



## NFHS Interscholastic Sanctioning Directions

**To register as an event manager** go to [www.nfhs.org](http://www.nfhs.org) and at the top of the page click on the “Resources” tab and then click on “Sanctioning.” In the middle of the Sanctioning page click on “Event Manager Registration” and complete.

**To add an event:** Once on the NFHS home page, at the top of the page click on “Resources” and then click on Sanctioning. In the middle of the where it says “Sanctioning Log-in arrow down to account type “Event Manager.” Now login with the credentials you created when you registered as an event. When filling out your event information, please do not include telephone extension numbers or decimals.

**Adding your list of invited schools:** Go the NFHS website at [www.nfhs.org](http://www.nfhs.org) and at the top of the page click on “Resources” then click on “Sanctioning.” In the middle of the page you need to login with your Sanctioning login information. Once you are in you will see your event...do not click on the event, but to the right of the event you will see (edit, invited schools, pay fee and cancel). Click on invited schools and upload your list of schools.

**Payment for your event:** You will not be able to pay for your event until your state association approves your event. They will receive an automatic e-mail when you hit the submit button. Once they approve your event, you will receive an automatic e-mail letting you know that you can login again and pay the fee. The fee can only be paid by credit card or electronic check. Once paid, the state associations who have schools invited to your event will be notified to login and approve.

**Questions and support:** If you have any questions, please refer to the NFHS Sanctioning Frequently Asked Questions (FAQ), the PowerPoint for Event Managers and School Sponsors located online at [www.nfhs.org/Sanctioning](http://www.nfhs.org/Sanctioning) or contact our office. Thank you for your interest and support of education-based interscholastic athletics.