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.
4. Once you have signed in, you will be returned to the main menu. On the main menu, select the “Tournaments” option.

5. 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.

7. This is the tournament details page. On this screen, select the “Menu” button then select the “registration” button to begin the registration process.
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.
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.
15. 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.

16. 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.

17. 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.

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.
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 will be returned to the Reserve Flights page.

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.
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.

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