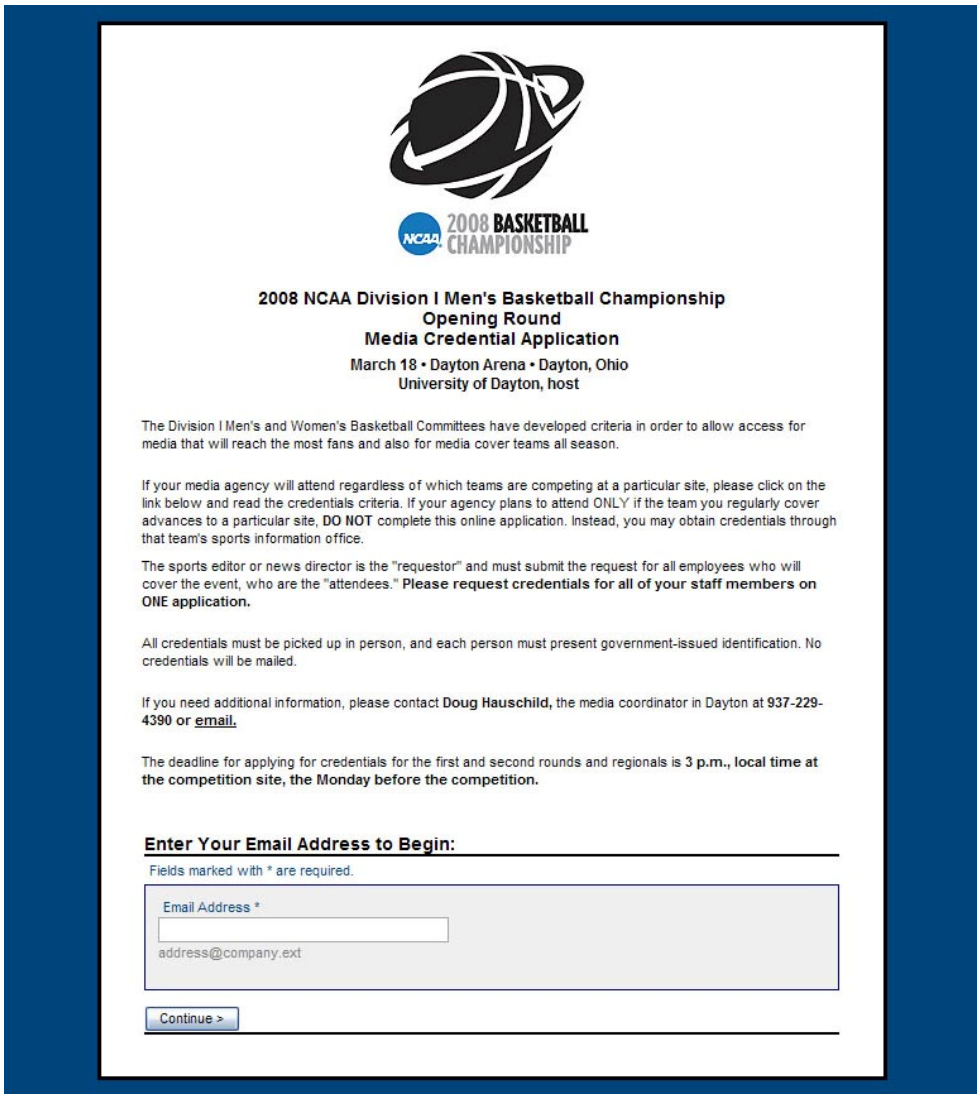
Media Credential Application Process

Step 1: Opening Page



2008 BASKETBALL CHAMPIONSHIP

2008 NCAA Division I Men's Basketball Championship
Opening Round
Media Credential Application

March 18 • Dayton Arena • Dayton, Ohio
University of Dayton, host

The Division I Men's and Women's Basketball Committees have developed criteria in order to allow access for media that will reach the most fans and also for media cover teams all season.

If your media agency will attend regardless of which teams are competing at a particular site, please click on the link below and read the credentials criteria. If your agency plans to attend ONLY if the team you regularly cover advances to a particular site, **DO NOT** complete this online application. Instead, you may obtain credentials through that team's sports information office.

The sports editor or news director is the "requestor" and must submit the request for all employees who will cover the event, who are the "attendees." **Please request credentials for all of your staff members on ONE application.**

All credentials must be picked up in person, and each person must present government-issued identification. No credentials will be mailed.

If you need additional information, please contact **Doug Hauschild,** the media coordinator in Dayton at **937-229-4390** or **email.**

The deadline for applying for credentials for the first and second rounds and regionals is **3 p.m., local time at the competition site, the Monday before the competition.**

Enter Your Email Address to Begin:

Fields marked with * are required.

Email Address *

address@company.ext

Continue >

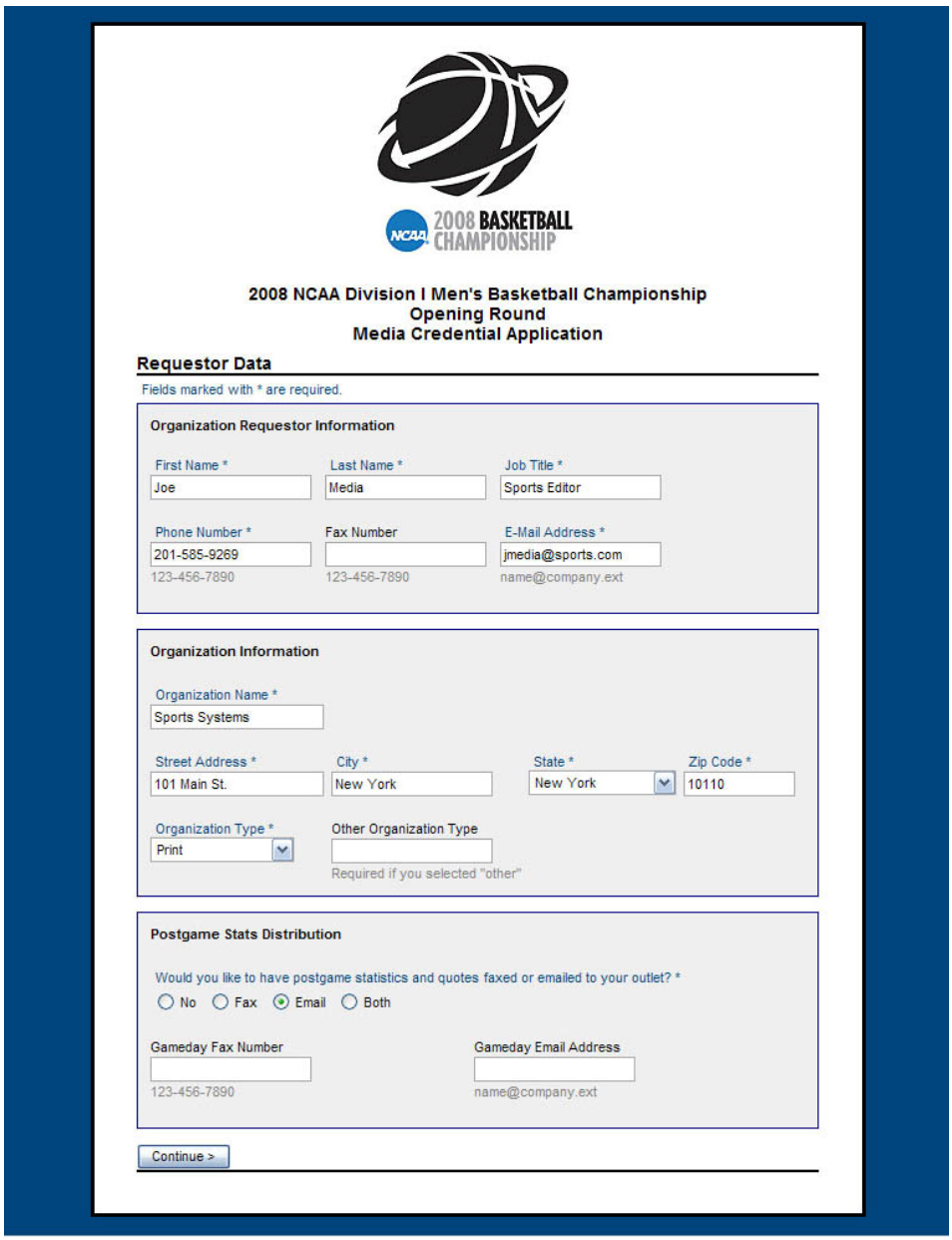
- **Enter email address (sports editor/director) to begin the Application Process…Please try to submit your organization's request on one application.**

- **If you (Requestor) have submitted a previous media credential application, your contact/organization information will automatically fill in any like fields on the Requestor data page (Step 2)**

•IMPORTANT: YOU MUST COMPLETE ALL FIVE STEPS IN SUBMITTING YOUR CREDENTIAL APPLICATION

STEP 1 OF 5

Application Process
Step 2: Contact/Organization Data

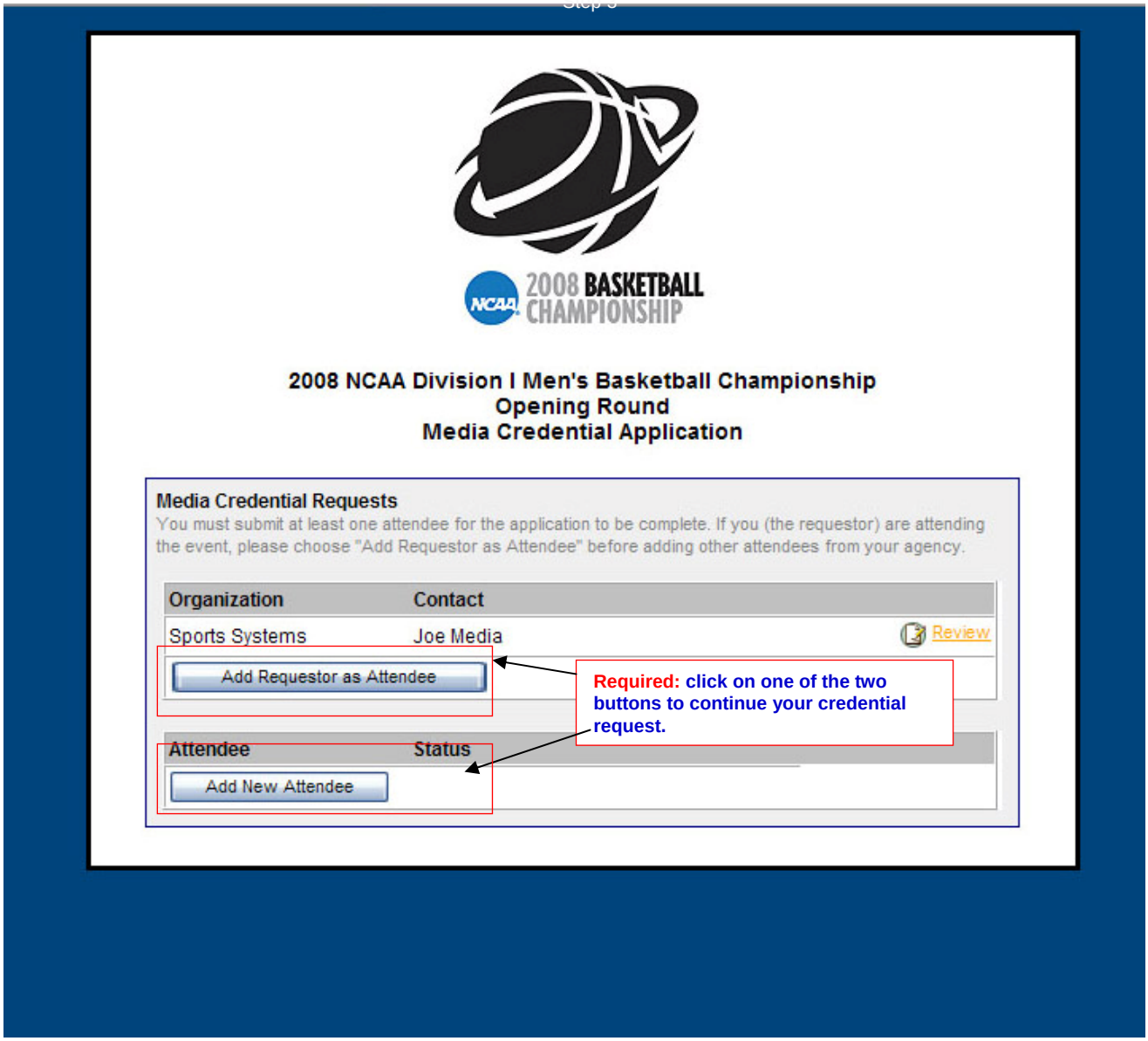


- **IMPORTANT: Completing this page DOES NOT complete the application…YOU MUST REQUEST FOR EACH PERSON/ATTENDEE IN STEPS 3 & 4.**
- **Requestor Page contains basic information about the requestor and the media organization.**
- **After completing this page, Click the "Continue" button to proceed to STEP 3**

Application Process

Step 3: Adding Attendees

You must add at least 1 Attendee to complete your application

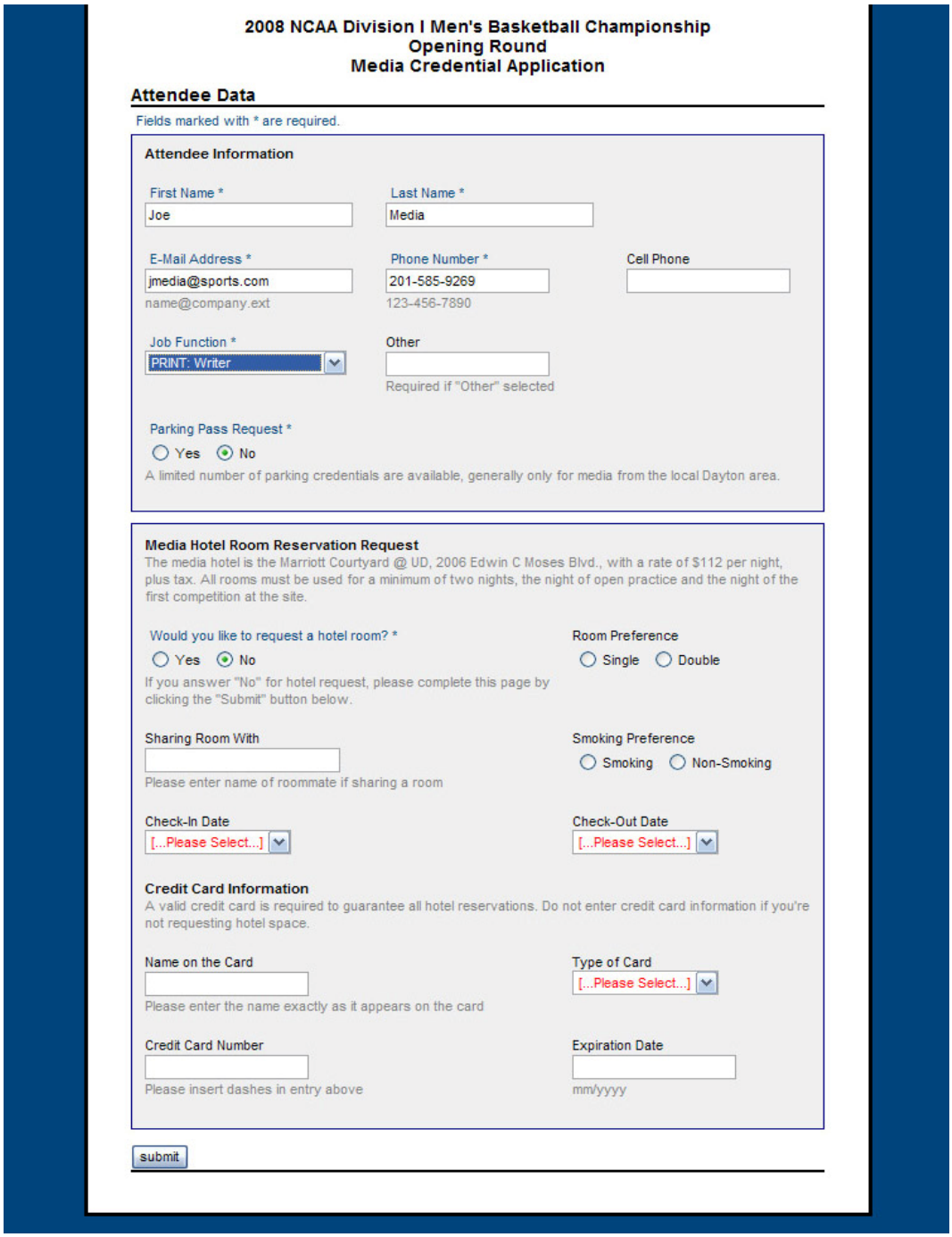


• **IMPORTANT: You must make a request for at least one Attendee by clicking on <u>one of the two buttons on this page</u>. If you (Requstor) are requesting a credential for yourself, click on the "Add Requestor as Attendee" button. If you are requesting for members of your staff, click the "Add New Attendee" button.**

• **After completing Step 4 (Attendee Data), you will be returned to this page where you can add additional Attendees, or click the "Finish" button to complete the application.**

Application Process

Step 4: Add Attendee Data



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Attendee Data

Fields marked with * are required.

Attendee Information

First Name * Joe

Last Name * Media

E-Mail Address * jmedia@sports.com
name@company.ext

Phone Number * 201-585-9269
123-456-7890

Cell Phone

Job Function * PRINT: Writer

Other
Required if "Other" selected

Parking Pass Request *
Yes No
A limited number of parking credentials are available, generally only for media from the local Dayton area.

Media Hotel Room Reservation Request
The media hotel is the Marriott Courtyard @ UD, 2006 Edwin C Moses Blvd., with a rate of $112 per night, plus tax. All rooms must be used for a minimum of two nights, the night of open practice and the night of the first competition at the site.

Would you like to request a hotel room? *
Yes No
If you answer "No" for hotel request, please complete this page by clicking the "Submit" button below.

Room Preference
Single Double

Sharing Room With
Please enter name of roommate if sharing a room

Smoking Preference
Smoking Non-Smoking

Check-In Date [...Please Select...]

Check-Out Date [...Please Select...]

Credit Card Information
A valid credit card is required to guarantee all hotel reservations. Do not enter credit card information if you're not requesting hotel space.

Name on the Card
Please enter the name exactly as it appears on the card

Type of Card [...Please Select...]

Credit Card Number
Please insert dashes in entry above

Expiration Date
mm/yyyy

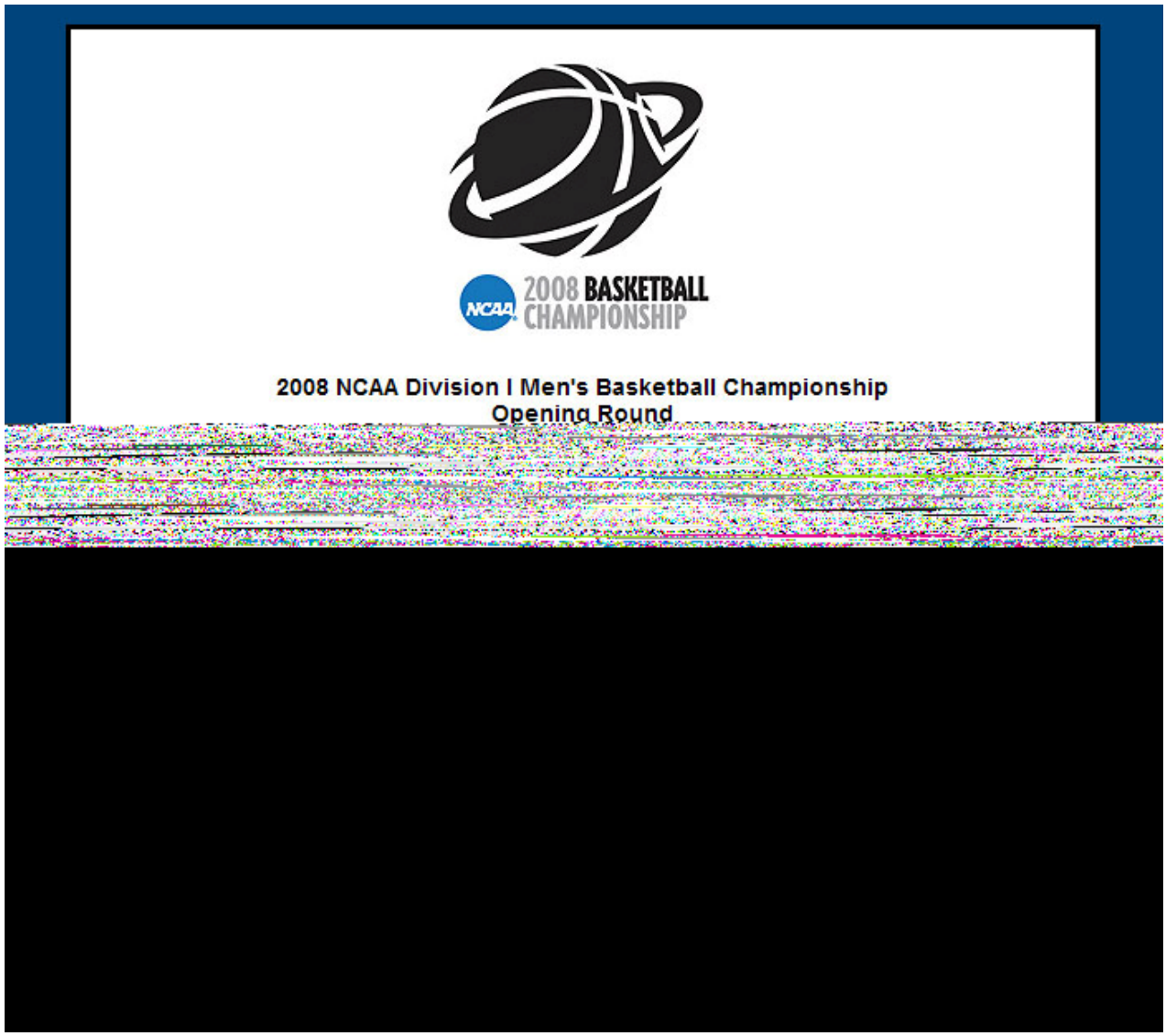
submit

• After completing this page, Click the "Submit" button to return to the previous page (Step 3) where you can add additional Attendees or complete the application by clicking the "Finish" button.

STEP 4 OF 5

Application Process

Step 5: On Screen Confirmation



• Once Requestor has submitted credential application, he/she will receive an on-screen confirmation (above), summarizing the request.

• The Requestor will also receive a confirmation email with a summary of his/her request within 5-7 minutes.

STEP 5 OF 5