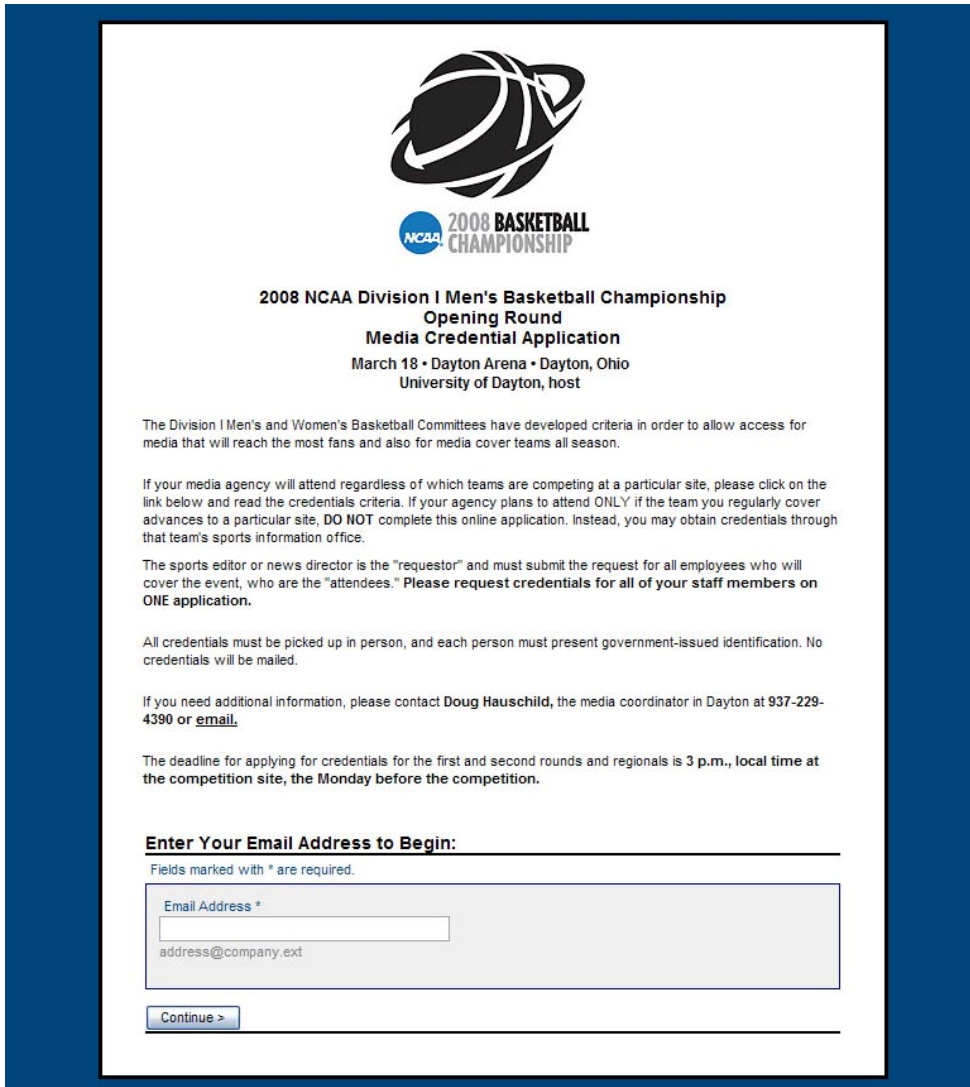



# Media Credential Application Process

## Step 1: Opening Page



The screenshot shows the opening page of the media credential application process. At the top is the NCAA logo and the text "2008 BASKETBALL CHAMPIONSHIP". Below this is the title "2008 NCAA Division I Men's Basketball Championship Opening Round Media Credential Application" and the date and location "March 18 • Dayton Arena • Dayton, Ohio University of Dayton, host". The page contains several paragraphs of text providing instructions and information for applicants. At the bottom, there is a section titled "Enter Your Email Address to Begin:" with a text input field and a "Continue >" button. The input field contains the placeholder text "address@company.ext".

  
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 \*


- 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

# Application Process

## Step 2: Contact/Organization Data



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

**Requestor Data**

Fields marked with \* are required.

**Organization Requestor Information**

First Name *	Last Name *	Job Title *
Joe	Media	Sports Editor
Phone Number *	Fax Number	E-Mail Address *
201-585-9269 123-456-7890	 123-456-7890	jmedia@sports.com name@company.ext

**Organization Information**

Organization Name \*  
Sports Systems

Street Address \*    City \*    State \*    Zip Code \*

101 Main St.    New York    New York    10110

Organization Type \*    Other Organization Type

Print      
Required if you selected "other"

**Postgame Stats Distribution**

Would you like to have postgame statistics and quotes faxed or emailed to your outlet? \*

No     Fax     Email     Both

Gameday Fax Number    Gameday Email Address

123-456-7890    name@company.ext

[Continue >](#)

• **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



NCAA 2008 BASKETBALL CHAMPIONSHIP

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

#### Media Credential Requests

You must submit at least one attendee for the application to be complete. If you (the requestor) are attending the event, please choose "Add Requestor as Attendee" before adding other attendees from your agency.

Organization	Contact	
Sports Systems	Joe Media	Review
<input type="button" value="Add Requestor as Attendee"/>		

**Required:** click on one of the two buttons to continue your credential request.

Attendee	Status
<input type="button" value="Add New Attendee"/>	

• **IMPORTANT:** You must make a request for at least one Attendee by clicking on one of the two buttons on this page. If you (Requestor) 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

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

#### Attendee Data

Fields marked with \* are required.

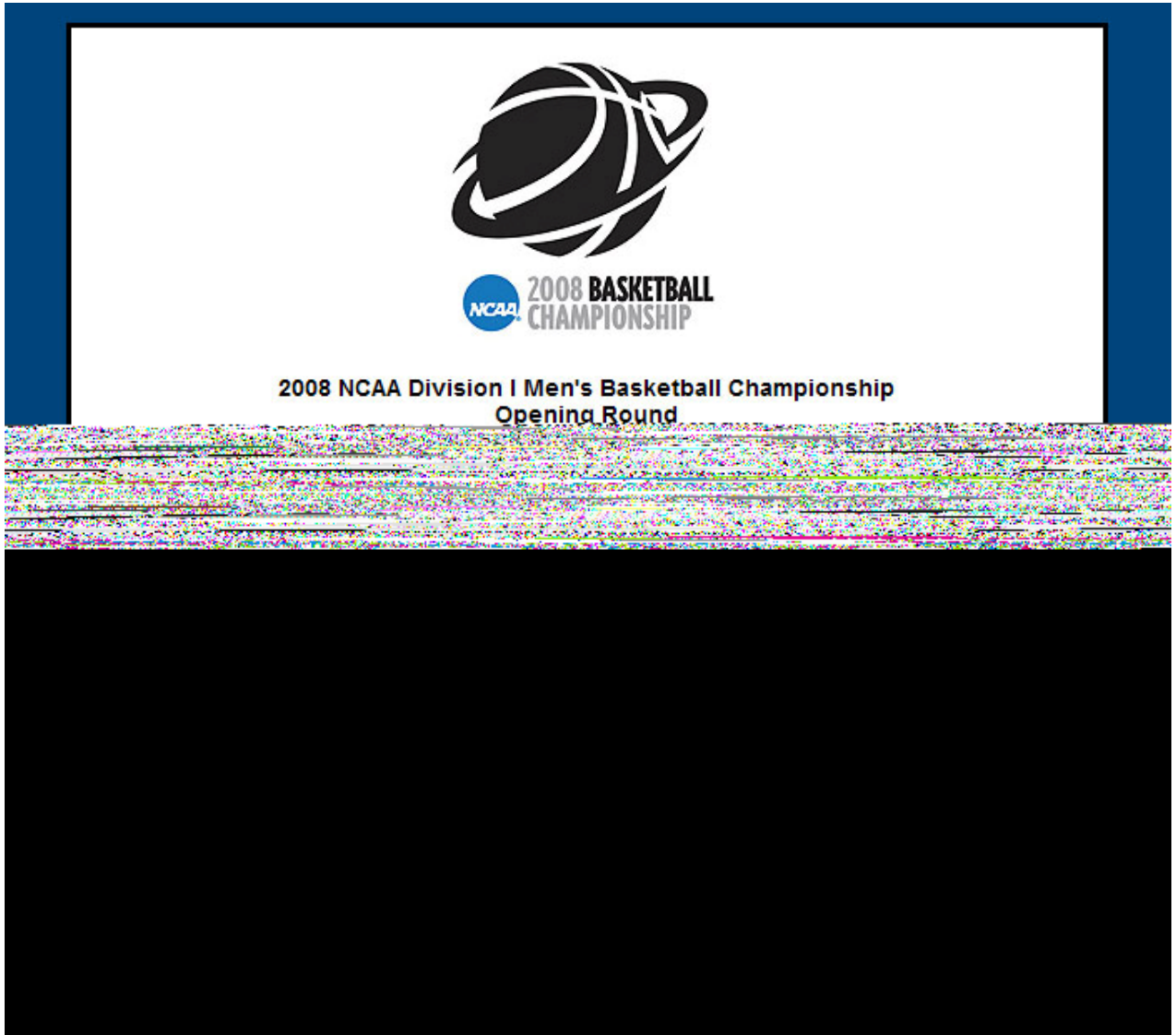
<b>Attendee Information</b>		
First Name *	Last Name *	
<input type="text" value="Joe"/>	<input type="text" value="Media"/>	
E-Mail Address *	Phone Number *	Cell Phone
<input type="text" value="jmedia@sports.com"/> <small>name@company.ext</small>	<input type="text" value="201-585-9269"/> <small>123-456-7890</small>	<input type="text"/>
Job Function *	Other	
<input type="text" value="PRINT: Writer"/>	<input type="text"/>	
	<small>Required if "Other" selected</small>	
Parking Pass Request *		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
<small>A limited number of parking credentials are available, generally only for media from the local Dayton area.</small>		

<b>Media Hotel Room Reservation Request</b>	
<small>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.</small>	
Would you like to request a hotel room? *	Room Preference
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Single <input type="radio"/> Double
<small>If you answer "No" for hotel request, please complete this page by clicking the "Submit" button below.</small>	
Sharing Room With	Smoking Preference
<input type="text"/>	<input type="radio"/> Smoking <input type="radio"/> Non-Smoking
<small>Please enter name of roommate if sharing a room</small>	
Check-in Date	Check-Out Date
<input type="text" value="[..Please Select..]"/>	<input type="text" value="[..Please Select..]"/>
<b>Credit Card Information</b>	
<small>A valid credit card is required to guarantee all hotel reservations. Do not enter credit card information if you're not requesting hotel space.</small>	
Name on the Card	Type of Card
<input type="text"/>	<input type="text" value="[..Please Select..]"/>
<small>Please enter the name exactly as it appears on the card</small>	
Credit Card Number	Expiration Date
<input type="text"/>	<input type="text"/>
<small>Please insert dashes in entry above</small>	<small>mm/yyyy</small>

- 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.

# 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**