



Missouri State High School Activities Association

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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 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. 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'** and either **'Activity'** or **'Sport'**. Once you have selected the event type you will be taken step-by-step through the 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, if participating**). 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 or you can click on 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. The sanction request will **not** be approved until the school either registers for the sport/activity or you remove the school from the list.
7. **Screen 4 – Affiliate Registered Schools/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 (if needed) 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 should receive an automated email when the event has received final approval or you can check on the **'About'** tab under the **'Sanctioned Events'** link to view all approved events by sport or activity.

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."