

# KSHSAA Media Credential Request Procedure

## State Track & Field Meet – Wichita State University May 25-26

**\*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 online 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 THE STATE TRACK & FIELD MEET:

1. Once approved and listed on our website as a KSHSAA registered media outlet, send your credential request to Mark Lentz at [mlentz@kshsaa.org](mailto:mlentz@kshsaa.org) or by fax to (785) 271-0236/(785) 271-0246.
  2. Credential requests must include the names of all personnel who will be attending the event. The KSHSAA reserves the right to deny an inordinate number of requests from a single media outlet.
  3. Once approved you will receive a confirmation from the KSHSAA.
  4. Credentials will be available for pick-up at the pass gate located on the west side of Cessna Stadium.
  5. Credential requests **WILL NOT BE ACCEPTED THROUGH MARK LENTZ OR THE KSHSAA OFFICE AFTER WEDNESDAY, MAY 23 AT 4:30 PM.**
  6. Any media wishing to obtain a credential after Wednesday, May 23 must present proof of valid membership in either the Kansas Press Association or Kansas Association of Broadcasters to the personnel at the event pass gate.
  7. **PLEASE HAVE YOUR MEDIA PASS ON & VISIBLE AT ALL TIMES.** Properly credentialed media will have access to the press box and the track infield. Please assist our volunteer workers by remaining behind all banners and flags.
  8. **RADIO:** To request a phone line for radio broadcasts, please contact Lisa Johnson (WSU) at [ljohnson@goshockers.com](mailto:ljohnson@goshockers.com).
- Live web-streaming of this event will be provided exclusively by the KSHSAA Network, under the direction of When We Were Young Productions.
  - If you have any questions, please contact Mark Lentz at the KSHSAA ([mlentz@kshsaa.org](mailto:mlentz@kshsaa.org) or (785) 273-5329).

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