Regional Soccer – 90 spectators per team
      - State Quarterfinal Soccer – 90 spectators per team
      - State Soccer – 200 spectators per team
      - Sub-State Volleyball – 30 spectators per team
      - State Quarterfinal Volleyball – 75 spectators per team
      - State Volleyball – 200 spectators per team
    - \*IF using digital ticketing for advance sales, school allocated tickets will be sold until 24 hours prior to the event, then all unsold tickets along with additional seats up to the designated capacity level will go on sale to the general public.
  - **Postseason Host Site Ticketing Procedures:**

Event hosts have the **option** to sell digital tickets through the GoFan digital ticketing platform. This is the only digital ticketing system permitted for use at KSHSAA postseason events. Hosts may choose to sell both paper tickets and digital tickets for the event, sell only paper tickets, or sell only digital tickets. The host share of ticket sales will be based on total tickets sold regardless of the method used. **Host proceeds are not affected by digital vs. paper ticket sales.** Digital ticket convenience fees are paid by the buyer and are an additional \$1 + 5% of the ticket price.
- Hosts choosing to sell digital tickets:**
1. Sub-state and Regional level hosts must contact GoFan directly (Jacob Tanis, [jtanis@huddleinc.com](mailto:jtanis@huddleinc.com)) to initiate the setup process. Hosts should also fill out this [form](#) and submit it to GoFan.  
All hosts must also inform the KSHSAA sport administrator if they choose to use GoFan digital ticketing.



## KSHSAA POSTSEASON HOST INFORMATION

2. Hosts must determine whether they want to provide advance ticket sales to participating schools. With limited capacity, this would ensure a certain number of tickets are available to each school.

**Digital tickets are the only option for advance sales. Paper tickets may not be used for advance sales.**

3. Sub-State/Regional hosts will work through GoFan directly to determine the number of tickets allotted to each participating school for advance sales. A secure link will be provided to each participating school to share with their patrons to purchase advance order tickets. **Each participating school is responsible to distribute the secure link to those in their school community who should have access to an advance purchase opportunity.**
4. At the designated point in time, those secure links will expire and all remaining digital tickets can be made available for purchase by the general public OR hosts may choose to end all digital sales and the remainder can be sold through paper tickets on the day of the event.
5. Hosts will be provided the total number of digital tickets sold prior to the day of the event, so they can determine the number of paper tickets available for sale to walk-up fans.
6. At the conclusion of the event, hosts will submit their ticket/financial report for paper tickets to the KSHSAA through a new online reporting system (instructions are included with the ticket shipment). Once this report is received by the KSHSAA, the Activities Association will send a gate proceeds check to each host based on the reconciliation of both digital and paper ticket sales. Digital ticket sales proceeds are initially received by the KSHSAA. **Hosts do not receive funds directly from GoFan, nor are hosts responsible for sales tax payments from digital ticket sales.**

### **Hosts choosing to sell only paper tickets:**

1. Advance ticket sales may NOT be offered with KSHSAA paper tickets. Hosts may implement their own system designating a certain number of tickets to each participating school to be purchased at the site.
2. Hosts will sell paper tickets in the normal manner until 50% of venue capacity is reached (or less based on school policy).
3. At the conclusion of the event, hosts will submit their ticket sales/financial report to the KSHSAA through a new online reporting system (instructions are included with the tickets shipment) and send a check to the KSHSAA for the designated amount along with unused tickets and copies of the online ticket and financial reports.

The following videos provide an overview of different components of using the GoFan system:

**KSHSAA/GoFan Webinar (October 8, 2020):** [https://www.youtube.com/watch?v=XL\\_e4L1b1Qc&feature=youtu.be](https://www.youtube.com/watch?v=XL_e4L1b1Qc&feature=youtu.be)

**How to Buy Tickets** <https://www.youtube.com/watch?v=tkZqTY5d6Bg&feature=youtu.be>

**How to Validate Tickets** <https://www.youtube.com/watch?v=G22NNB8uuXE&feature=youtu.be>

**Accessing & Sharing Tickets** <https://www.youtube.com/watch?v=H0Xhso4QobA&feature=youtu.be>

**Overview for schools (includes overview, Season Pass, and Box Office options)**

<https://www.youtube.com/watch?v=2AD8kMLydb4&feature=youtu.be>