

How to Register for a Land-Based Tournament

Prerequisites

Before you start, make sure:

- Your school is an **active NASP® school** with an **approved In-School Commitment** for the current season (check in **School Manager**).
 - **Your BAI user account is associated** with the school in **School Manager**.
 - **Your archers are added** to your school roster in **School Manager**.
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Step-by-Step Registration

1) Sign in and find your tournament

1. Log in to **nasptournaments.org**.
2. Go to **Tournament Explorer**.
3. Select the tournament you want.

2) Open the registration flow

1. On the tournament detail page, click **Registration & Info** → **Registration**.
2. From the dropdown, **select your school**.
3. Click **Begin Tournament Registration**.

3) Configure Team Groups

1. Click the **Menu** button → **Group Configuration**.
2. **Add your team groupings** for this tournament (e.g., Boys, Girls, Mixed, grade levels, etc., as applicable).

4) Add Coach Contact Information

1. Click the **Menu** button → **Coach Contact Info**.
2. Choose one of:
 - **Select an associated BAI** as the tournament-day contact, **or**
 - **Enter a different contact** manually.

5) Build your Tournament Roster

1. Click the **Menu** button → **Edit Roster**.
2. Select the **Team Grouping** and click **Add Participant**.
3. Choose archers from your **School Manager** roster.

6) Select Flights (reserve team positions)

1. Click the **Menu** button → **Flight Selection**.
2. Select the **Team Grouping** and click **Select Flights for Team Group**.
3. On the available flights list, review the columns:
 - **Available:** Positions **not** counting any positions you've already reserved.
 - **Current:** Your **currently reserved** positions for that flight.
 - **Change To:** Starts pre-filled with your current reserved positions—**adjust as needed**.
Important: The sum of the “Change To” column must equal the number of archers in the selected Team Group.

7) Assign Archers to Flights (place athletes into times)

1. Click the **Menu** button → **Flight Assignments**.
2. Select the **Team Grouping**, then choose a **reserved flight time** for each archer.
 - If you reserved positions **in only one flight**, archers are **automatically assigned** to that time.
 - Use **Auto Assign** to let the system assign all archers automatically.

8) Payment

1. Click the **Menu** button → **Payments/Invoices**.
2. Follow the on-screen prompts to complete payment.

Quick Troubleshooting

- **Don't see your school in the dropdown?** Confirm the school's In-School Commitment is approved **and** your BAI account is associated in **School Manager**.
- **Can't add an archer?** Make sure the archer is already on your school roster in **School Manager**.

- **Flight “Change To” total error?** Recheck that the **Change To** totals match the **exact number of archers** in the Team Group.