



## GUIDE TO 2017-2018 NDHSAA SPRING MEDIA FORM

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### What You'll Need To Submit a Request:

1. Valid Email Address
2. List of Tournaments you plan on attending

### GETTING STARTED

1. Read instructions at the top of the Media Request Form

## 2017-18 NDHSAA Spring Media Request Form

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The NDHSAA Spring Media Request Form below must be completed by each person associated with a media outlet requesting a media pass for the tournaments listed below. Please complete one request form for the season and select the specific spring tournaments you will be working below. \*Fields are required.

Help documentation is available on the NDHSAA website: <http://www.ndhsaa.com/media>

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2. **NOTE:** Each person associated with a media outlet attending tournament(s) must complete the Media Request Form. (EXAMPLE: Tom Mix and Brenda Schell work at the NDHSAA Daily Bulletin newspaper. Tom Mix plans on attending the State Track Meet and Class B Boys Golf State Tournament. Brenda Schell plans on attending the Girls Tennis State Tournament and the Class A Boys Golf State Tournament. **Tom Mix must fill out a Media Request Form selecting his tournaments and Brenda Schell must fill out a Media Request Form selecting her tournaments.**

### FILLING OUT THE FORM

1. Be sure to have a valid email and information required. Valid email is important because once form is submitted, an email confirmation receipt will be sent to the email provided by the media member submitting the form. See example below and on next page.

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Help documentation is available on the NDHSAA website: <http://www.ndhsaa.com/media>

Enter your media outlet here

Name of Newspaper or Radio/TV Station: \*

Daily Papers Max=3; Weekly Papers Max=2; Broadcasting Radio Max=3; Reporting TV=Max 2

The NDHSAA Bulletin

Email Address of Media Member Requesting Credential (Email Address of the person who will receive the credential – MUST be valid email address as tournament information will be emailed to this email address) \*

Enter email address of person who will receive the credential

Enter valid email here

tom.mix@ndhsaa.org

**Name of Media Member Requesting Credential (Name of the person who will receive the credential) \***

First Name and Last Name

Tom Mix

Enter Media Member Name here (person who will receive the credential) here.

**Street/Mailing Address: \***

350 2nd St. NW

Enter Address here.

**City, State Zip: \***

Valley City, ND, 58072

Enter city, state, zip here.

**Phone: \***

(701) 845-3953

Enter phone number here.

2. Select the NDHSAA Spring Tournaments you wish to attend.

**EXAMPLE:** Tom Mix plans on attending the State Track and Field Meet and the Class B Boys Golf State Tournament. The corresponding boxes for those tournaments need to be checked on the Media Request Form. See examples (next page) on how to complete this portion of the Media Request Form.

**\*\*\* NOTE:** Failure to properly check the boxes of the tournament(s) you plan on attending will result in your name being omitted in the list the NDHSAA Media Specialist sends to Tournament Managers prior to each tournament.

## State Track and Field Meet – MDU Resources Community Bowl, May 25-26, 2018

- State Track and Field Meet – MDU Resources Community Bowl, May 25-26, 2018 - Venue Address: 1701 Edwards Ave. Bismarck, ND 58501. Tournament manager: Dave Zittleman ([dave\\_zittleman@bismarckschools.org](mailto:dave_zittleman@bismarckschools.org)). Radio line/booth: Call or email Dave Zittleman for a phone line 323-4080 or [dave\\_zittleman@bismarckschools.org](mailto:dave_zittleman@bismarckschools.org) Parking: Parking lots/areas outside of the venue, no reserved parking. Pass Pick-up: Lower Southwest Ticket Gate of MDU Resources Community Bowl. Hardcopy results will be provided to present media in the Press Box. All other media may obtain results online. Link will be provided.

→ Check boxes of State Tournament you plan on attending

### Track Team(s) Covered at Tournament:

Indicate team(s) you will be covering at tournament. If all, indicate ALL.

All

→ Enter team(s) you plan on covering here.

## Class B Boys Golf State Tournament – Maple River Golf Club in Mapleton, N.D., May 29-30, 2018.

- Class B Boys Golf State Tournament – Maple River Golf Club in Mapleton, N.D., May 29-30, 2018. Venue Address: 3666 163rd Ave SE, Mapleton, ND 58059. Tournament manager: Chris Larson (email: [chris.larson@k12.nd.us](mailto:chris.larson@k12.nd.us)). Radio line/booth: Not available. Parking: Parking lots outside of the venue, no reserved parking. Pass Pick-up: Clubhouse, see tournament manager

→ Check boxes of State Tournament you plan on attending

### Class B Boys Golf Teams Covered at Tournament

Indicate team(s) you will be covering at tournament. If all, indicate ALL.

All

→ Enter team(s) you plan on covering here.

### 3. Submit Media Request Form

\*\*\* **NOTE:** Once you've filled out the Media Request Form and checked the boxes of tournaments you plan to attend click the BLUE "Submit" Button at the bottom of the Media Request Form.



### AUTOMATED RESPONSE/SUBMISSION CONFIRMATION

1. Once Media Request Form is submitted a submission confirmation will be emailed to the email address that was entered on the Media Request Form. This confirmation email will include a detailed list of tournaments that were selected on the specific Media Request Form that was submitted along with information on those specific tournaments (Dates, Location, Tournament Manager, Pass pick up, etc.).

Below is an example of a submission confirmation email:

Thank you Tom Mix,

Your request for a NDHSAA tournament press pass representing NDHSAA Bulletin for the tournaments listed below has been received.

This is an automated response. For further questions, contact Tom Mix at the NDHSAA Office.  
[tom.mix@ndhsaa.org](mailto:tom.mix@ndhsaa.org)

Teams Covered:

State Track and Field Meet – MDU Resources Community Bowl, May 25-26, 2018 - Venue Address: [1701 Edwards Ave. Bismarck, ND 58501](#). Tournament manager: Dave Zittleman ([dave\\_zittleman@bismarckschools.org](mailto:dave_zittleman@bismarckschools.org)). Radio line/booth: Call or email Dave Zittleman for a phone line 323-4080 or [dave\\_zittleman@bismarckschools.org](mailto:dave_zittleman@bismarckschools.org) Parking: Parking lots/areas outside of the venue, no reserved parking. Pass Pick-up: Lower Southwest Ticket Gate of MDU Resources Community Bowl. Hardcopy results will be provided to present media in the Press Box. All other media may obtain results online. Link will be provided.  
Teams Covered: All

Class B Boys Golf State Tournament – Maple River Golf Club in Mapleton, N.D., May 29-30, 2018. Venue Address: 3666 163rd Ave SE, Mapleton, ND 58059. Tournament manager: Chris Larson (email: [chris.larson@k12.nd.us](mailto:chris.larson@k12.nd.us)). Radio line/booth: Not available. Parking: Parking lots outside of the venue, no reserved parking. Pass Pick-up: Clubhouse, see tournament manager  
Teams Covered: All

\*\*\* **NOTE:** Any questions regarding the Media Request Form can be emailed to NDHSAA Media Specialist Tom Mix at [tom.mix@ndhsaa.org](mailto:tom.mix@ndhsaa.org)