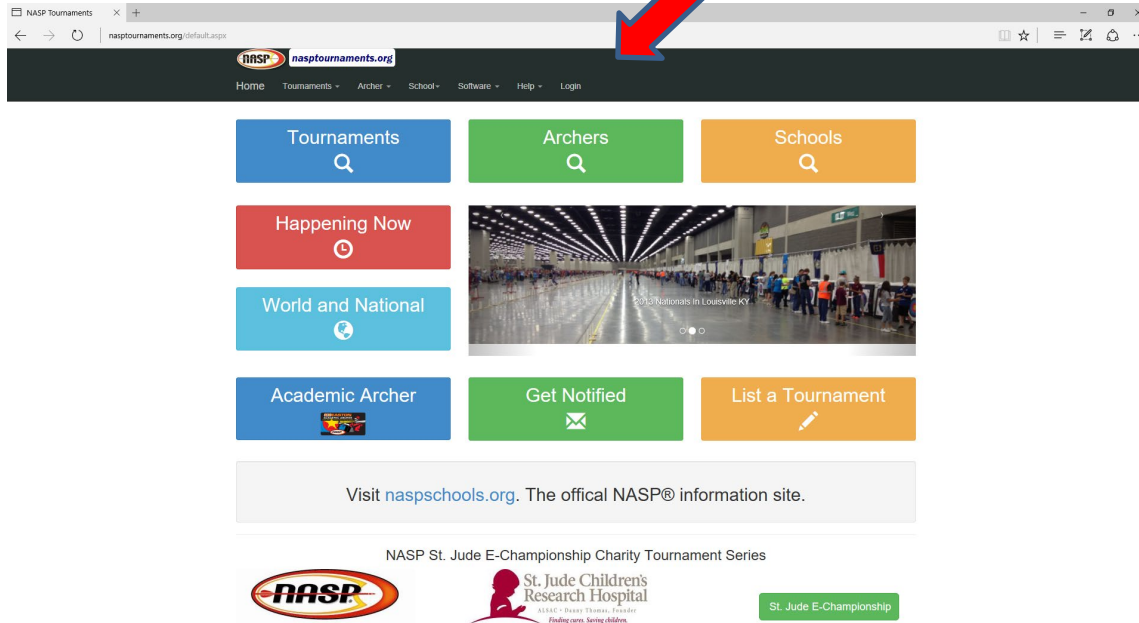
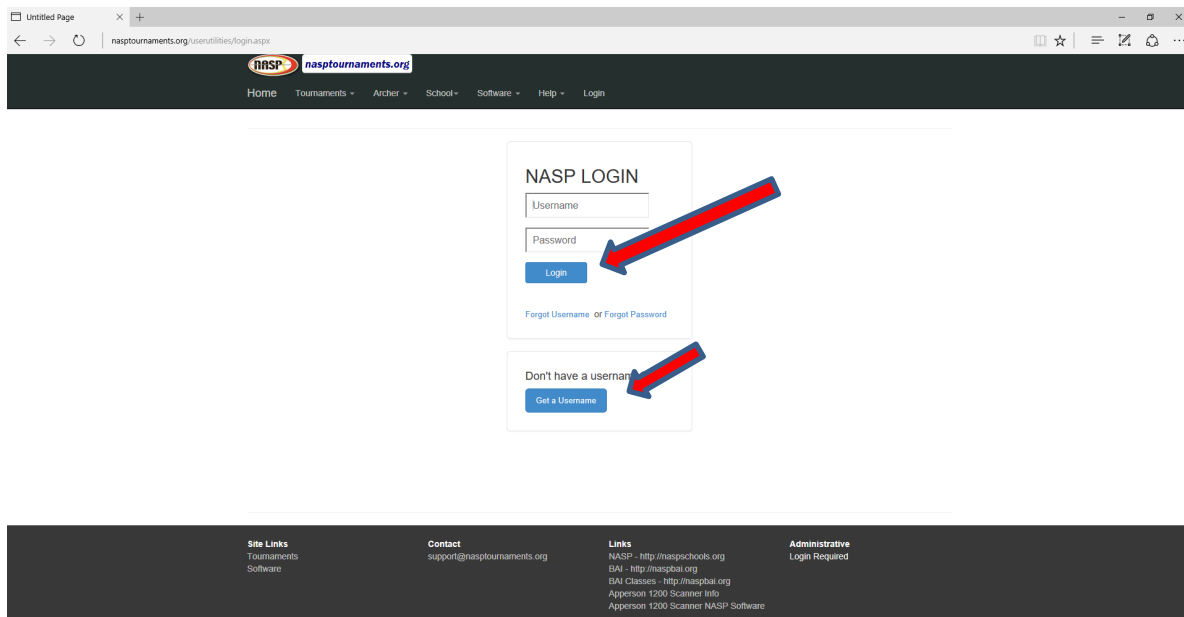


How to register for a NASP tournament

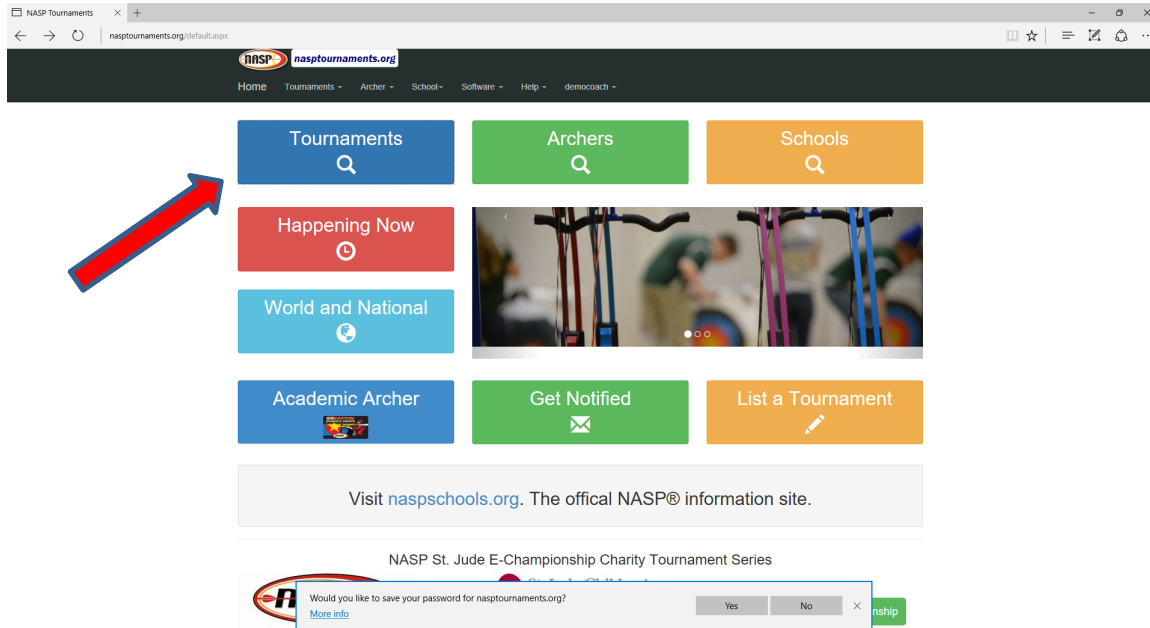
1. Go to nasptournaments.org
2. Log in to the site by selecting the “login” link



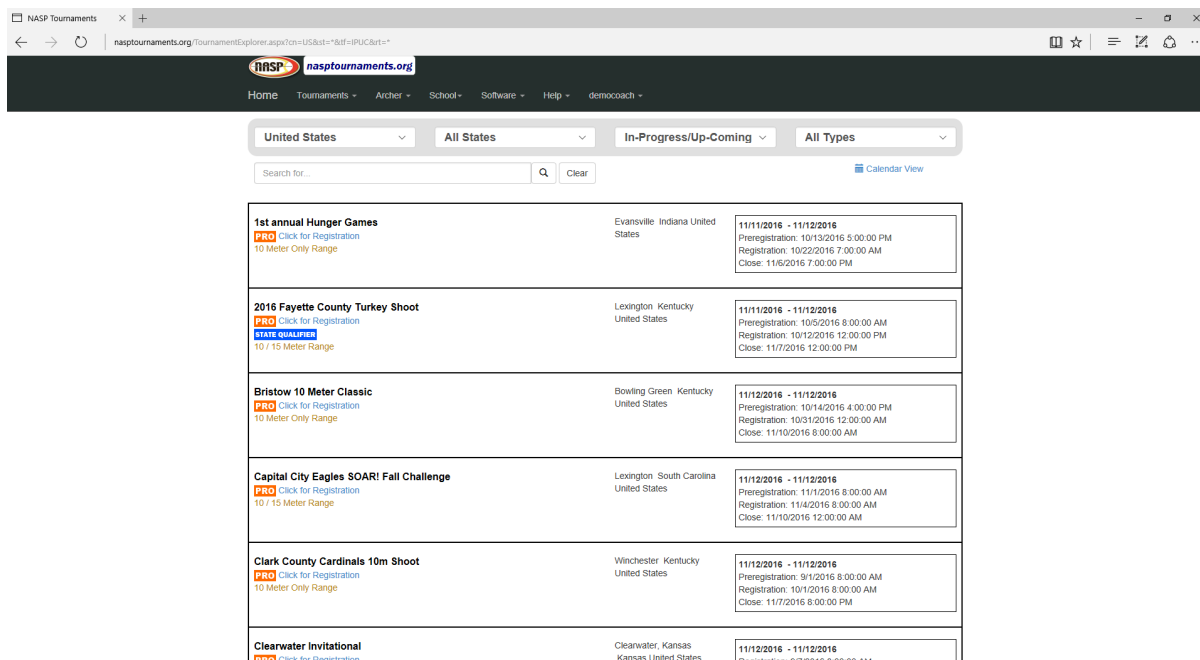
3. Enter your username and password and select “login”. If you do not have a username, select the “Don't have a username” link and follow the instructions for creating one.



- Once you have signed in, you will be returned to the main menu. On the main menu, select the "Tournaments" option.



- On the tournament listing screen, you can use the filter dropdowns to limit your selection or you can browse the list of tournaments displayed



6. Once you find the tournament you want to register for, select the “click for registration” link

The screenshot shows the NASP Tournaments website with a list of tournaments. A red arrow points to the '2016 Fayette County Turkey' tournament, which has a 'PRO Click for Registration' link. The list includes the following tournaments:

Tournament Name	Location	Dates	Registration Info
1st annual Hunger Games	Evansville Indiana United States	11/11/2016 - 11/12/2016	Preregistration: 10/13/2016 5:00:00 PM Registration: 10/22/2016 7:00:00 AM Close: 11/6/2016 7:00:00 PM
2016 Fayette County Turkey	Lexington Kentucky United States	11/11/2016 - 11/12/2016	Preregistration: 10/5/2016 8:00:00 AM Registration: 10/12/2016 12:00:00 PM Close: 11/7/2016 12:00:00 PM
Bristow 10 Meter Classic	Bowling Green Kentucky United States	11/12/2016 - 11/12/2016	Preregistration: 10/14/2016 4:00:00 PM Registration: 10/31/2016 12:00:00 AM Close: 11/10/2016 8:00:00 AM
Capital City Eagles SOAR! Fall Challenge	Lexington South Carolina United States	11/12/2016 - 11/12/2016	Preregistration: 11/1/2016 8:00:00 AM Registration: 11/4/2016 8:00:00 AM Close: 11/10/2016 12:00:00 AM
Clark County Cardinals 10m Shoot	Winchester Kentucky United States	11/12/2016 - 11/12/2016	Preregistration: 9/11/2016 8:00:00 AM Registration: 10/1/2016 8:00:00 AM Close: 11/7/2016 8:00:00 PM
Clearwater Invitational	Clearwater, Kansas Kansas United States	11/12/2016 - 11/12/2016	

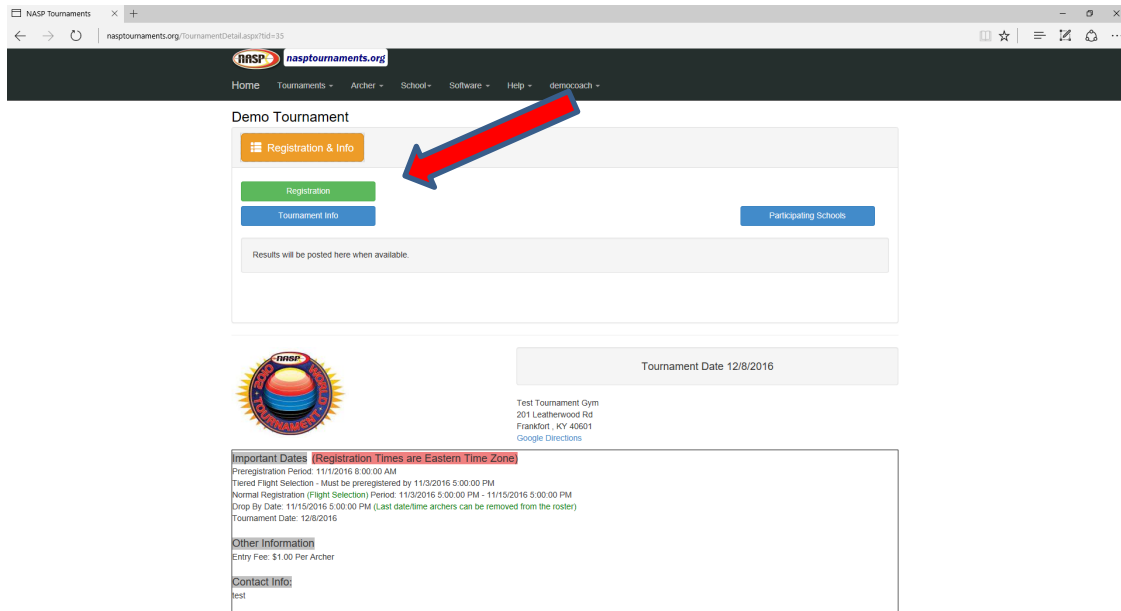
7. This is the tournament details page. On this screen, select the “Menu” button then select the “registration” button to begin the registration process.

The screenshot shows the tournament details page for 'Demo Tournament'. A red arrow points to the 'Registration & Info' button. The page includes the following information:

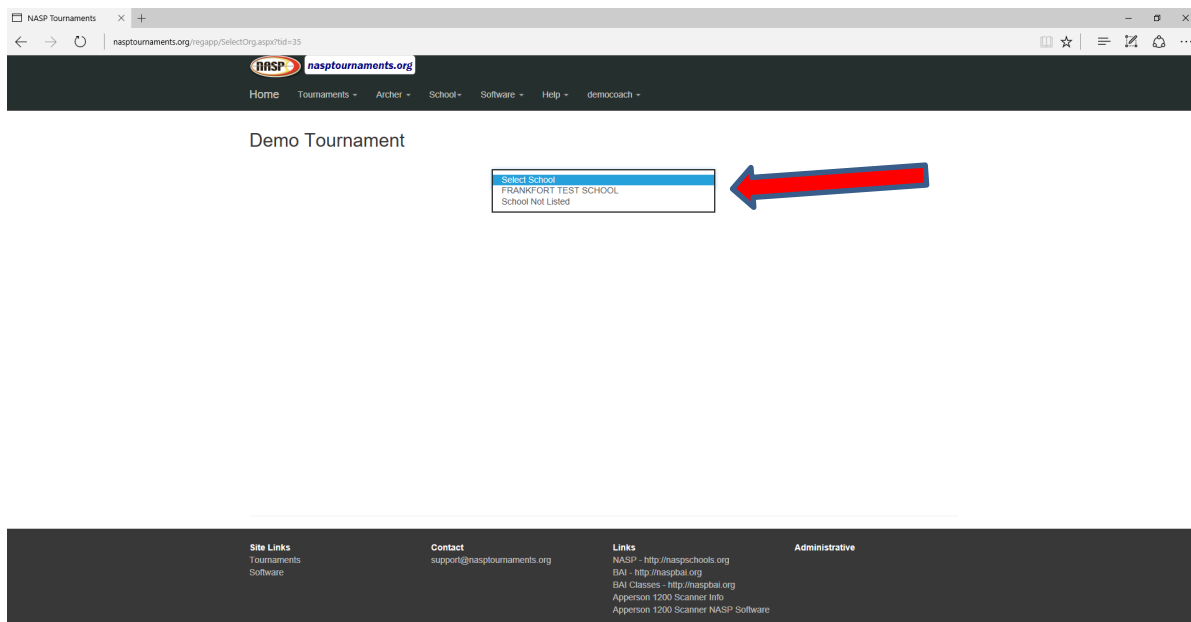
- Tournament Date:** 12/8/2016
- Location:** Test Tournament Gym, 201 Leatherswood Rd, Frankfort, KY 40601
- Important Dates (Registration Times are Eastern Time Zone):**
 - Preregistration Period: 11/1/2016 8:00:00 AM
 - Tiered Flight Selection - Must be preregistered by 11/3/2016 5:00:00 PM
 - Normal Registration (Flight Selection) Period: 11/3/2016 5:00:00 PM - 11/15/2016 5:00:00 PM
 - Drop By Date: 11/15/2016 5:00:00 PM (Last date/time archers can be removed from the roster)
 - Tournament Date: 12/8/2016
- Other Information:** Entry Fee: \$1.00 Per Archer
- Contact Info:** test
- Important Information:** test 2

Below the text is a table with the following data:

Scoring Divisions: (Multiple teams per division per school are not allowed)	GRADE LEVEL	TEAM QUALIFICATIONS	SCORING
ELEMENTARY DIVISION	Maximum Grade: 5	Archers: 12 - 24 Female - Minimum: 4 Male - Minimum: 4	Top 12 Archers Minimum 4 Female Minimum 4 Male
MIDDLE DIVISION	Maximum Grade: 8	Archers: 12 - 24 Female - Minimum: 4	Top 12 Archers Minimum 4 Female



8. On this screen, select the dropdown for schools and select the school you want to register. This dropdown lists all the schools you are associated with for tournaments. If your school is not listed here, select the option to add your school.



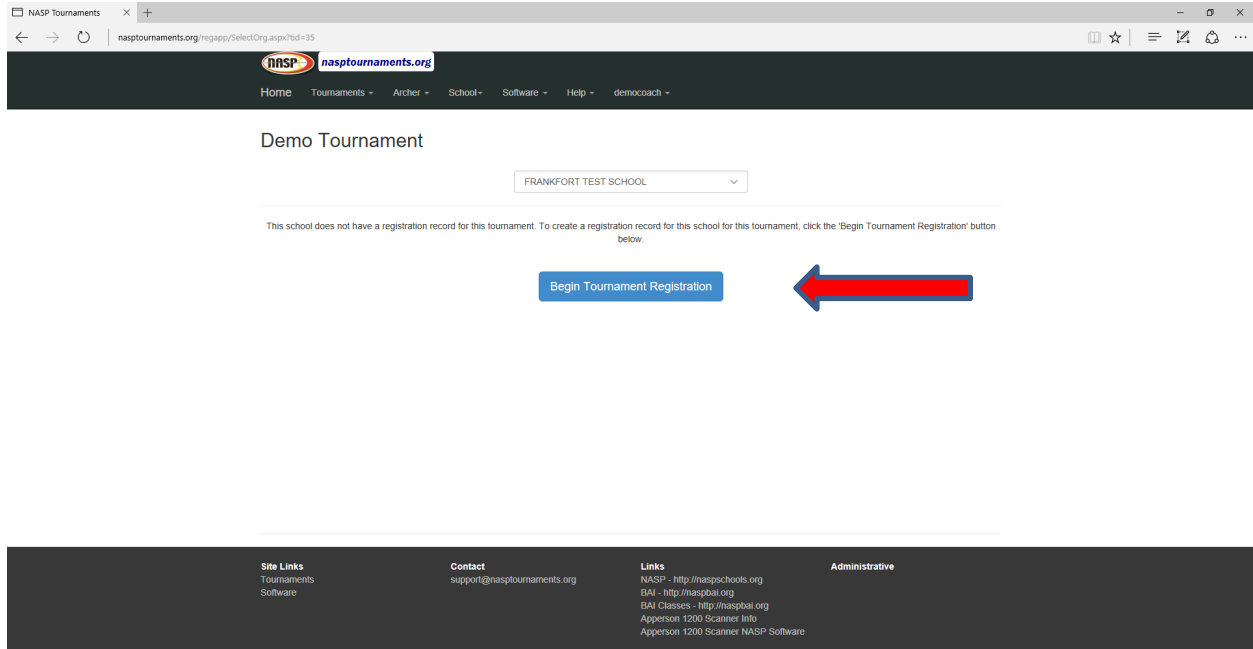
Site Links
Tournaments
Software

Contact
support@nasptournaments.org

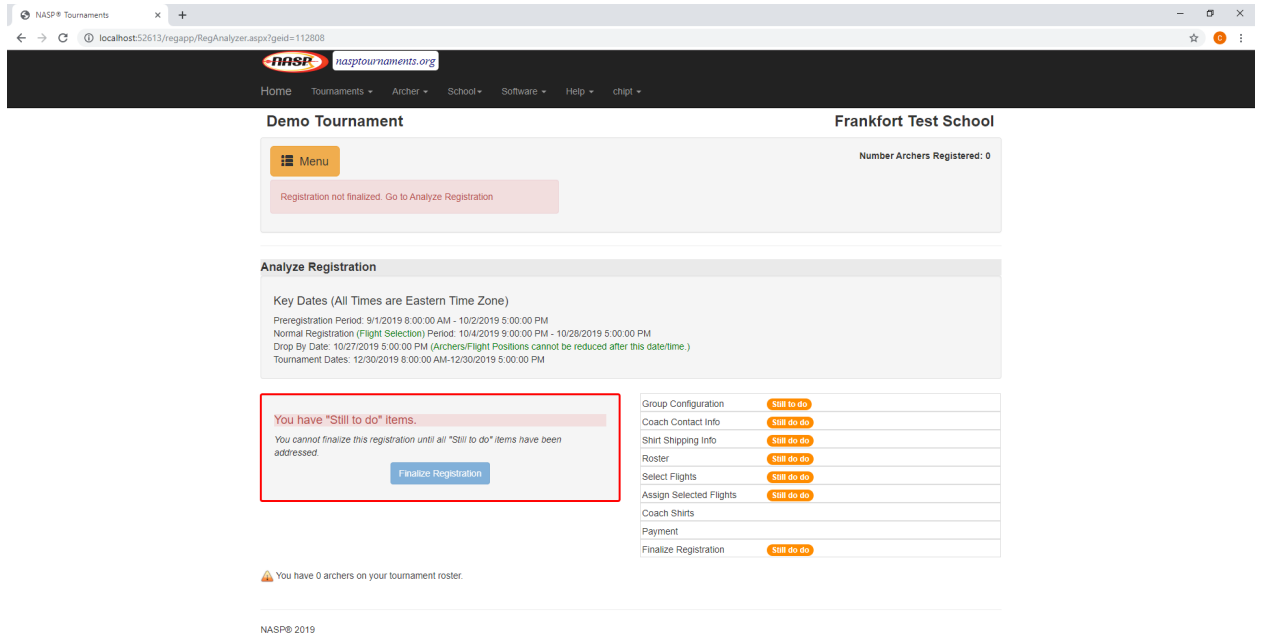
Links
NASP - <http://naspschools.org>
BAI - <http://naspbai.org>
BAI Classes - <http://naspbai.org>
Apperson 1200 Scanner Info
Apperson 1200 Scanner NASP Software

Administrative

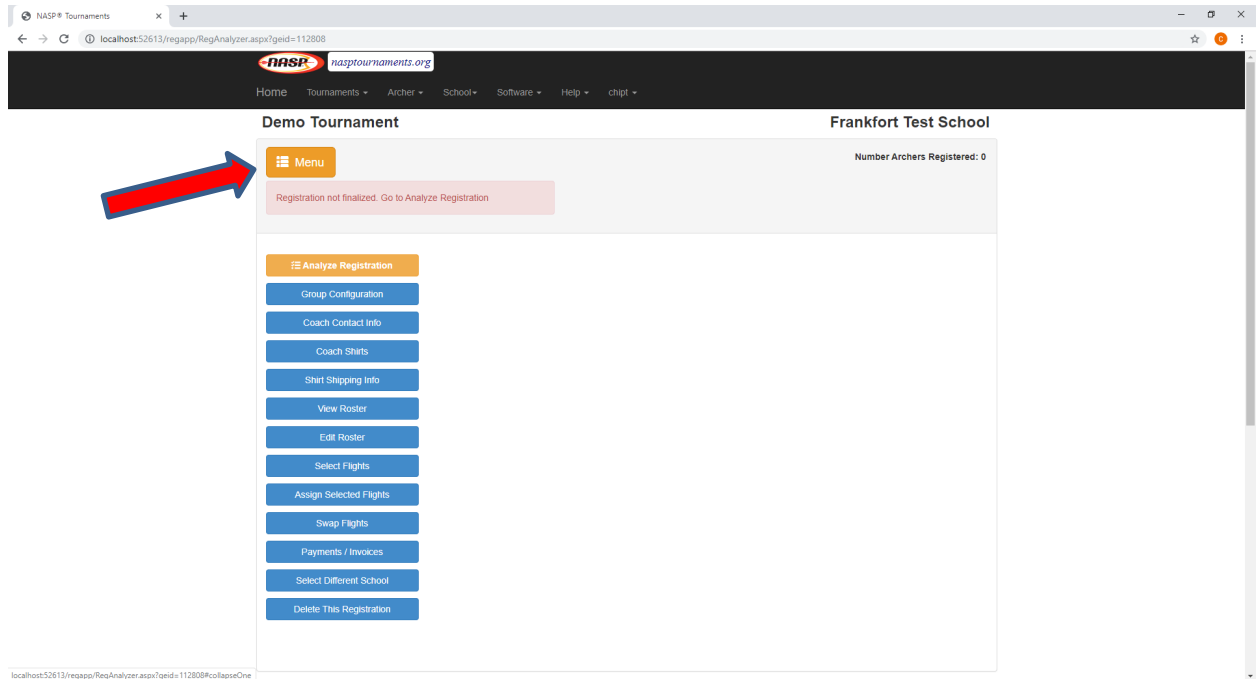
9. On this screen select the “Begin Tournament Registration” button



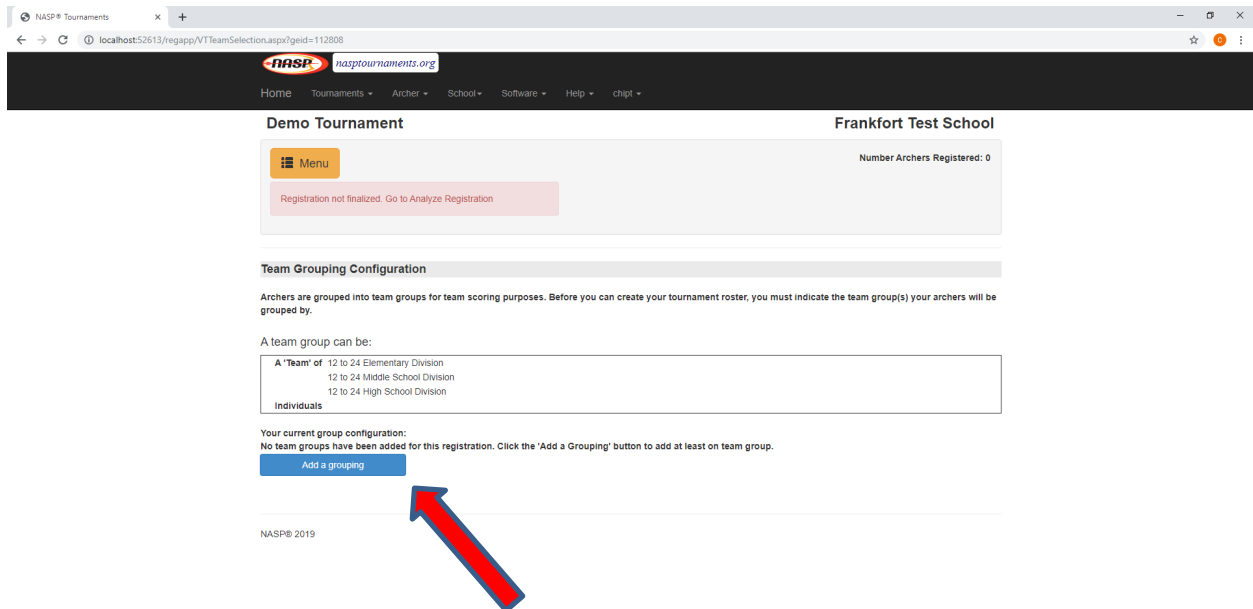
10. You will be taken to the Analyze Registration screen that will give information such as dates and a list of to do items. As you complete registration tasks you can return to the Analyze Registration screen to see which tasks are still to do. When all registration tasks have been completed you can Finalize your registration.



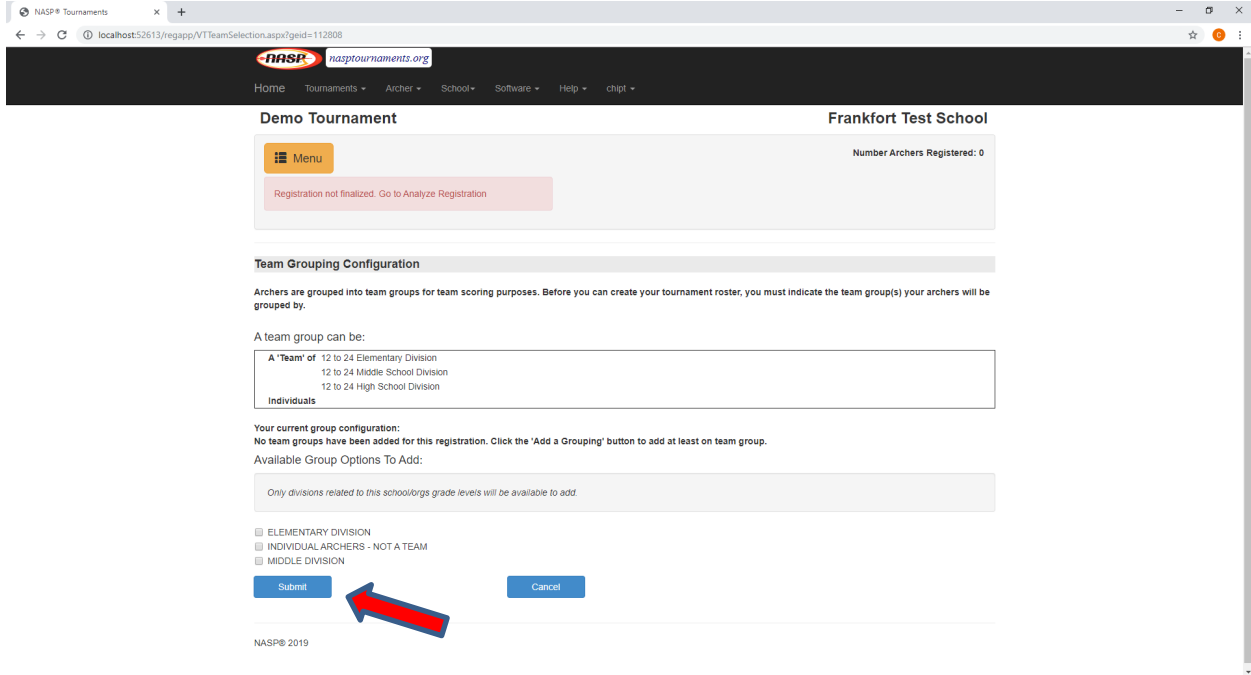
11. To complete each registration task click the Menu button and select the task.



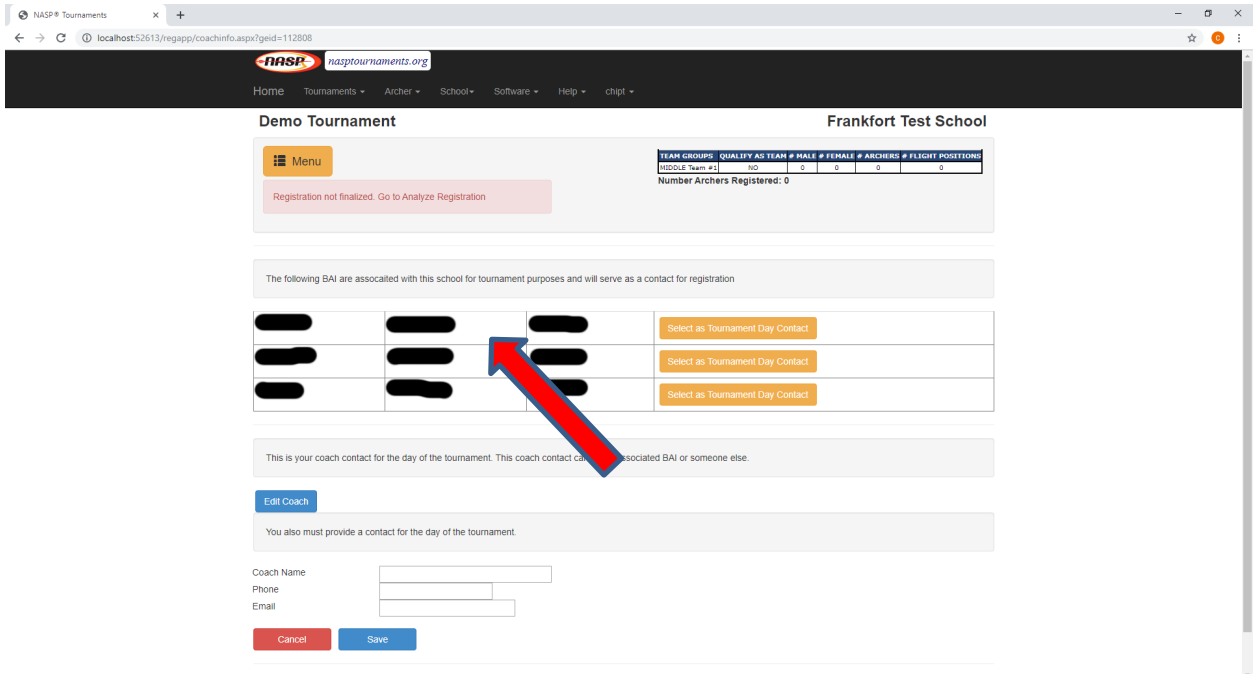
12. The next step is to tell us what type groups you plan to add (groups can be teams or individuals). On this screen, select the "Add a grouping" button



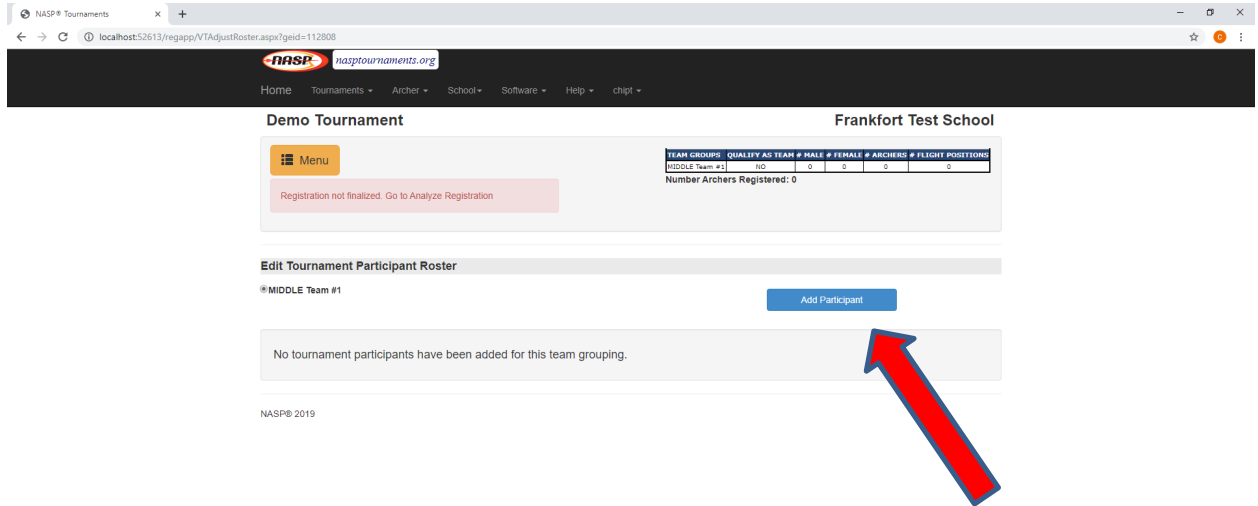
13. Now select the group or groups you want to add. The first 3 groups are for adding teams, the last group is for adding individuals that will not be part of a team. After selecting the group(s) you want, select the "Submit" button.



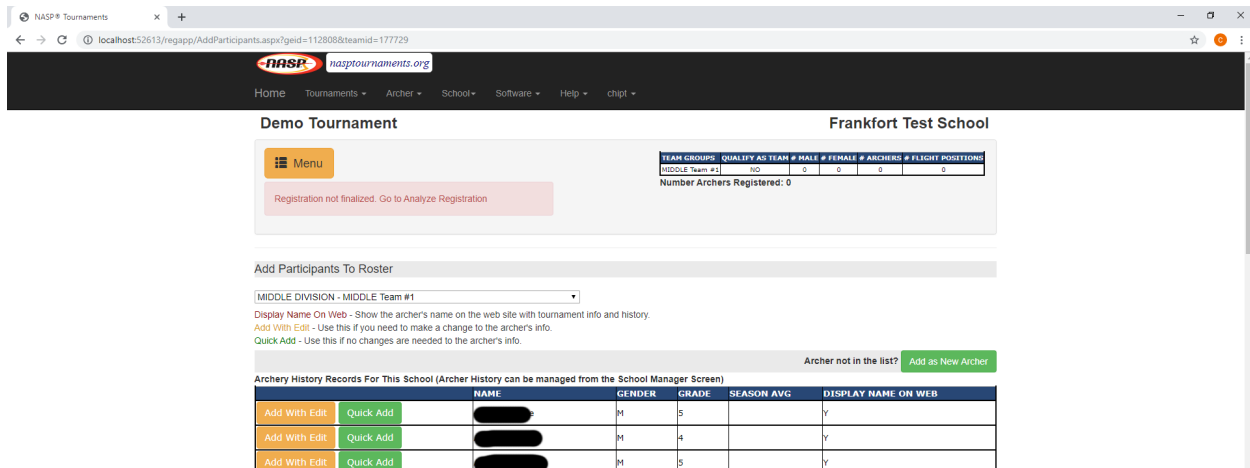
14. The next step will be to add coach contact information. Any BAI associated for tournament purposes will show up on this screen. You will be asked to provide a contact for tournament day which can be an associated BAI or another person.



- You may be asked to provide shirt shipping information. If so a Shirt Shipping Info button will be visible. This is the address where the tournament organizer can ship shirts directly to the school.
- The next step is to add your archers to your group(s). To begin this process, select the “Edit Roster” button and then click Add Participant.



- On the add participant screen, you have 2 options, you can select an archer that you added from a previous tournament by selecting the “Add with Edit” or “Quick Add” (no edit) next to the archer you would like to add. Or you can add a completely new archer by clicking the “Add as New Archer” button



18. “Add with Edit” or “Add as New Archer” will take you to the archer edit screen before saving the archer. On this page, you will need to either enter or update the archer’s information. The “Display name in results and rankings” should remain checked if you want the archers name to be displayed in the tournament results. **If you uncheck this box, the archers name will NOT be displayed in the online results.**

The screenshot shows a web browser window with the URL `nasptournaments.org/regapp/VT/EditArcherInfo.aspx?geid=43334&ahid=223751&teamid=68195&m=n`. The page title is "Add New Participant From History" for "Demo Tournament" and "MIDDLE Team #1". The form includes fields for "First Name" (TEST), "Last Name" (ARCHER 1), "Gender" (Boy), and "Grade" (12). A checkbox labeled "Display this archer's name in results and rankings" is checked. Below the checkbox is a text box explaining that checking it allows the archer's name to be displayed publicly. At the bottom are buttons for "Cancel", "Save", and "Save and Add Another".

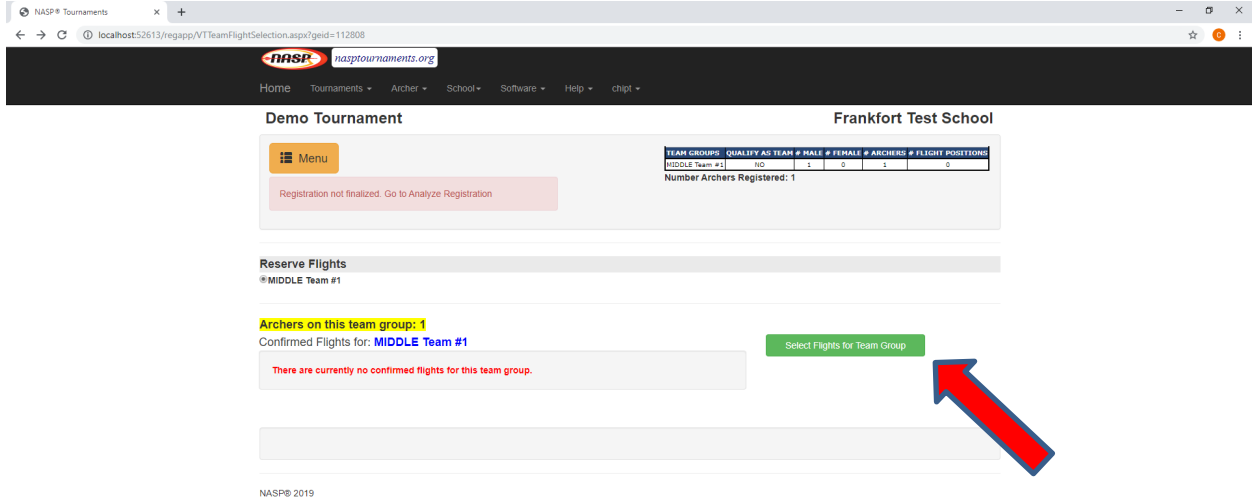
19. When the archer is added, you will be returned to the add archer page. Continue this process to add all archers for your group. Once your archers have been added, the next step will be to select your flight times.

The screenshot shows the "Edit Tournament Participant Roster" page for "Frankfort Test School". It features a "Menu" button, a "Registration not finalized. Go to Analyze Registration" message, and a table with one participant. A "Number Archers Registered: 1" indicator is present. The table has columns for NAME, GENDER, GRADE, TEAM GROUP, and FLIGHT. The participant's name is redacted.

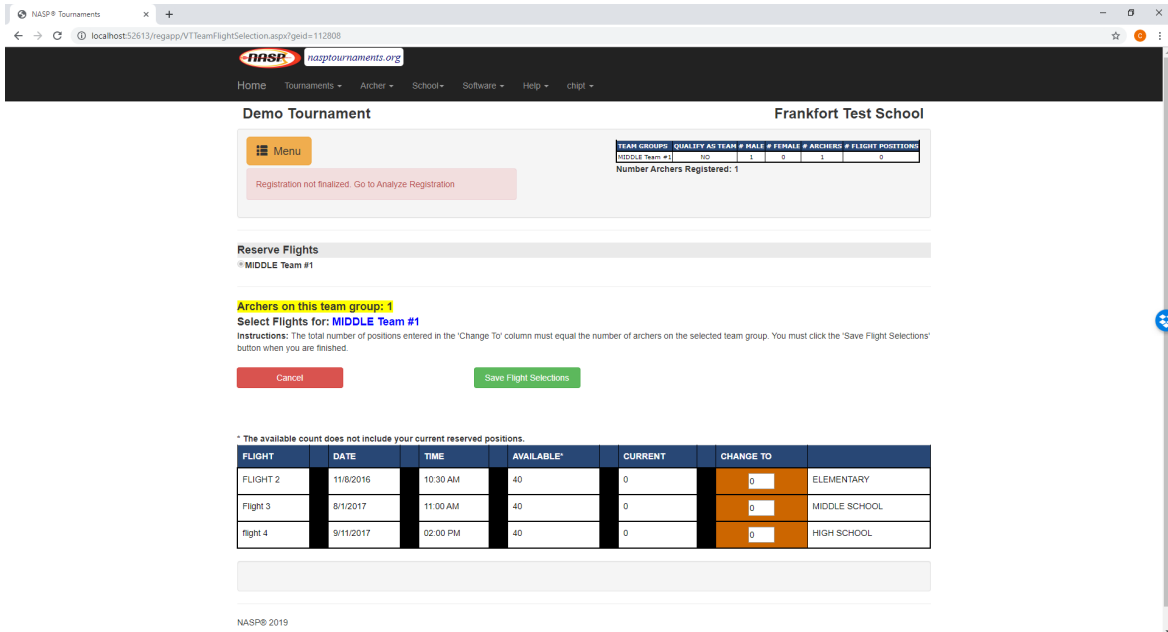
NAME	GENDER	GRADE	TEAM GROUP	FLIGHT
[REDACTED]	M	7	MIDDLE Team #1	

Buttons for "Add Participant", "Edit Participant", and "Remove Participant" are visible.

20. If flight selection has opened for the tournament, you will see a “Select flights for Team Group” button. Select that button. If flight selection has not started, you will need to return to this screen at that time. The flight selection time is displayed in the “Important Dates” section on the main tournament page. Refer to the yellow arrow in item 7 for the location of the time.



21. The flight selection page will display all flights and the number of positions available in each at that time. Enter the number of shooting positions “spots” you want in the “Change To” column next to the flight you want and select “Save Flight Selection”. The total that you enter must match the number of archers for the group team group (listed in yellow).



22. If your positions were successfully saved, you be returned to the Reserve Flights page.

The screenshot shows the NASP Tournaments website interface. At the top, there is a navigation menu with links for Home, Tournaments, Archer, School, Software, Help, and chipt. The main content area is titled "Demo Tournament" and "Frankfort Test School". A "Menu" button is visible. A message states "Registration not finalized. Go to Analyze Registration". A table shows "TEAM GROUPS" with columns for QUALITY AS TEAM, MALE, FEMALE, ARCHERS, and FLIGHT POSITIONS. Below this, it says "Number Archers Registered: 1". The "Reserve Flights" section is for "MIDDLE Team #1". It indicates "Archers on this team group: 1" and "Confirmed Flights for: MIDDLE Team #1". A table lists flight details:

Flight	Date	Time	Reserved Positions	Positions Assigned To Archers
FLIGHT 2	11/8/2016	10:30 AM	1	1

A "Change Flights for Team Group" button is present. The footer includes "NASP® 2019".

If not, you will receive an error message. Keep in mind, those spots may not still be available by the time you enter your selection and try to save it. It is possible that another coach saved them before you did. It is critical that you read the screen carefully and verify that you successfully saved your flight times.

The screenshot shows the same NASP Tournaments website interface as above, but with an error message displayed. The error message box says "Error Saving Flights" and "ERROR: Too many flight positions selected for team". A red arrow points to the error message. Below the error message, there are "Cancel" and "Save Flight Selections" buttons. At the bottom, there is a table with columns for FLIGHT, DATE, TIME, AVAILABLE*, CURRENT, and CHANGE TO. A footnote states: "* The available count does not include your current reserved positions."

23. Once your flight positions have been successfully saved, the next step is to assign your archers to flight the positions you saved. The program will attempt to assign them to a flight automatically when possible, but you need to verify that it was successful and assign them if it was unable to. To assign them to a flight position, select the “Assign Flight” button.

The screenshot shows the NASP Tournaments web application interface for a Demo Tournament at Frankfort Test School. The interface includes a navigation menu, a registration status message, and a section for assigning reserved flights to archers. A red arrow points to the 'Auto Assign' button.

Menu

Registration not finalized. Go to Analyze Registration

TEAM GROUPS	QUALIFY AS TEAM	# MALE	# FEMALE	# ARCHERS	# FLIGHT POSITIONS
MIDDLE Team #1	NO	1	0	1	1

Number Archers Registered: 1

Assign Reserved Flights To Archers
@ MIDDLE Team #1

Flight	Date	Time	Reserved Positions	Positions Assigned To Archers
FLIGHT 2	11/8/2016	10:30 AM	1	1

Note: If the number of reserved positions does not match the number of participants on your team roster, click the 'Reserve Flights' tab to select more flight positions.

Archer Flight Assignment

Note: Changes aren't effective until you click the 'Save Assignments' button.

Save Assignments Auto Assign

ARCHER	GRADE FLIGHT
Archer, History 57	FLIGHT 2 (11/8 10:30AM)

NASP® 2019

24. You can use the “Auto Assign” button to allow the system to automatically assign archers to your reserved flights, or select the “Flight” dropdown next to each archer and select the flight time for them. If the flight list next to the archer is correct, you do not need to change it. When all archers have been assigned to a flight, select the “Save Assignments” button. You should receive an “Assignments Saved” message.

25. The next step to the process is to generate an invoice and make your payment. To do that, select the “Payments/Invoices” button. If there is not fee for your tournament, you do not need to complete this step.

NASP® Tournaments x +

localhost52613/regapp/VTourGroupBalance.aspx?geid=112808

nasp naspournaments.org

Home Tournaments Archer School Software Help chipt

Demo Tournament

Frankfort Test School

Menu

Registration not finalized. Go to Analyze Registration

TEAM GROUPS	QUALIFY AS TEAM	# MALE	# FEMALE	# ARCHERS	# FLIGHT POSITIONS
MIDDLE Team #1	NO	1	0	1	1

Number Archers Registered: 1

Balance / Payment Payment History

Payments / Invoices Screen

Total Donation	\$0.00
Total Registration	\$1.00
Total Fee Group	\$1.00
Hall-In Invoices Pending	\$0.00
Invoices Due On Site	\$0.00
Completed Payments	\$0.00
Amount Outstanding/Open	\$1.00

Payment/Invoice Options


- Pay Online (PAYPAL/CREDIT CARD)
- Pay By Mail (Printable Invoice)
- Pay On Site - At Tournament (Printable Invoice)

Payment/Invoice Amount

Create Payment/Invoice for Balance: \$1.00

Create Payment/Invoice for Other amount: \$ (xxx.xx)
(Note: Amount can't exceed the current balance due)

Continue



26. The final step to complete your registration is to Finalize Registration. That is done from the Analyze Registration screen.

NASP® Tournaments x +

localhost52613/regapp/RegAnalyzer.aspx?geid=112808

nasp naspournaments.org

Home Tournaments Archer School Software Help chipt

Demo Tournament

Frankfort Test School

Menu

Registration not finalized. Go to Analyze Registration

TEAM GROUPS	QUALIFY AS TEAM	# MALE	# FEMALE	# ARCHERS	# FLIGHT POSITIONS
MIDDLE Team #1	NO	1	0	1	1

Number Archers Registered: 1

Analyze Registration

Key Dates (All Times are Eastern Time Zone)

Preregistration Period: 9/1/2019 8:00:00 AM - 10/2/2019 5:00:00 PM
 Normal Registration (Flight Selection) Period: 10/4/2019 9:00:00 PM - 10/28/2019 5:00:00 PM
 Drop By Date: 10/27/2019 5:00:00 PM (Archers/Flight Positions cannot be reduced after this datetime.)
 Tournament Dates: 12/30/2019 8:00:00 AM-12/30/2019 5:00:00 PM


If you are finished with this registration, the last step is to finalize it.

Finalize Registration

Group Configuration	Done ✓
Coach Contact Info	Done ✓
Shirt Shipping Info	Done ✓
Roster	Done ✓
Select Flights	Done ✓
Assign Selected Flights	Done ✓
Coach Shirts	Done ✓
Payment	Done ✓
Finalize Registration	Still do do

TEAM GROUPING	FLIGHT SELECTION DATE
MIDDLE Team #1	Oct 4 2019 9:00PM

NASP® 2019



You can return to the registration site anytime during the registration window and make changes to your roster, flight selections, or make payments. You should pay close attention to the drop by date because you must drop any non-participating archers from your tournament roster before that date or you will be responsible for payment. Once registration has been finalized you will need to unlock registration to make any changes.

Frankfort Test School

Demo Tournament

Menu

TEAM GROUPS	QUALITY AS TEAM	# MALE	# FEMALE	# ARCHERS	# FLIGHT POSITIONS
MIDDLE Team #1	10	2	0	1	1

Number Archers Registered: 1

Analyze Registration

Key Dates (All Times are Eastern Time Zone)

Preregistration Period: 9/1/2019 8:00:00 AM - 10/2/2019 5:00:00 PM
 Normal Registration (Flight Selection) Period: 10/4/2019 9:00:00 PM - 10/28/2019 5:00:00 PM
 Drop By Date: 10/27/2019 5:00:00 PM (Archers/Flight Positions cannot be reduced after this date/time.)
 Tournament Dates: 12/30/2019 8:00:00 AM-12/30/2019 5:00:00 PM

This registration has been finalized and locked. To make changes you must unlock this registration and then finalize again after the changes have been made.
 Coach shirt sizes must be updated if changes are made to the roster.

[Unlock Registration](#)

- Group Configuration Done ✓
- Coach Contact Info Done ✓
- Shirt Shipping Info Done ✓
- Roster Done ✓
- Select Flights Done ✓
- Assign Selected Flights Done ✓
- Coach Shirts Done ✓
- Payment Done ✓
- Finalize Registration Done ✓

TEAM GROUPING	FLIGHT SELECTION DATE
MIDDLE Team #1	Oct 4 2019 9:00PM

NASP® 2019