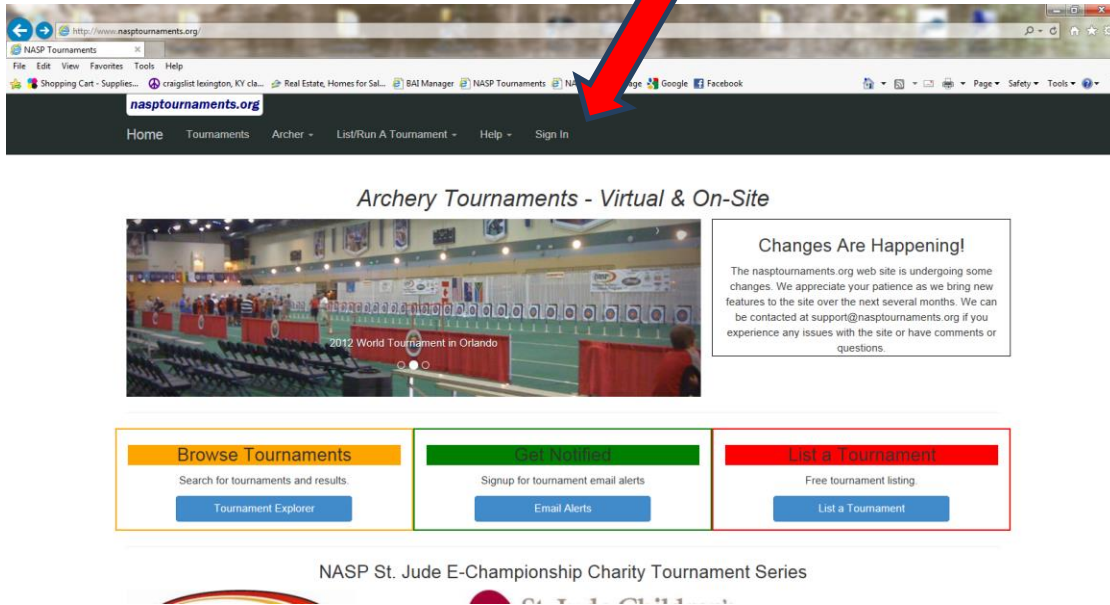
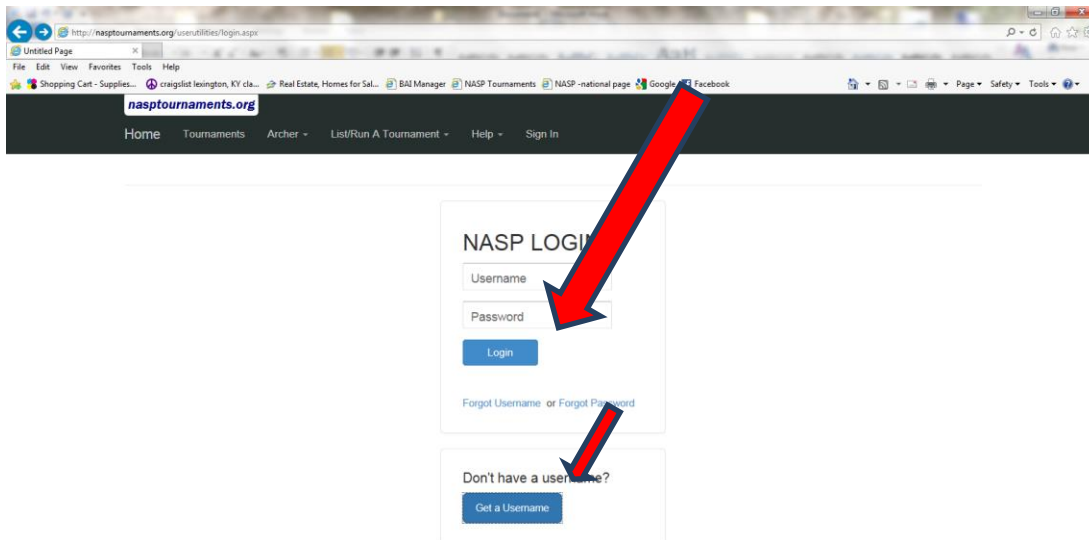


How to register for a NASP tournament

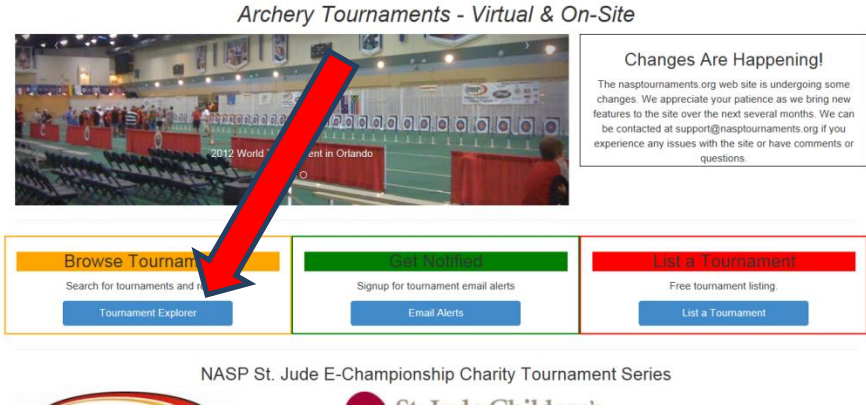
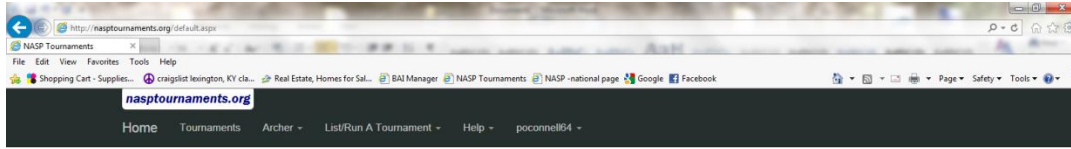
1. Go to nasptournaments.org
2. Sign in to the site by selecting the “sign in” link



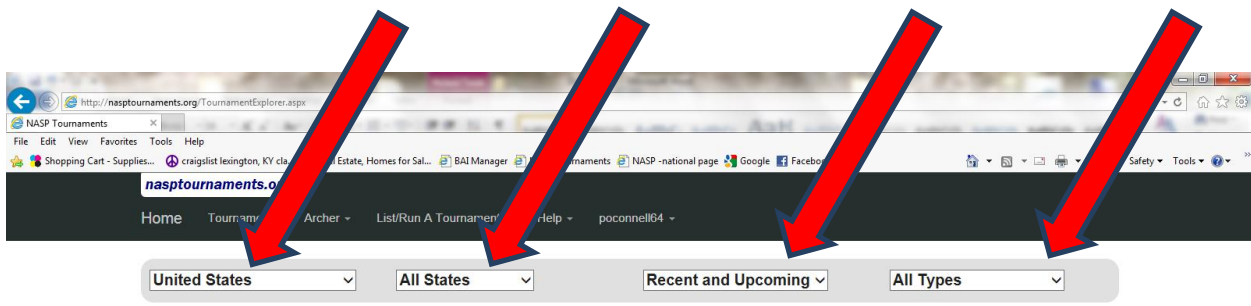
3. Enter your username and password and select “login”. If you do not have a username, select the “Don’t have a username” link and follow the instructions for creating one.



- Once you have signed in, you will be returned to the main menu. On the main menu, select the “tournament explorer” option.

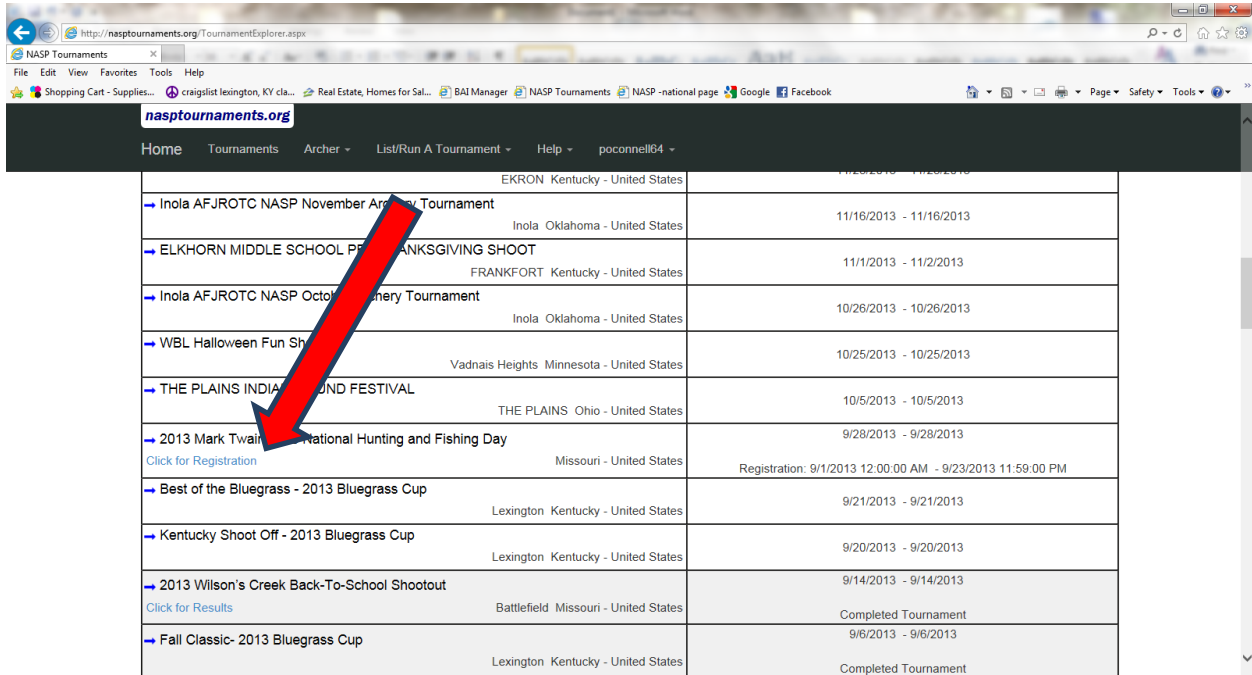


- On the tournament listing screen, you can use the filter dropdowns to limit your selection or you can browse the list of tournaments displayed



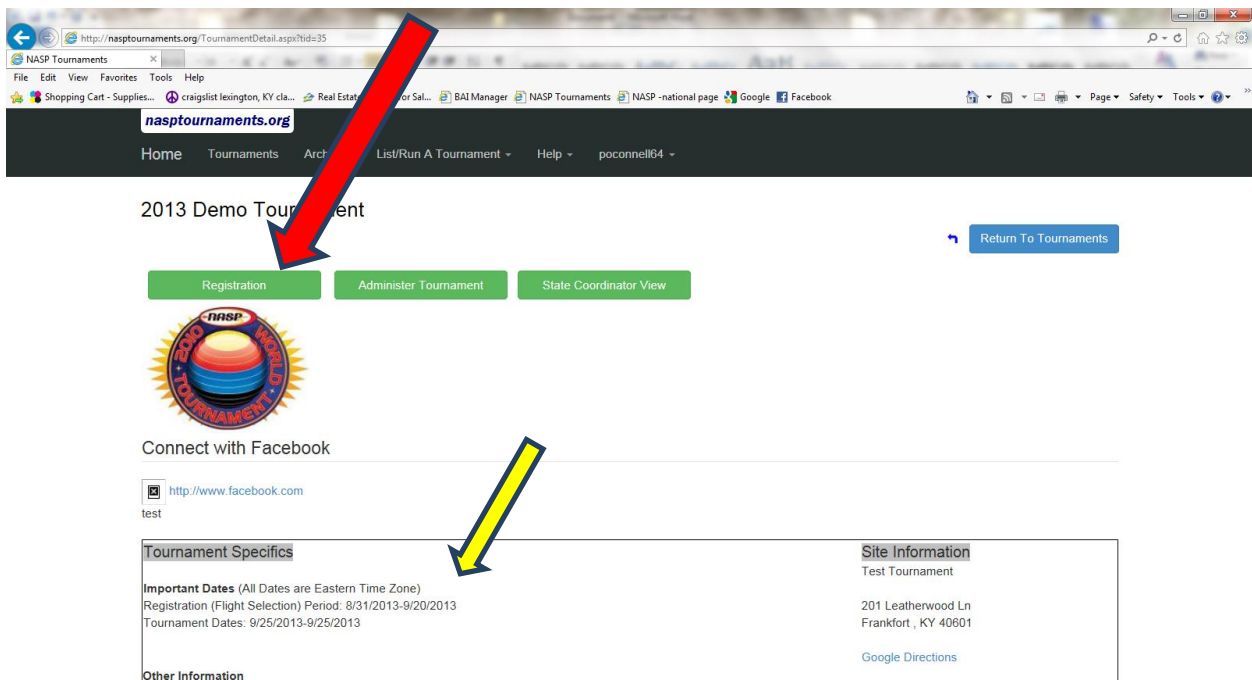
→ Hancock County Invitational	Lewisport, Kentucky - United States	3/22/2014 - 3/22/2014
→ Arrowcat March Madness	Cadiz, Kentucky - United States	3/1/2014 - 3/1/2014
→ HARRISON COUNTY SPRING ARROW FLING	CYNTHIANA, Kentucky - United States	3/1/2014 - 3/1/2014
→ CUPID CLASSIC	MURRAY, Kentucky - United States	2/8/2014 - 2/8/2014
→ HARRISON COUNTY INVITATIONAL	CYNTHIANA, Kentucky - United States	2/1/2014 - 2/1/2014
→ MEADE COUNTY 10/15 METER TOURNAMENT	Brandenburg, Kentucky - United States	2/1/2014 - 2/1/2014
→ Muhlenberg County High School	Greenville, Ky. - United States	1/31/2014 - 2/1/2014
→ THE PROVIDENCE PRE-REGIONAL	NICHOLASVILLE, Kentucky - United States	1/31/2014 - 2/1/2014
→ Arrowcat Classic	Cadiz, Kentucky - United States	1/18/2014 - 1/18/2014

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



Tournament Name	Location	Dates
Inola AFJROTC NASP November Archery Tournament	Inola Oklahoma - United States	11/16/2013 - 11/16/2013
ELKHORN MIDDLE SCHOOL P... THANKSGIVING SHOOT	FRANKFORT Kentucky - United States	11/1/2013 - 11/2/2013
Inola AFJROTC NASP October Archery Tournament	Inola Oklahoma - United States	10/26/2013 - 10/26/2013
WBL Halloween Fun Sh...	Vadnais Heights Minnesota - United States	10/25/2013 - 10/25/2013
THE PLAINS INDIAN BOUND FESTIVAL	THE PLAINS Ohio - United States	10/5/2013 - 10/5/2013
2013 Mark Twain National Hunting and Fishing Day	Missouri - United States	9/28/2013 - 9/28/2013
Best of the Bluegrass - 2013 Bluegrass Cup	Lexington Kentucky - United States	9/21/2013 - 9/21/2013
Kentucky Shoot Off - 2013 Bluegrass Cup	Lexington Kentucky - United States	9/20/2013 - 9/20/2013
2013 Wilson's Creek Back-To-School Shootout	Battlefield Missouri - United States	9/14/2013 - 9/14/2013
Fall Classic- 2013 Bluegrass Cup	Lexington Kentucky - United States	9/6/2013 - 9/6/2013

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



2013 Demo Tournament

Return To Tournaments

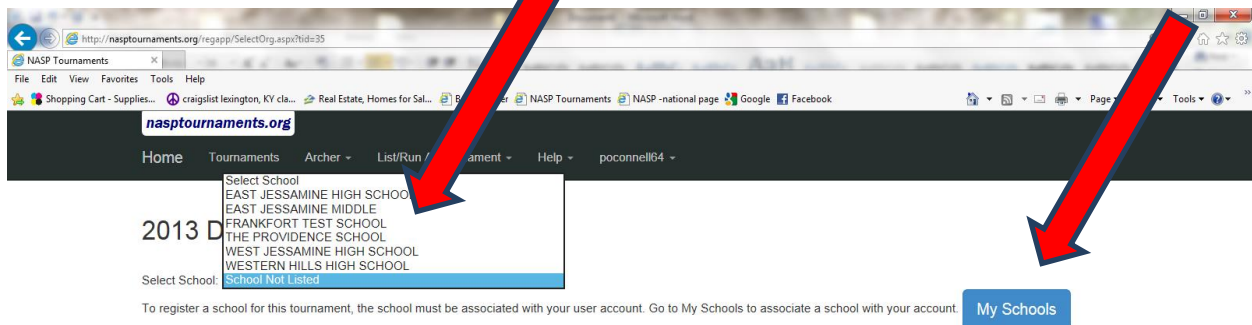
Registration Administer Tournament State Coordinator View

Connect with Facebook

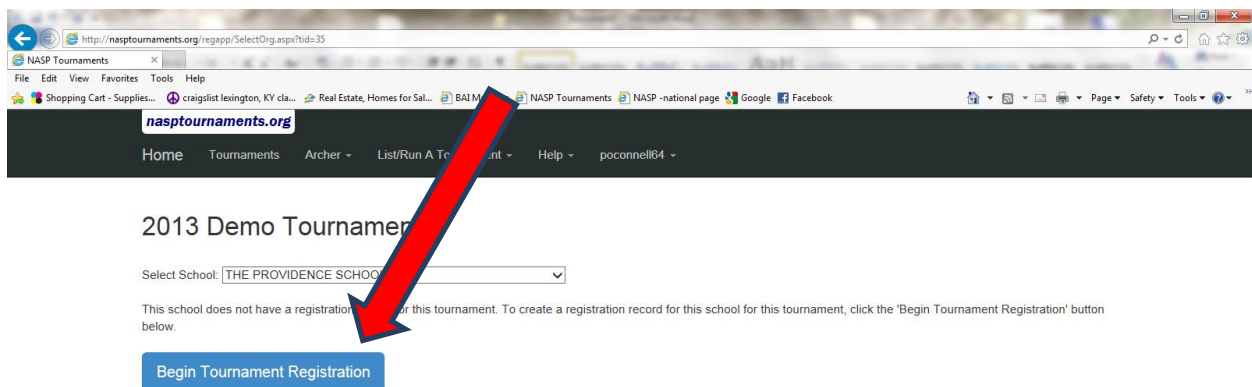
http://www.facebook.com
test

Tournament Specifics	Site Information
Important Dates (All Dates are Eastern Time Zone) Registration (Flight Selection) Period: 8/31/2013-9/20/2013 Tournament Dates: 9/25/2013-9/25/2013	Test Tournament 201 Leatherwood Ln Frankfort , KY 40601 Google Directions

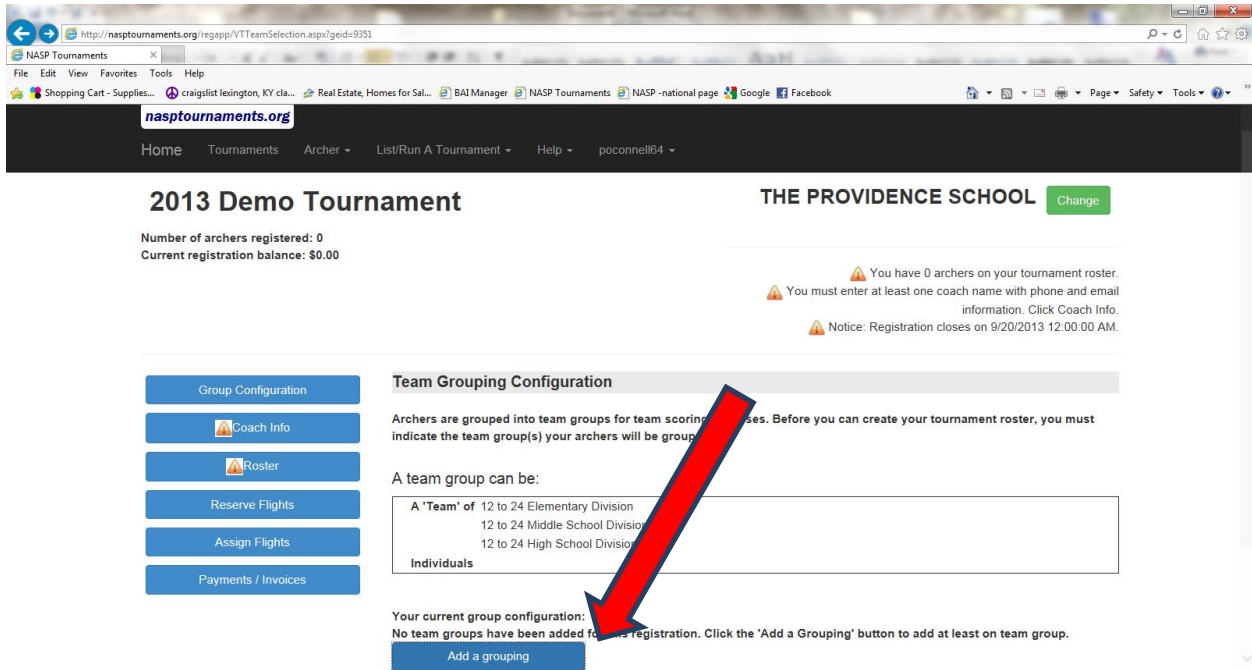
- On this screen, select the dropdown for schools and select the school you want to register. This dropdown lists all of the schools you are associated with for tournaments. If your school is not listed here, select the option to add your school.



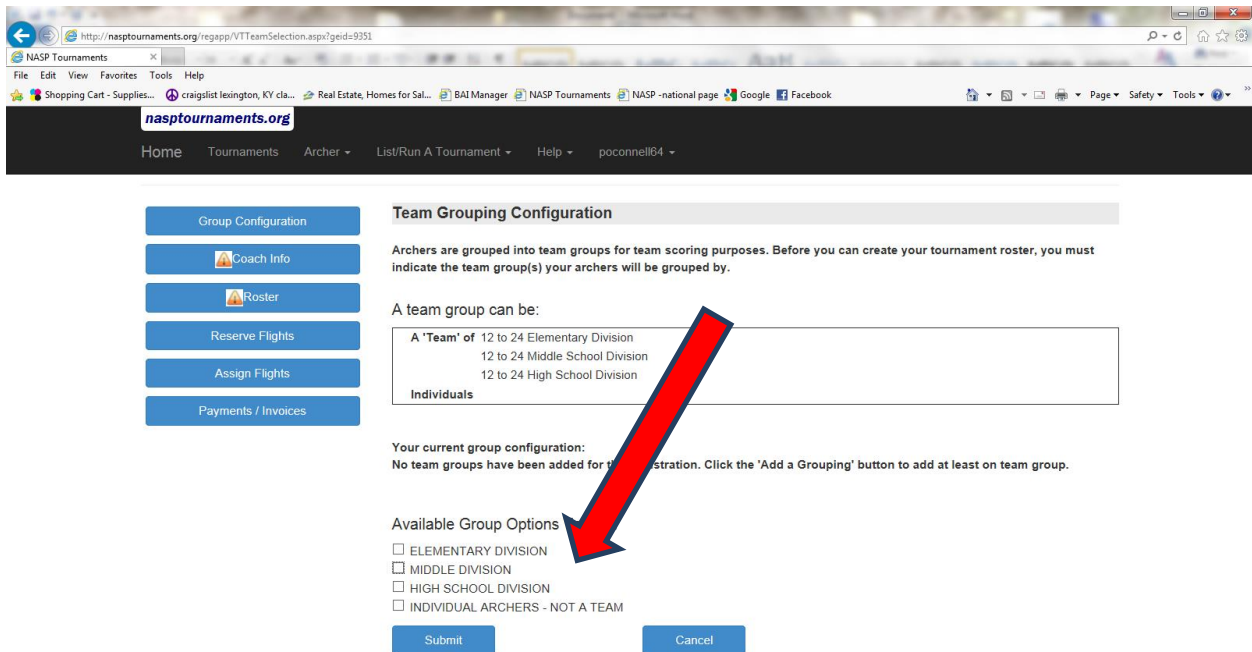
- On this screen select the "Begin Tournament Registration" button



10. 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



11. 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.



12. The next step will be to add your coaches information. Select the “coaches info” button on the left.

The screenshot shows the 'Team Grouping Configuration' page. On the left sidebar, there are several buttons: 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', and 'Payments / Invoices'. A large red arrow points to the 'Coach Info' button. The main content area is titled 'Team Grouping Configuration' and contains instructions about archer grouping. It includes a table for 'Your current group configuration:' with columns for 'TEAM DIVISION' and 'TEAM GROUP'. Below the table are 'Add a grouping' and 'Return to Roster' buttons.

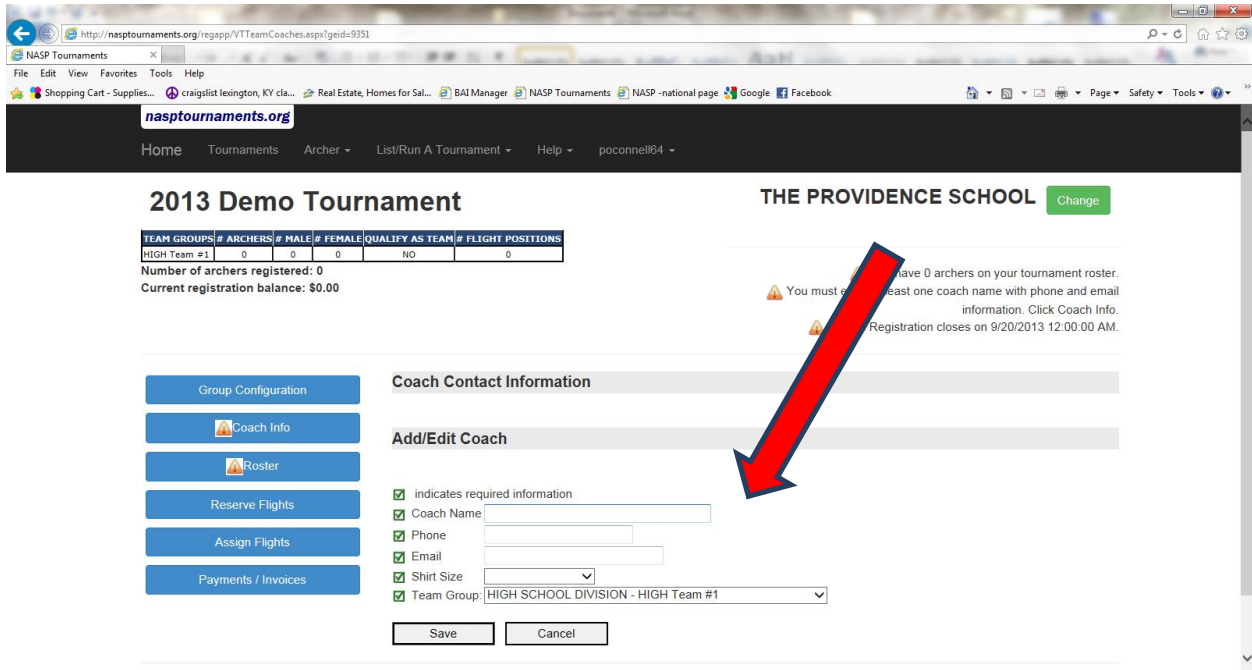
	TEAM DIVISION	TEAM GROUP
Delete	HIGH SCHOOL DIVISION	HIGH Team #1

13. Now, select the “Add a Coach” button.

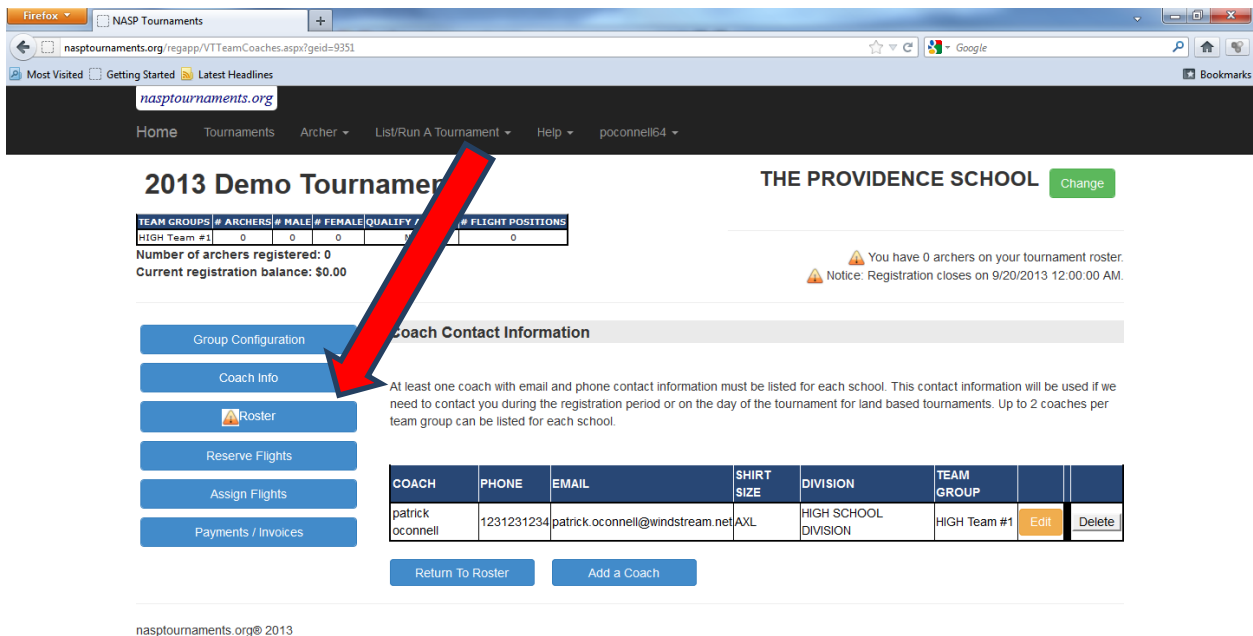
The screenshot shows the 'Coach Contact Information' page for 'THE PROVIDENCE SCHOOL'. On the left sidebar, there are several buttons: 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', and 'Payments / Invoices'. A large red arrow points to the 'Add a Coach' button. The main content area is titled 'Coach Contact Information' and contains instructions about listing coach contact information. It includes a table for '2013 Demo Tournament' with columns for 'TEAM GROUPS #', 'ARCHERS #', 'MALE #', 'FEMALE #', 'QUALIFY AS TEAM #', and 'FLIGHT POSITIONS'. Below the table are 'Number of archers registered: 0' and 'Current registration balance: \$0.00'. At the bottom left, it says 'nasptournaments.org © 2013'.

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

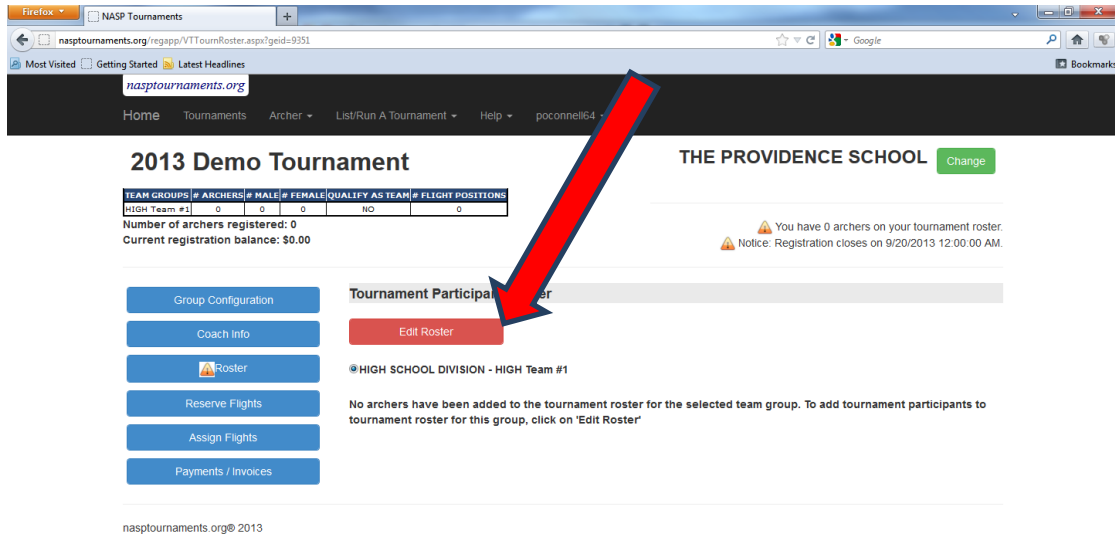
- Enter the information for the coach and select the “save” button. Repeat this step for all coaches. A tournament may limit the number of coaches allowed to be entered.



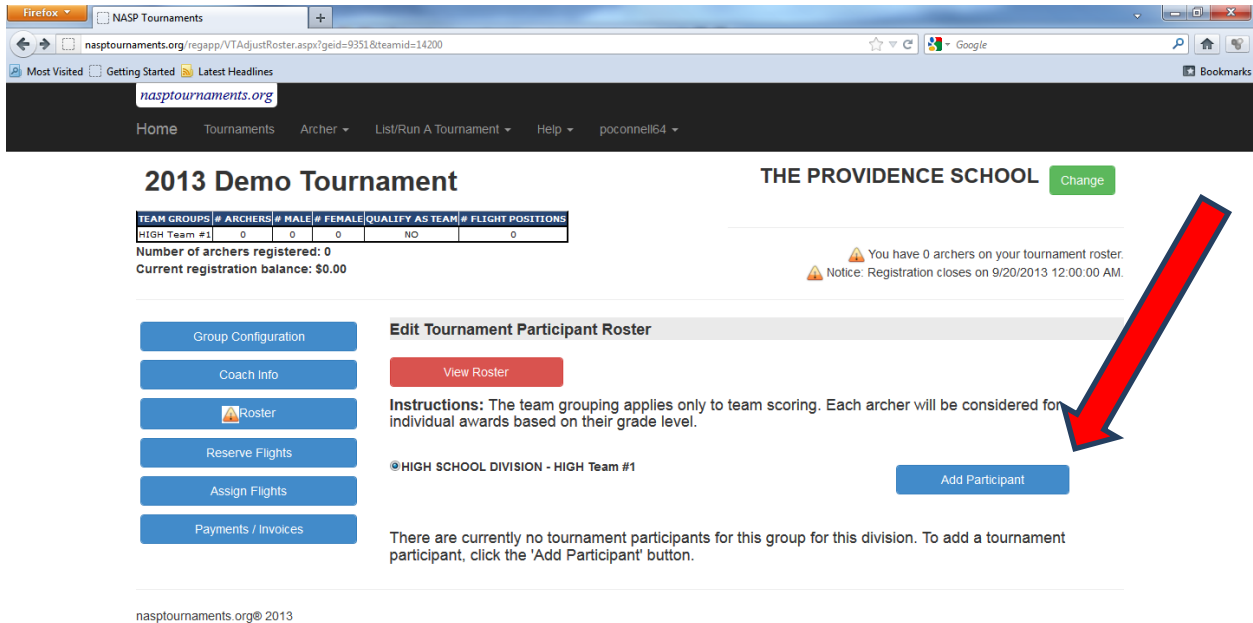
- The next step is to add your archers to your group(s). To begin this process, select the “Roster” button.



16. On this page, you can select the group you want to work with and select the “Edit Roster” button



17. On this screen, select the “Add Participant” button.



18. 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 as Participant” next to the archer you would like to add.

2013 Demo Tournament THE PROVIDENCE SCHOOL [Change](#)

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

Number of archers registered: 0
Current registration balance: \$0.00

You have 0 archers on your tournament roster.
Notice: Registration closes on 9/20/2013 12:00:00 AM.

Add Participants To Roster

Add participant to this team group
HIGH SCHOOL DIVISION - HIGH Team #1

Option 1: Enter information for new participant. [Enter New Participant Info](#)

or

Option 2: Add a participant from history:

Participant History For This Login

	ELIGIBILITY	NAME	GENDER	GRADE	SHIRT	
Add As Participant		COUCH, RACHEL	F	9	AL	Remove From List
Add As Participant		CRAVENS, ASHLEY	F	11	AL	Remove From List
Add As Participant		CRAVENS, LANCE	M	8	AM	Remove From List
Add As Participant		DAY, EMILY	F	5	AS	Remove From List
Add As Participant		DEMOSS-HALE, IVA	F	12	AL	Remove From List
Add As Participant		DEMOSS-HALE, MATTHEW	M	8	AS	Remove From List

Or you can select the “Enter New Participant Info” button to add a new archer.

2013 Demo Tournament THE PROVIDENCE SCHOOL [Change](#)

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

Number of archers registered: 0
Current registration balance: \$0.00

You have 0 archers on your tournament roster.
Notice: Registration closes on 9/20/2013 12:00:00 AM.

Add Participants To Roster

Add participant to this team group
HIGH SCHOOL DIVISION - HIGH Team #1

Option 1: Enter information for new participant. [Enter New Participant Info](#)

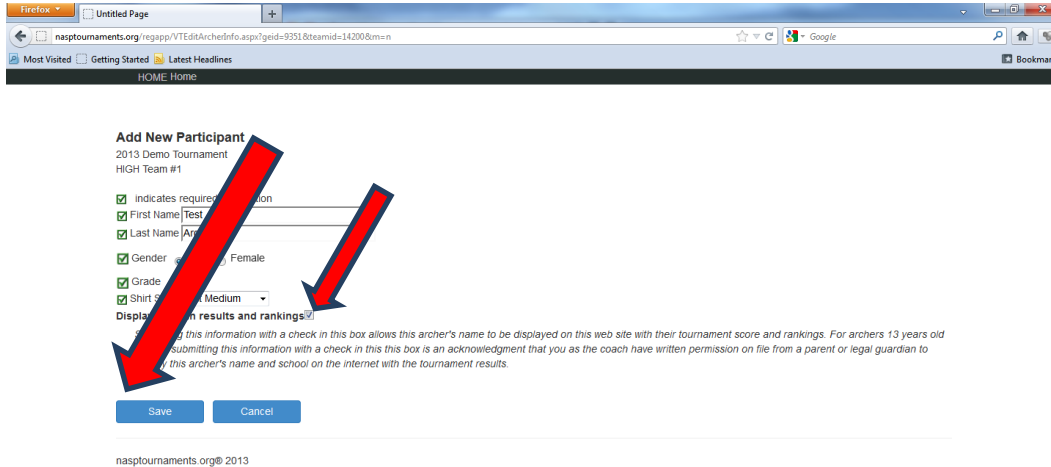
or

Option 2: Add a participant from history:

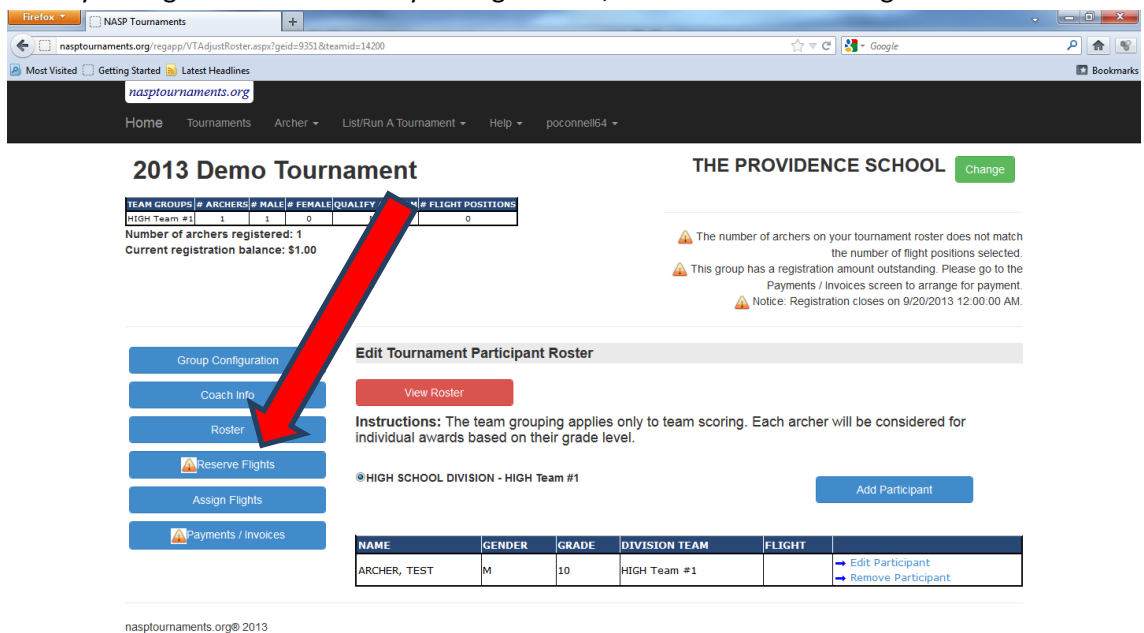
Participant History For This Login

	ELIGIBILITY	NAME	GENDER	GRADE	SHIRT	
Add As Participant		COUCH, RACHEL	F	9	AL	Remove From List
Add As Participant		CRAVENS, ASHLEY	F	11	AL	Remove From List
Add As Participant		CRAVENS, LANCE	M	8	AM	Remove From List
Add As Participant		DAY, EMILY	F	5	AS	Remove From List
Add As Participant		DEMOSS-HALE, IVA	F	12	AL	Remove From List
Add As Participant		DEMOSS-HALE, MATTHEW	M	8	AS	Remove From List

19. That will display the archer detail page. On this page, you will need to either enter or update the archers information. And select "Save". 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.**



20. 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. To select your flight times, select the "Reserve Flights" button.



21. 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 “Tournament Specifics” section on the main tournament page. Refer to the yellow arrow in item 7 for the location of the time.

2013 Demo Tournament THE PROVIDENCE SCHOOL [Change](#)

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

Number of archers registered: 1
Current registration balance: \$1.00

Reserve Flights
@HIGH SCHOOL DIVISION - HIGH Team #1

Archers on this team group: 1
Confirmed Flights for: HIGH SCHOOL DIVISION - HIGH Team #1

There are currently no confirmed flights for this team group. Click the 'Select Flights for team group' button to select flights

[Select Flights for Team Group](#)

nasptournaments.org © 2013

22. 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 team group (listed in yellow).

2013 Demo Tournament THE PROVIDENCE SCHOOL [Change](#)

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

Number of archers registered: 1
Current registration balance: \$1.00

Reserve Flights
@HIGH SCHOOL DIVISION - HIGH Team #1

Archers on this team group: 1
Select Flights for: HIGH SCHOOL DIVISION - HIGH Team #1

Instructions: The total number of positions entered in the 'Change To' column must equal the number of archers on the selected team group. You must click the 'Save Flight Selections' button when you are finished.

[Save Flight Selections](#) [Cancel](#)

* The available count does not include your current reserved positions.

FLIGHT	DATE	TIME	AVAILABLE*	CURRENT	CHANGE TO	IS A FLIGHT COMMENT.
Wed Flight 1:00 PM	10/6/2010	01:00 PM	93	0	0	
Wed Flight 2:15 PM	10/6/2010	02:15 PM	97	0	0	
Wed Flight 3:30 PM	10/6/2010	03:30 PM	105	0	0	
Wed Flight 4:45 PM	10/6/2010	04:45 PM	82	0	0	
Wed Flight 6:00 PM	10/6/2010	06:00 PM	110	0	0	
Thurs Flight 8:30 AM	10/7/2010	08:30 AM	109	0	0	
Thurs Flight 9:45 AM	10/7/2010	09:45 AM	104	0	0	

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

The screenshot shows the '2013 Demo Tournament' page for 'THE PROVIDENCE SCHOOL'. The page includes a navigation menu, a team summary table, and a 'Reserve Flights' section. The team summary table is as follows:

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

Number of archers registered: 1
Current registration balance: \$1.00

The 'Reserve Flights' section shows 'HIGH SCHOOL DIVISION - HIGH Team #1' with 'Archers on this team group: 1'. A table of confirmed flights is displayed:

Flight	Date	Time	Reserved Positions	Positions Assigned To Archers
Wed Flight 1:00 PM	10/6/2010	01:00 PM	1	1

Buttons for 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', and 'Payments / Invoices' are visible. A 'Change Flights for Team Group' button is also present.

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

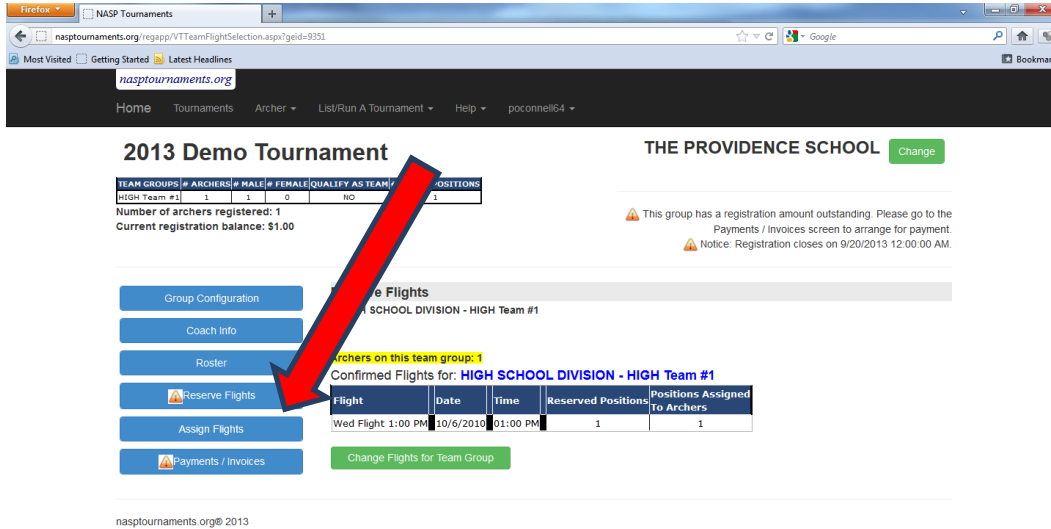
This screenshot shows the same 'Reserve Flights' page as above, but with an error message displayed. A red arrow points from the 'Save Flight Selections' button to the error dialog box. The error message reads:

Error Saving Flights

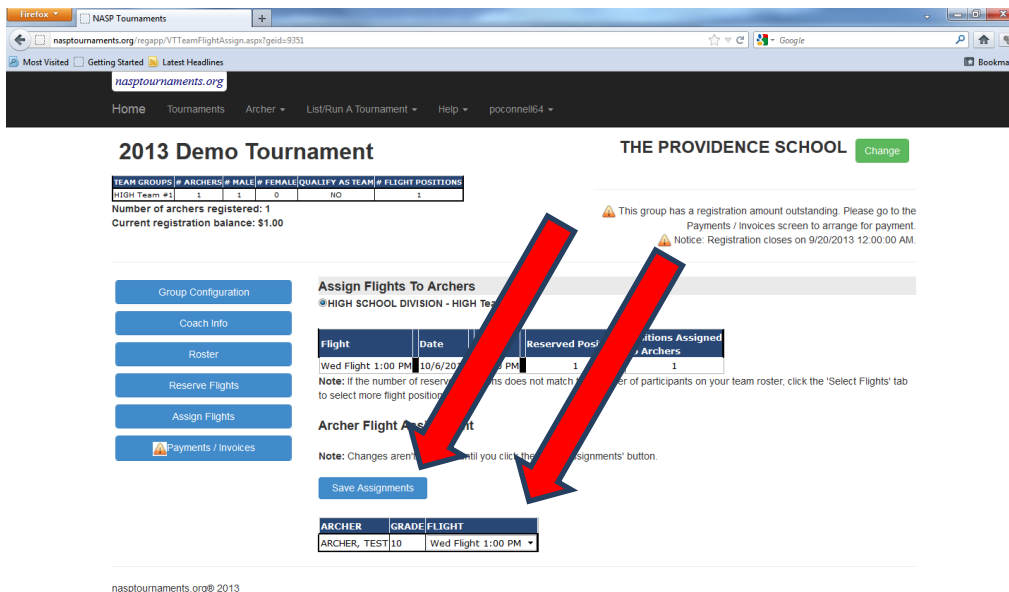
ERROR: Not enough flight positions selected for team

The 'Save Flight Selections' and 'Cancel' buttons are visible at the bottom of the page.

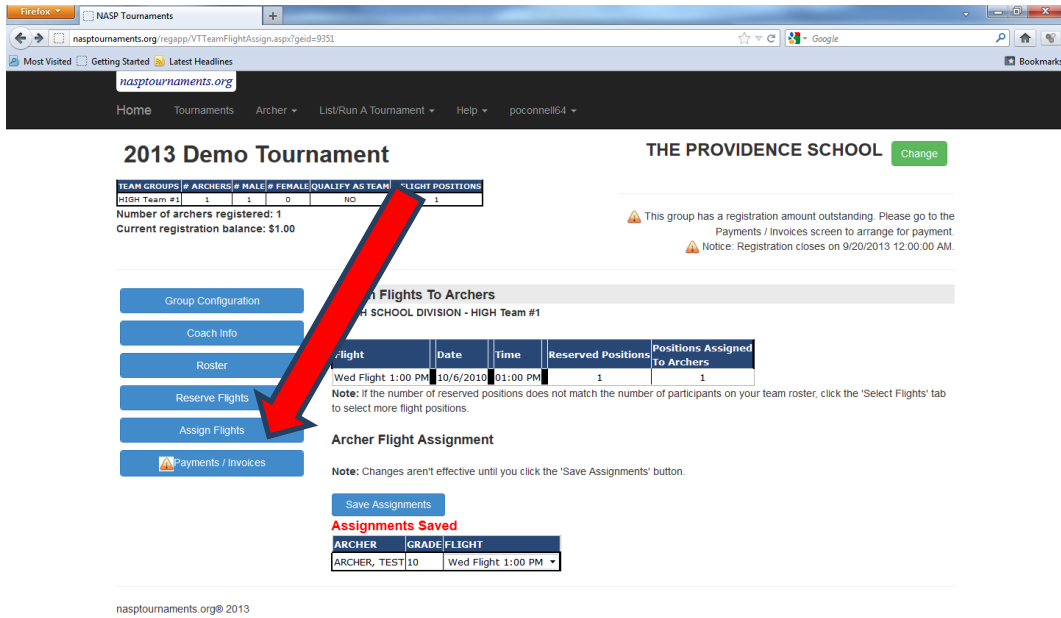
24. Once your flight positions have been successfully saved, the next step is to assign your archers to flight the positions you saved. The program will attempt to assign them to a flight automatically when possible, but you need to verify that it was successful and assign them if it was unable to. To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



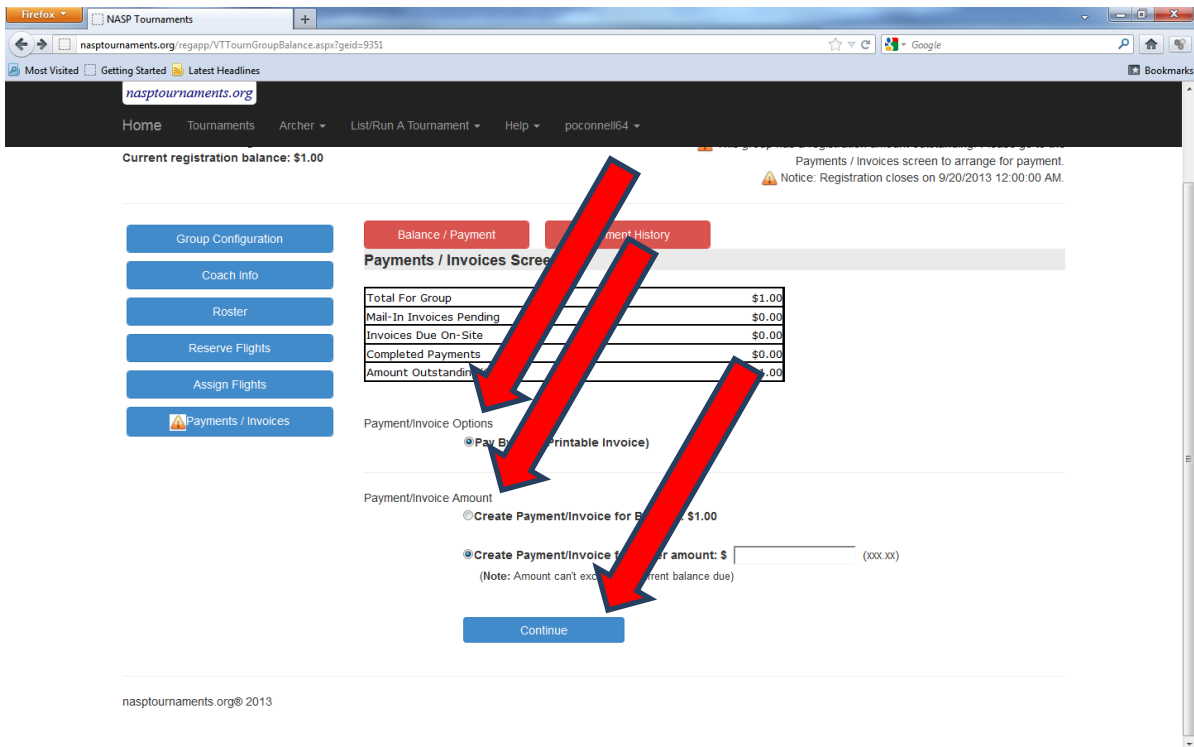
25. On the archer Flight Assignment screen, you need to select the “Flight” dropdown next to each archer and select the flight time for them. If the flight list next to the archer is correct, you do not need to change it. When all archers have been assigned to a flight, select the “Save Assignments” button. You should receive an “Assignments Saved” message.



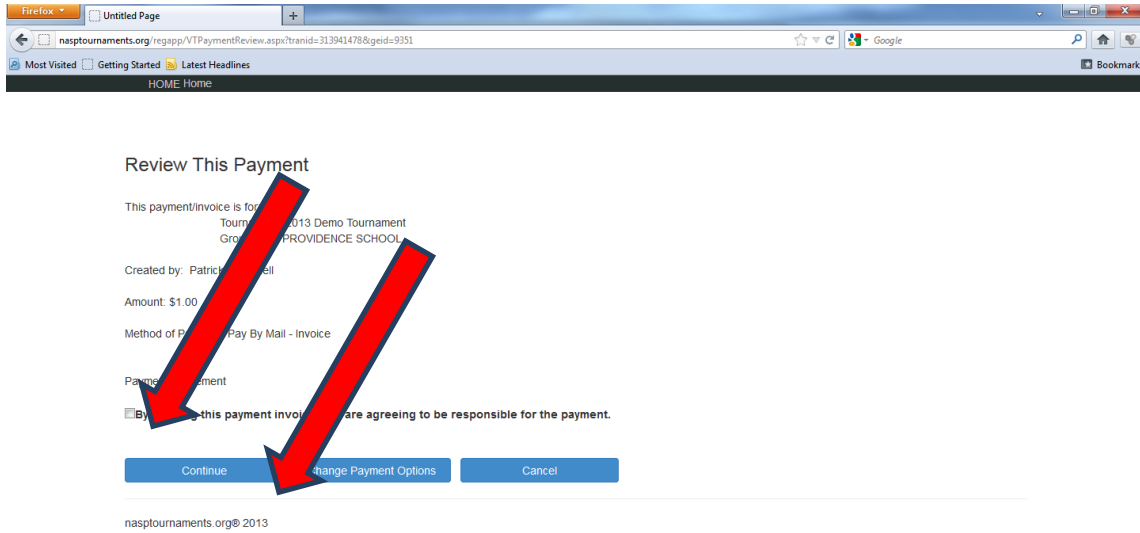
26. The final step to the process is to generate an invoice and make your payment. To do that, select the “Payments/Invoices” button. If there is not fee for your tournament, you do not need to complete this step.



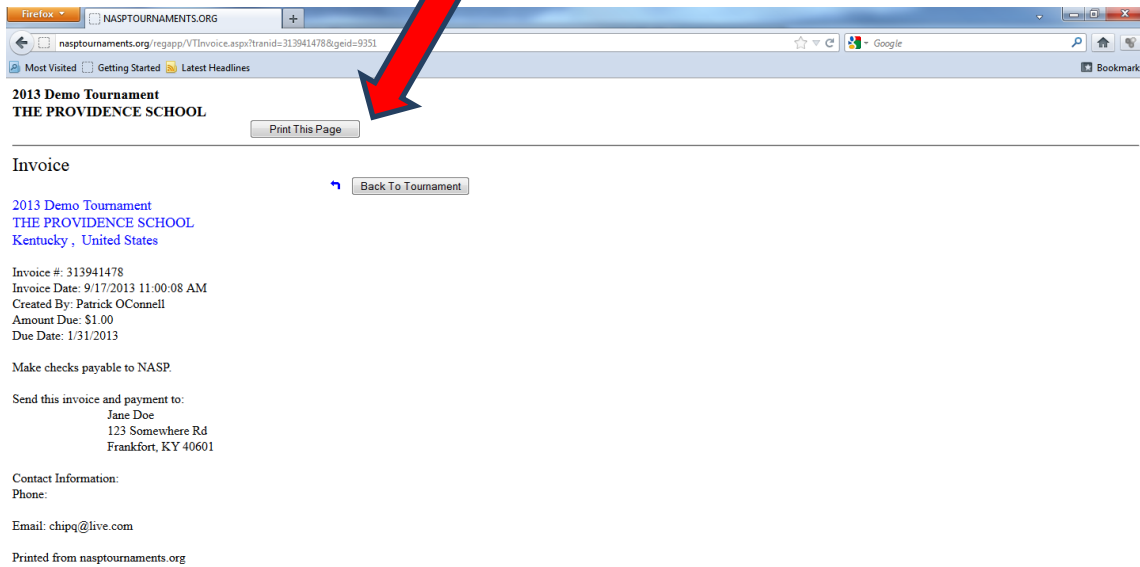
27. When the Payments screen is displayed, select your payment option, select the amount that you are paying, and select “Continue” .



28. Review the information i=on this page, check the box to commit to the payment and select “Continue”



29. Now you can print your invoice by selecting the “Print This Page” button



30. That should complete your registration