



Missouri State High School Activities Association

1 N. Keene Street, Columbia, MO 65201-6645 ♦ P.O. Box 1328, Columbia, MO 65205-1328
Phone (573) 875-4880 ♦ Fax (573) 875-1450 ♦ www.mshsaa.org ♦ email@mshsaa.org

Dr. Kerwin Urhahn, Executive Director

Harvey Richards, Associate Executive Director **Stacy Schroeder, Associate Executive Director**

Davine Davis, Assistant Executive Director Kevin Garner, Assistant Executive Director Tim Thompson, Assistant Executive Director
Craig Long, Chief Financial Officer Greg Stahl, Assistant Executive Director Jason West, Communications Director

MSHSAA Online Sanction Process

The MSHSAA office will only accept sanctioning request through the online process. If your school is hosting an event (sport or activity) that requires MSHSAA approval you will need to follow the steps outlined below.

1. Log onto your school account on the MSHSAA website (www.mshsaa.org).
2. Selection **'Sanctioned Events'** under the heading **'Sports and Activities'**.
3. Select **'Create Event'** and either **'Activity Sanction'** or **'Sport Sanction'**. Once you have selected the event type 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**). 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 affiliate registered or out-of-state school(s) you will be inviting to this event. Be certain you have selected the correct state and gender for each school.
8. You can submit the event or save the form until a later date. You may want to print a copy of the form prior to submitting for your records.

You will be able to monitor the status of all sanction requests 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 under the **'About'** tab.

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

"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."