



## **SANCTIONING PROCESS Q & A**

- **If your school is hosting a tournament/invitational/event that has only AIA member schools participating:**
    1. Logon to your AIA School Login page (<https://admin.aiaonline.org>)
    2. Once logged in, click on "Invitational Tournaments"
    3. Click on "New" in the upper right area of the page
    4. Enter the information requested
    5. Click "Save" at the bottom of the page when completed
    6. Review the information and click "Submit" (This will automatically place your event on the AIA Sanctioned Calendar - <http://www.aiaonline.org/calendar/tournaments>)
    7. Now you can go back into this event to enter your schedule so the officials can be assigned
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- **If your school is hosting a tournament/invitational/event that has AIA member schools AND at least ONE OUT-OF-STATE high school participating:**
  1. Complete the above steps to sanction on the AIA School Login page
  2. Go to [www.NFHS.org](http://www.NFHS.org)
  3. Move your mouse over "Resources"
  4. Click on "Sanctioning"
  5. Click on "Event Manager Registration" (if not registered yet) or "Sanctioning Login" (if already registered)
  6. Complete the online sanctioning application at least 60 days prior to the event date
  7. You will then receive an email from the NFHS with details for payment for the sanctioning of the event

If you have any questions about sanctioning an event please contact Ms. Michele Staples at 602-385-3826 or [mstaples@aiaonline.org](mailto:mstaples@aiaonline.org).