



Missouri State High School Activities Association

1 N. Keene Street, Columbia, MO 65201 • P.O. Box 1328, Columbia, MO 65205

Phone (573) 875-4880 • email@mshsaa.org

• www.mshsaa.org •

Dr. Kerwin Urhahn, Executive Director
Stacy Schroeder, Associate Executive Director

Davine Davis, Assistant Executive Director Doug Fessler, Assistant Executive Director Craig Long, Chief Financial Officer Lou Mazzocco, Assistant Executive Director
Marty M. Marsh, Assistant Executive Director Kenny Seifert, Assistant Executive Director Greg Stahl, Assistant Executive Director Jason West, Communications Director

MSHSAA Online Sanctioning 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, the school athletic/activities director will need to follow the steps outlined below.

If the event is being hosted/conducted by a non-school organization (i.e. college, university, local civic or professional organization, etc.) the person responsible for sanctioning the event will need to contact the MSHSAA office to receive login access to this restricted area of the MSHSAA website.

1. Select the **Login** link on the navy blue task bar of the MSHSAA website (www.mshsaa.org).
2. Select **Sanctioned Events** under the heading **Administrative Tasks**.
3. Select **Create Event** and either **Activity** or **Sport**. Once you have selected the event type you will be taken step-by-step through the four parts of the request.
4. **Part 1 – Event Information.**
5. **Part 2 – Event Details.**
6. **Part 3 – Missouri Schools:** you will list all Missouri schools invited to this event (**including your school, if participating**). To save time you can select the **View as List** link and all Missouri schools registered to participate in the sport/activity will appear. Simply place a check beside the name of the school(s) you wish to invite or you can click the **Select All** link at the top of the page. If the school's name **does not** appear the school has not registered to participate in that sport/activity **OR** it is an **Affiliate Registered School** or **Registered Home School Association** and you will need to enter their name in Part 4 (*See next step*).
7. **Part 4 – Affiliate Registered Schools/Registered Home School Associations/Out-of-State Schools:** List any affiliate registered school, registered home school association or out-of-state school(s) you will be inviting to this event. Be certain you have entered the **correct school name, state** and **gender** (if needed for each school).
8. You can submit the event or save the form until a later date. You can view any submitted form by selecting the **View Submitted Events** link.

You will be able to monitor the status of all sanction requests you have created on the website. You should receive an automated email when the event has received final approval or you can check the **Sanctioned Events** link on the specific sport or activity page.

If you have any 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.”