



KSHSAA SPRING POSTSEASON HOST INFORMATION

Digital Ticketing Information

KSHSAA postseason 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. The KSHSAA strongly recommends schools consider selling digital tickets as this reduces cash/hand to hand transactions. **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 may also choose to sell both GoFan digital and KSHSAA roll tickets.

Hosts choosing to sell digital tickets:

1. Please inform Brent Unruh at the KSHSAA (bunruh@kshsaa.org) if you choose to use any GoFan digital ticket sales for your postseason event(s).
2. Fill out this GoFan [FORM](#) with your postseason event details. Once your contest(s) are loaded into the GoFan system, they will contact you with all necessary information. If you have questions regarding the form or setting up your event, please contact Jacob Tanis at GoFan (jtanis@huddleinc.com).
 - When filling out the GoFan form for regional events, please indicate the proceeds should go directly to you, the host school.
3. Hosts should determine whether they want to provide advance ticket sales to participating schools before tickets are made available to the general public. If you are needing to limit capacity, this would ensure a certain number of tickets are available to each school through separate, secure GoFan links.

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

4. Hosts will have the ability to make the secure links available to the general public for ticket sales at any time they so choose.
5. Hosts can monitor the total number of digital tickets sold throughout the entire process through their GoFan online portal.
6. At the conclusion of the event, hosts will receive proceeds directly from GoFan. Hosts may wait to fill out the KSHSAA online ticket and financial reports until they receive all proceeds from GoFan.

PLEASE NOTE: All KSHSAA ticket and financial reporting now takes place through a new online reporting system (instructions are included in your shipment of KSHSAA tickets).

Once the KSHSAA online reporting is completed, hosts will send a check to the KSHSAA for the designated amount along with unused tickets and copies of the online ticket and financial reports. If there is a negative balance owed to the host school, the KSHSAA will send a check back to the school once all ticket and financial reports have been received and verified.



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

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

How to Redeem Tickets: <https://www.youtube.com/watch?v=lzAYgP6tFEM>

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

Overview for schools interested in GoFan for regular season events:

<https://pages.huddletickets.com/All-Digital-With-GoFan>