



Missouri State High School Activities Association

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MSHSAA Online Sanction Process

The MSHSAA office has moved to an online sanctioning process. If your school is hosting an event (sport or activity) that requires MSHSAA approval you will need to follow the steps outlined below. The MSHSAA office will **no** longer accept sanction requests submitted on paper.

1. Log onto your school account on the MSHSAA website (www.mshsaa.org).
2. Select 'Sanctioned Events' under the heading 'Sports and Activities'.
3. Select 'Create Event' from here you will be taken step-by-step through four screens.
4. Screen 1 - Event Information.
5. Screen 2 - Event Details.
6. Screen 3 - Missouri Schools: you will list all Missouri schools invited to this event (including your school). Please note to save time you can select the 'View as List' link and all Missouri schools registered to participate in that sport/activity will appear. Simply place a check beside the name of the school(s) you wish to invite. If the school's name **does not** appear the school has not registered to participate in that sport/activity. The sanction request will **not** be approved until the school registers the sport/activity or you remove the school from the list.
7. Screen 4 - Affiliate/Out-of-State Schools: List any out-of-state school(s) you will be inviting to this event. Be certain you have selected the correct state and gender.
8. You can submit the event or save the form until a later date. I would advise you to print a copy of the form prior to submitting for your records.

You will be able to monitor the status of all sanction forms you have created on the website. You will receive an automated email when the event has received final approval. The event will then be listed as an "approved" event on the MSHSAA website.

If you have additional questions regarding this process please contact the MSHSAA office at 573-875-4880.

"The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation."