



Media Credential Website:

Website URL: www.pgatourmedia.com, then select “media credentials” from the top right side of the page.

Your first time logging in you will need to register:

WELCOME TO THE PGA TOUR MEDIA CREDENTIALS SITE
LOG IN OR REGISTER USING THE FORM TO THE RIGHT.

Log In Register

Email Address

Password

LOG IN Forgot Password?

Or Log In/Register With Your Social Network

Log in Twitter Google LinkedIn Yahoo Microsoft

Social by Gigya

Trouble logging in?
Please email admin@pgatourmedia.com with your name and a description of the problem you're having.

WELCOME TO THE PGA TOUR MEDIA CREDENTIALS SITE
LOG IN OR REGISTER USING THE FORM TO THE RIGHT.

Log In Register

First Name Last Name

Email Address Country

Date of Birth ZIP / Postal Code

Password Confirm Password

REGISTER

After you fill in the registration information, you can log in using your email address as your username and the new password you selected.

You will then be directed to the dashboard where you can apply for media credentials.

The screenshot shows a dashboard for 'MEDIA CREDENTIALS'. At the top, there's a navigation bar with a menu icon, a user profile for 'TRACEY COOPER', and a help icon. Below the navigation bar, there's a summary section for 'MY CREDENTIAL REQUESTS THIS SEASON' with counts for Draft, Submitted, Pending, Approved, Declined, and Withdrawn. The main content area is divided into two sections: 'Upcoming Events' on the left and 'My Requests' on the right. In the 'Upcoming Events' section, there's a list of events, including 'THE PLAYERS Championship' in May 08, with a 'START A REQUEST' button highlighted by a red arrow. The 'My Requests' section shows a table with columns for EVENT, STAFF, STATUS, and Submitted Date, and a 'START A NEW CREDENTIAL REQUEST' button.

When you click on “start a request” you will be taken to the credential request wizard that will guide you through the process. Your first time in, you will need to sign off on the media regulations (there will be a pop up screen), check the box you agree and continue. Click yes in the attending column for each staff member and select the appropriate credential type.

The screenshot shows the 'New Credential Request Wizard - THE PLAYERS Championship (5/8/17 / 5/14/2017)'. A progress bar at the top indicates four steps: 1. Event, 2. Staff, 3. Resources, and 4. Review. The current step is 'STEP 2: SELECT ATTENDING STAFF'. Below the progress bar, there's a table with columns for NAME, POSITION, ATTENDING? (with a date picker), CREDENTIAL, and REQUEST TO CAPTURE VIDEO. The table lists two staff members: Boxer Baker, Shari (Still Photographer) and Cooper, Tracey (Weekly Media Credential). At the bottom, there are buttons for '< Back' and 'Save as Draft', and a 'NEXT: RESOURCES' button.

Next, select the resources you are requesting for the event (parking, media center workstation, etc.)

MEDIA CREDENTIALS

New Credential Request Wizard - THE PLAYERS Championship (5/8/17 / 5/14/2017)

1 Event 2 Staff 3 Resources

ATTENDING STAFF				
NAME	POSITION	DATES	CREDENTIAL	REQUEST TO CAPTURE VIDEO
Tracey Cooper		05/08/2017 - 05/14/2017	Weekly Media Credential	No

STEP 3: ALLOCATE RESOURCES

Parking Spaces Parking is limited. All efforts should be made to carpool.

Requested:

Comments:

Media Center Workstations Workspace available in media center. Please bring your own laptop.

Requested:

Comments:

Radio Broadcasting Booths

You will be taken to the review screen where you can look over your request. There are edit links if you need to make any changes. You can “save as a draft” or “submit” by clicking on the appropriate button at the bottom right of the screen.

New Credential Request Wizard - THE PLAYERS Championship (5/8/17 / 5/14/2017)

1 Event 2 Staff 3 Resources 4 Review

STEP 4: REVIEW & SUBMIT

Event [Edit](#)

PGA TOUR > THE PLAYERS Championship

Staff (1 Attending) [Edit](#)

NAME	POSITION	DATES	CREDENTIAL	REQUEST TO CAPTURE VIDEO
Tracey Cooper		05/08/2017 - 05/14/2017	Weekly Media Credential	No

Resources [Edit](#)

RESOURCE	REQUESTED/NOTES
Parking Spaces	1
Media Center Workstations	1

< Back Save as Draft **SUBMIT**

You should receive an automated email response letting you know your request was received. Once your request is processed, you will receive another email telling you whether your credential request was approved or denied.

If you need to add staff or edit an existing staff member:

When one person is applying for credentials for a group of people from a single media outlet, the list of staff should be available in the attending column if they were entered into our current media credential website.

To add a new staff member or edit their profile to add a headshot, click on the menu button at the top left of the screen and choose **staff management**.

The image shows two screenshots of the MEDIA CREDENTIALS website. The top screenshot shows the main dashboard with a red arrow pointing to the menu icon in the top left corner. The bottom screenshot shows the menu open, with a red arrow pointing to the 'Staff Management' option.

Top Screenshot:

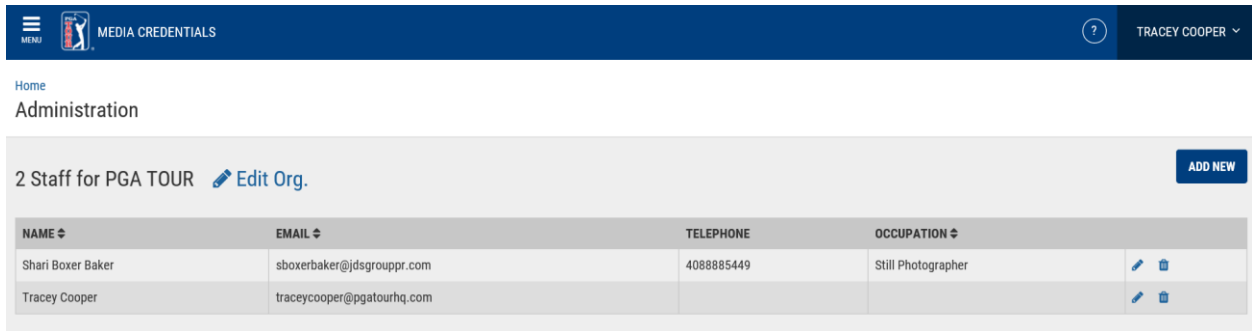
- Header: MEDIA CREDENTIALS, TRACEY COOPER
- Section: MY CREDENTIAL REQUESTS THIS SEASON 1 TOTAL
- Status Legend: Draft 0, Submitted 0, Pending 0, Approved 1, Declined 0, Withdrawn 0
- Section: ALL TOURS
- Upcoming Events: MY EVENTS, ALL EVENTS. Event: MAY 08 THE PLAYERS Championship (Approved 2/13)
- My Requests: START A NEW CREDENTIAL REQUEST, SHOW: 50

EVENT	STAFF	STATUS	Submitted Date
THE PLAYERS Championship (54 days)	0	Approved	3/13/2017

Bottom Screenshot:

- Header: MEDIA CREDENTIALS
- Section: SEASON 3 TOTAL
- Status Legend: Pending 0, Approved 0, Declined 0, Withdrawn 0
- My Requests
- Menu Options: Dashboard, Staff Management, Organization Management

If you don't see the staff person listed that you want to add to the credential request, select add new.

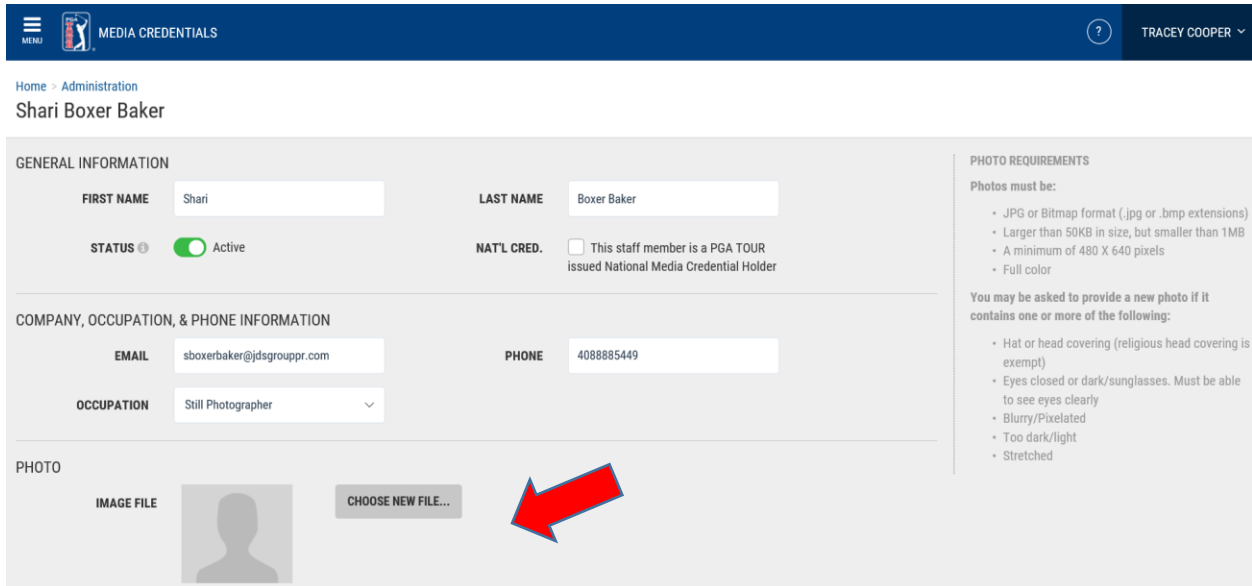


Home Administration

2 Staff for PGA TOUR [Edit Org.](#) [ADD NEW](#)

NAME	EMAIL	TELEPHONE	OCCUPATION	
Shari Boxer Baker	sboxerbaker@jdsgrupp.com	4088885449	Still Photographer	✎ 🗑
Tracey Cooper	traceycooper@pgatourhq.com			✎ 🗑

If the person is listed, but they need a headshot uploaded, click on the pencil icon to the right of their name and upload the image here. Parameters for acceptable headshots are listed on the right side of the page. You may also edit other information like occupation on this page.



Home Administration Shari Boxer Baker

GENERAL INFORMATION

FIRST NAME: Shari LAST NAME: Boxer Baker

STATUS: Active NAT'L CRED.: This staff member is a PGA TOUR issued National Media Credential Holder

COMPANY, OCCUPATION, & PHONE INFORMATION

EMAIL: sboxerbaker@jdsgrupp.com PHONE: 4088885449

OCCUPATION: Still Photographer

PHOTO


IMAGE FILE  [CHOOSE NEW FILE...](#)

PHOTO REQUIREMENTS

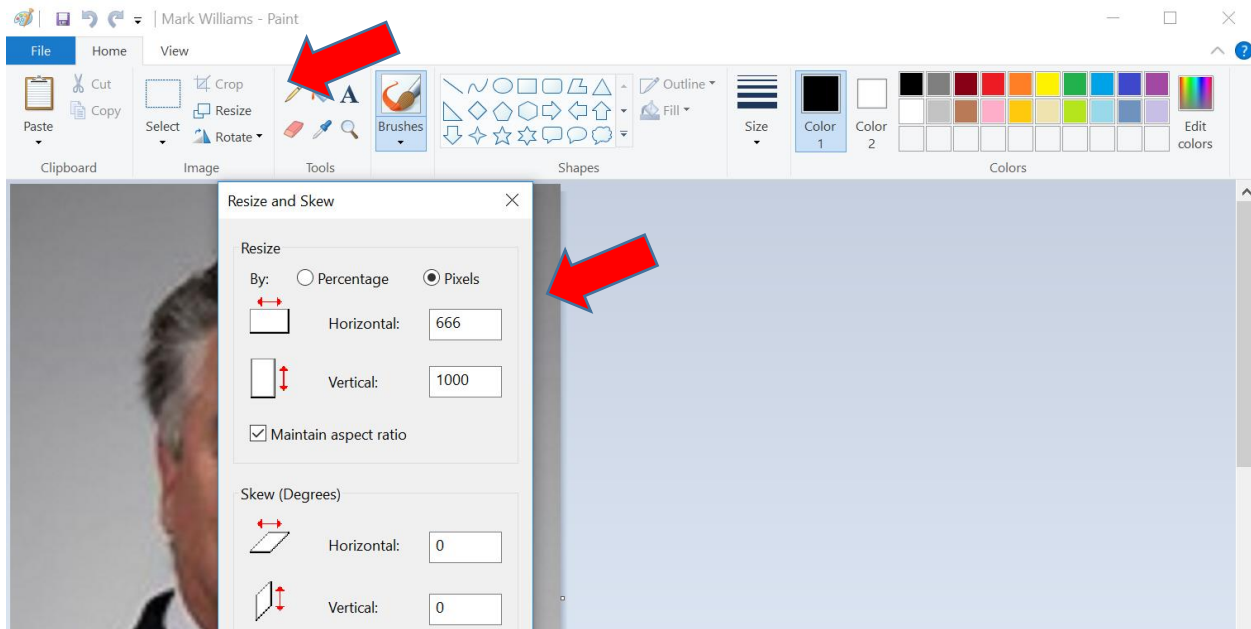
Photos must be:

- JPG or Bitmap format (.jpg or .bmp extensions)
- Larger than 50KB in size, but smaller than 1MB
- A minimum of 480 X 640 pixels
- Full color

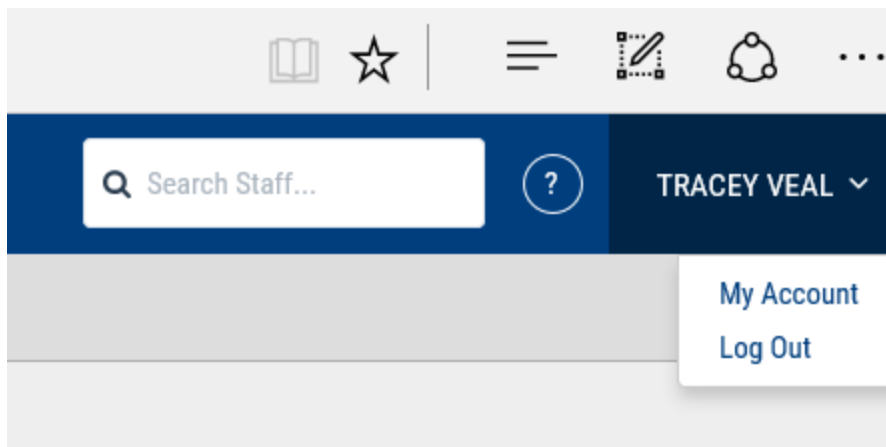
You may be asked to provide a new photo if it contains one or more of the following:

- Hat or head covering (religious head covering is exempt)
- Eyes closed or dark/sunglasses. Must be able to see eyes clearly
- Blurry/Pixelated
- Too dark/light
- Stretched

If you need to resize a photo, a simple way to do that is open the photo in Paint, click resize, click pixels and change one of the numbers either up or down depending on if you need to make the photo larger or smaller (480 x 640 is the minimum). Save the photo as a jpeg.



When you are finished, click on your name at the top right of the screen and choose Log Out.



Thank you for applying.