



KSHSAA POSTSEASON EVENT FINANCIAL INFORMATION REGIONAL/SUB-STATE EVENT HOSTS

Thank you for hosting a KSHSAA postseason event! Please review the following information related to event ticket sales and financial reporting.

TICKETING INFORMATION:

Non-Digital

All host schools who offer a non-digital ticket option in the regular season should continue selling non-digital tickets in their usual manner.

Digital

The KSHSAA will be making GoFan digital tickets available at EVERY postseason event. Fans can purchase these tickets at <https://gofan.co/app/school/KSHSAA> or on the school's GoFan site if the school currently sells GoFan tickets in the regular season. For schools already using GoFan, the only difference in the postseason will be that these events are loaded for you.

The only digital tickets permitted to be sold at a KSHSAA postseason contest are GoFan tickets. There is NO COST for the host school when GoFan tickets are sold, and the host revenue share is unaffected.

GoFan Digital Ticket Information:

- Fans will show their tickets at the gate on their personal mobile device. **No additional equipment is required.**
- All proceeds from GoFan sales will be paid directly to the host school. These sales are reconciled with the KSHSAA in the same manner as walk-up ticket sales.
- If you already use GoFan for regular season events, you will see all KSHSAA postseason events hosted by your school show up in your GoFan HQ account.
- If you are using GoFan for the first time, you will be contacted by the KSHSAA with instructions on how to access your GoFan HQ account. First time users should become familiar with how to accept GoFan tickets at the gate and how to access sales/financial reports.

[How to Accept GoFan Tickets](#)

[How to Access Sales & Financial Information](#)

GoFan Support Resources:

- Additional details on using the GoFan platform can be found at <https://get.gofan.co/digital-ticketing-guide>.
- Comprehensive GoFan support website: <https://get.gofan.co/>
- For any users who encounter difficulties accessing HQ please contact the GoFan Support Team at support@gofan.co.
- Questions may also be directed to Brent Unruh at bunruh@kshsaa.org or 785-273-5329.



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POST-EVENT KSHSAA FINANCIAL REPORTING:

Please complete your online post-event ticket and financial reports within 10 days. The reporting forms are accessed at *KSHSAA.org > Administration > Postseason Host*.

All host schools should be prepared with the following ticket sales information:

- Total number of adult tickets sold through GoFan and total number of student tickets sold through GoFan. This information is available through your GoFan HQ online account in the **Financial** section.

[How to Access Sales & Financial Information](#)

- Total number of non-digital adult tickets sold through walk-up purchases and total number of non-digital student tickets sold through walk-up purchases.
- Local sales tax rate. **Host schools are responsible for paying the sales tax on walk-up ticket purchases AND GoFan sales.** The sales tax amount will be calculated for you when you submit the online financial report.

All postseason officials are paid directly by the KSHSAA. Postseason host schools DO NOT pay officials.

Questions regarding post-event reporting should be directed to Lori Brock at lbrock@kshsaa.org or 785-273-5329.