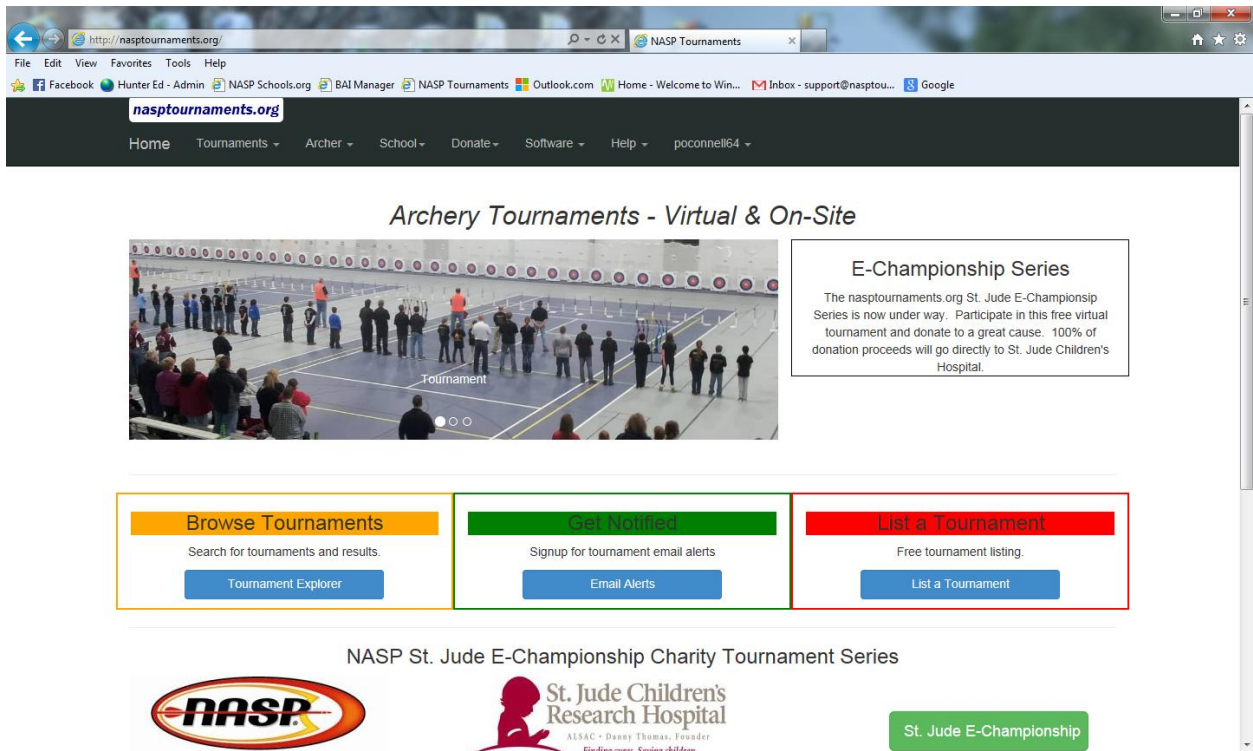


How to register for a NASP Tournament at nasptournaments.org

This is a step by step guide for registering for a tournament at nasptournaments.org.

Nasptournaments.org is the primary site for NASP tournament listings. There are 2 types of listings on the site. There is a free posting service for any NASP tournament and a NASP PRO (\$1) listing for tournaments utilizing the online registration tool and scoring software. This document describes the process for registering for tournaments that utilize our online registration. You can identify a tournament using online registration by looking for the “click for registration” link below the tournament name on the tournament listing screen. To find out how to register for a tournament that does not use online registration, please select the tournament on the tournament listing screen and follow the instructions provided by the tournament host. To use the online registration, the first step is to go to <http://www.nasptournaments.org/>.



The screenshot shows the website interface for nasptournaments.org. At the top, there is a navigation menu with links for Home, Tournaments, Archer, School, Donate, Software, Help, and a user profile (poconnell64). Below the menu is a featured section for "Archery Tournaments - Virtual & On-Site". This section includes a photo of an archery tournament and a text box for the "E-Championship Series" which states: "The nasptournaments.org St. Jude E-Championship Series is now under way. Participate in this free virtual tournament and donate to a great cause. 100% of donation proceeds will go directly to St. Jude Children's Hospital." Below this are three main action buttons: "Browse Tournaments" (with a "Tournament Explorer" sub-button), "Get Notified" (with an "Email Alerts" sub-button), and "List a Tournament" (with a "List a Tournament" sub-button). At the bottom, there are logos for NASP, St. Jude Children's Research Hospital (with the text "ALSAC - Danny Thomas, Founder" and "Find the cure. Save children."), and a "St. Jude E-Championship" button.


Select the "Tournament Explorer" button under Browse Tournaments.

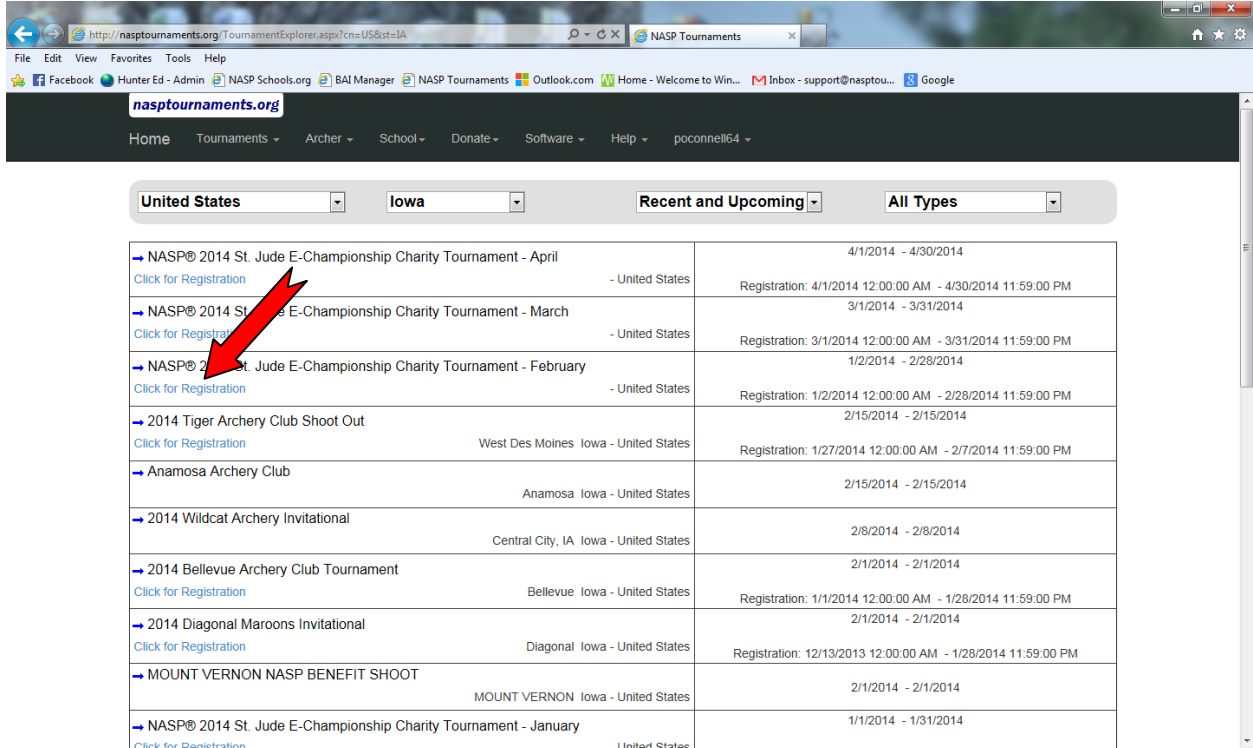
The screenshot shows the website's navigation menu at the top with options like Home, Tournaments, Archer, School, Donate, Software, Help, and a user profile. Below the menu is a banner for 'Archery Tournaments - Virtual & On-Site' featuring a photo of an archery range and a text box about the 'E-Championship Series'. At the bottom of the banner area are three main buttons: 'Browse Tournaments' (highlighted with a red arrow pointing to its 'Tournament Explorer' sub-button), 'Get Notified' (with 'Email Alerts' sub-button), and 'List a Tournament' (with 'List a Tournament' sub-button). Below these buttons are logos for NASP and St. Jude Children's Research Hospital, along with a 'St. Jude E-Championship' button.

Select your state and timeframe. The tournament list will automatically update.

The screenshot shows the 'Tournament Explorer' page. At the top, there are four dropdown filters: 'United States', 'Iowa', 'Recent and Upcoming', and 'All Types'. Below the filters is a table listing various archery tournaments. Each row includes a link to registration, the tournament name, location, and dates. Red arrows point to the filter dropdowns and the table.

Tournament Name	Location	Dates
NASP® 2014 St. Jude E-Championship Charity Tournament - April	United States	4/1/2014 - 4/30/2014
NASP® 2014 St. Jude E-Championship Charity Tournament - March	United States	3/1/2014 - 3/31/2014
NASP® 2014 St. Jude E-Championship Charity Tournament - February	United States	1/2/2014 - 2/28/2014
2014 Tiger Archery Club Shoot Out	West Des Moines Iowa - United States	2/15/2014 - 2/15/2014
Anamosa Archery Club	Anamosa Iowa - United States	2/15/2014 - 2/15/2014
2014 Wildcat Archery Invitational	Central City, IA Iowa - United States	2/8/2014 - 2/8/2014
2014 Bellevue Archery Club Tournament	Bellevue Iowa - United States	2/1/2014 - 2/1/2014
2014 Diagonal Maroons Invitational	Diagonal Iowa - United States	2/1/2014 - 2/1/2014
MOUNT VERNON NASP BENEFIT SHOOT	MOUNT VERNON Iowa - United States	2/1/2014 - 2/1/2014
NASP® 2014 St. Jude E-Championship Charity Tournament - January	United States	1/1/2014 - 1/31/2014

Select the "Click for Registration" link.  Tournaments are listed in descending order based on the end date of the tournament. Completed tournaments are listed with a shaded background.



The screenshot shows the NASP Tournaments website interface. At the top, there are navigation tabs for "United States", "Iowa", "Recent and Upcoming", and "All Types". Below these tabs is a table listing various archery tournaments. A red arrow points to the "Click for Registration" link for the "NASP® 2014 St. Jude E-Championship Charity Tournament - February" row, which is highlighted with a light blue background. The table columns include tournament name, location, dates, and registration information.

United States		Iowa	Recent and Upcoming	All Types
→ NASP® 2014 St. Jude E-Championship Charity Tournament - April				4/1/2014 - 4/30/2014
Click for Registration	- United States		Registration: 4/1/2014 12:00:00 AM - 4/30/2014 11:59:00 PM	
→ NASP® 2014 St. Jude E-Championship Charity Tournament - March				3/1/2014 - 3/31/2014
Click for Registration	- United States		Registration: 3/1/2014 12:00:00 AM - 3/31/2014 11:59:00 PM	
→ NASP® 2014 St. Jude E-Championship Charity Tournament - February				1/2/2014 - 2/28/2014
Click for Registration	- United States		Registration: 1/2/2014 12:00:00 AM - 2/28/2014 11:59:00 PM	
→ 2014 Tiger Archery Club Shoot Out	West Des Moines Iowa - United States			2/15/2014 - 2/15/2014
Click for Registration			Registration: 1/27/2014 12:00:00 AM - 2/7/2014 11:59:00 PM	
→ Anamosa Archery Club	Anamosa Iowa - United States			2/15/2014 - 2/15/2014
→ 2014 Wildcat Archery Invitational	Central City, IA Iowa - United States			2/8/2014 - 2/8/2014
→ 2014 Bellevue Archery Club Tournament	Bellevue Iowa - United States			2/1/2014 - 2/1/2014
Click for Registration			Registration: 1/1/2014 12:00:00 AM - 1/28/2014 11:59:00 PM	
→ 2014 Diagonal Maroons Invitational	Diagonal Iowa - United States			2/1/2014 - 2/1/2014
Click for Registration			Registration: 12/13/2013 12:00:00 AM - 1/28/2014 11:59:00 PM	
→ MOUNT VERNON NASP BENEFIT SHOOT	MOUNT VERNON Iowa - United States			2/1/2014 - 2/1/2014
→ NASP® 2014 St. Jude E-Championship Charity Tournament - January				1/1/2014 - 1/31/2014
Click for Registration	- United States			

Note the important dates. 

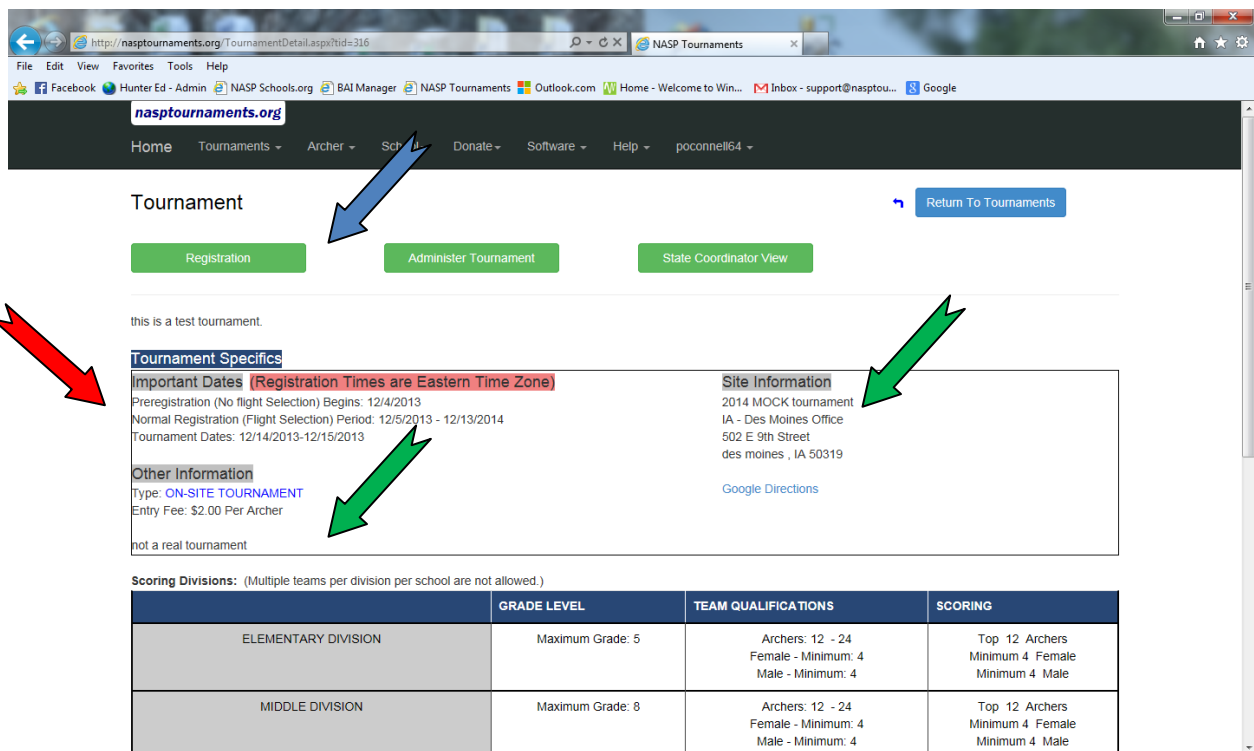
Preregistration – when a certified BAI (Basic Archery Instructor) is allowed to register the team(s) and individuals for the tournament and add the archers.

Normal Registration- when a certified BAI (Basic Archery Instructor) is allowed to select flights for the archers and create a payment transaction. Preregistration activities are also allowed during this time.

Tournament Dates- When the competition will occur.

Note the Payment info, Site information and additional tournament info. 

Select the registration button 




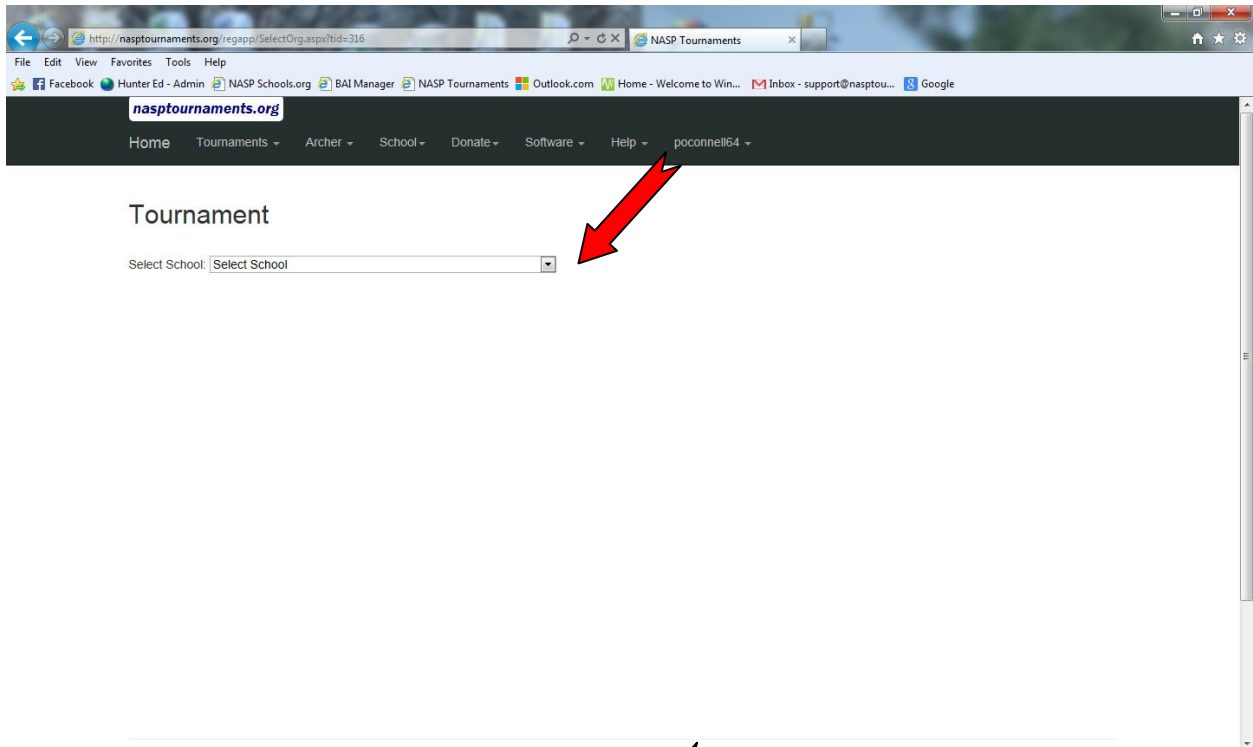
The screenshot shows the NASP Tournaments website interface. At the top, there is a navigation menu with options like Home, Tournaments, Archer, Schedule, Donate, Software, and Help. Below the menu, there are three buttons: Registration, Administer Tournament, and State Coordinator View. The main content area displays tournament details for a test tournament. Key sections include:

- Tournament Specifics:** Important Dates (Registration Times are Eastern Time Zone), Preregistration (No flight Selection) Begins: 12/4/2013, Normal Registration (Flight Selection) Period: 12/5/2013 - 12/13/2014, and Tournament Dates: 12/14/2013-12/15/2013.
- Site Information:** 2014 MOCK tournament, IA - Des Moines Office, 502 E 9th Street, des moines, IA 50319.
- Other Information:** Type: ON-SITE TOURNAMENT, Entry Fee: \$2.00 Per Archer.

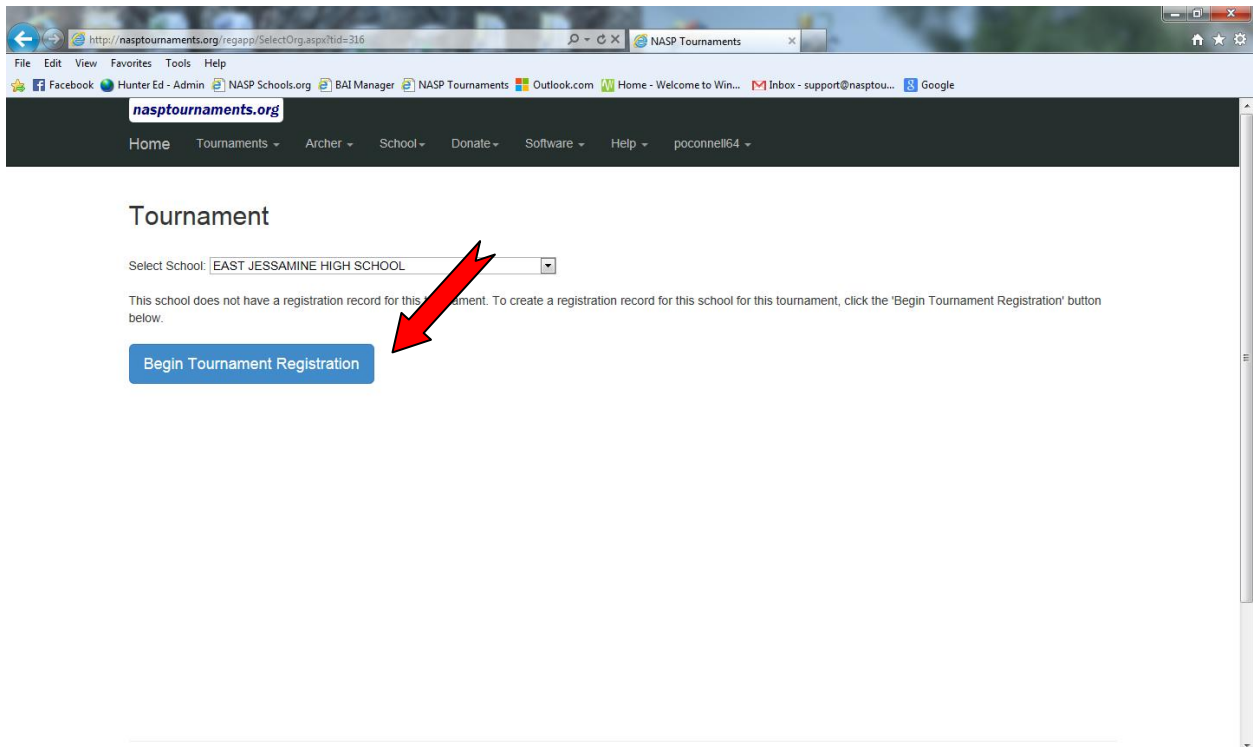
Below the text, there is a table for Scoring Divisions:

	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 Male - Minimum: 4	Top 12 Archers Minimum 4 Female Minimum 4 Male

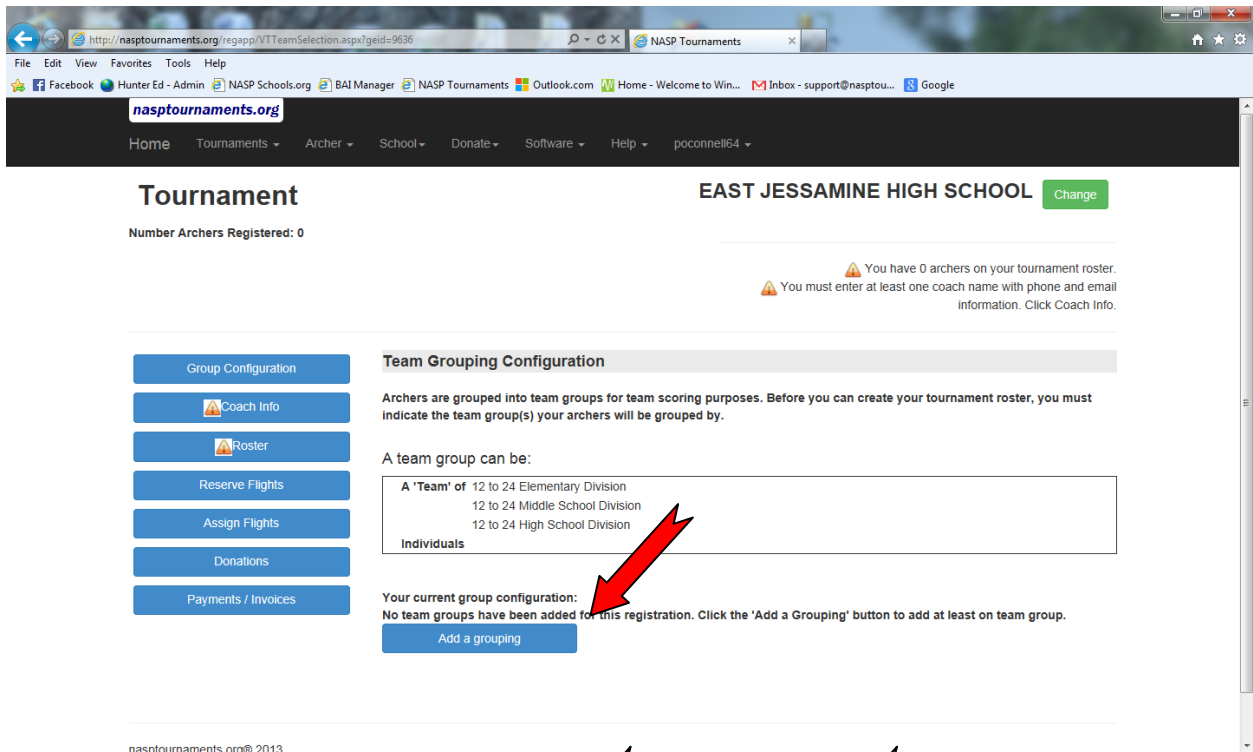
Select your school from the dropdown.  If your school is not listed under your account, select the “school not listed” option and follow the instruction to add your school. Then navigate back to this point.



Select the “Begin Tournament Registration” button 



Select the "Add a Grouping" button. 



nasptournaments.org

Home Tournaments Archer School Donate Software Help poconnell64

Tournament

Number Archers Registered: 0

EAST JESSAMINE HIGH SCHOOL [Change](#)

You have 0 archers on your tournament roster.
 You must enter at least one coach name with phone and email information. Click Coach Info.

Group Configuration

- Coach Info
- Roster
- Reserve Flights
- Assign Flights
- Donations
- Payments / Invoices

Team Grouping Configuration

Archers are grouped into team groups for team scoring purposes. Before you can create your tournament roster, you must indicate the team group(s) your archers will be grouped by.

A team group can be:

A "Team" of 12 to 24 Elementary Division
12 to 24 Middle School Division
12 to 24 High School Division

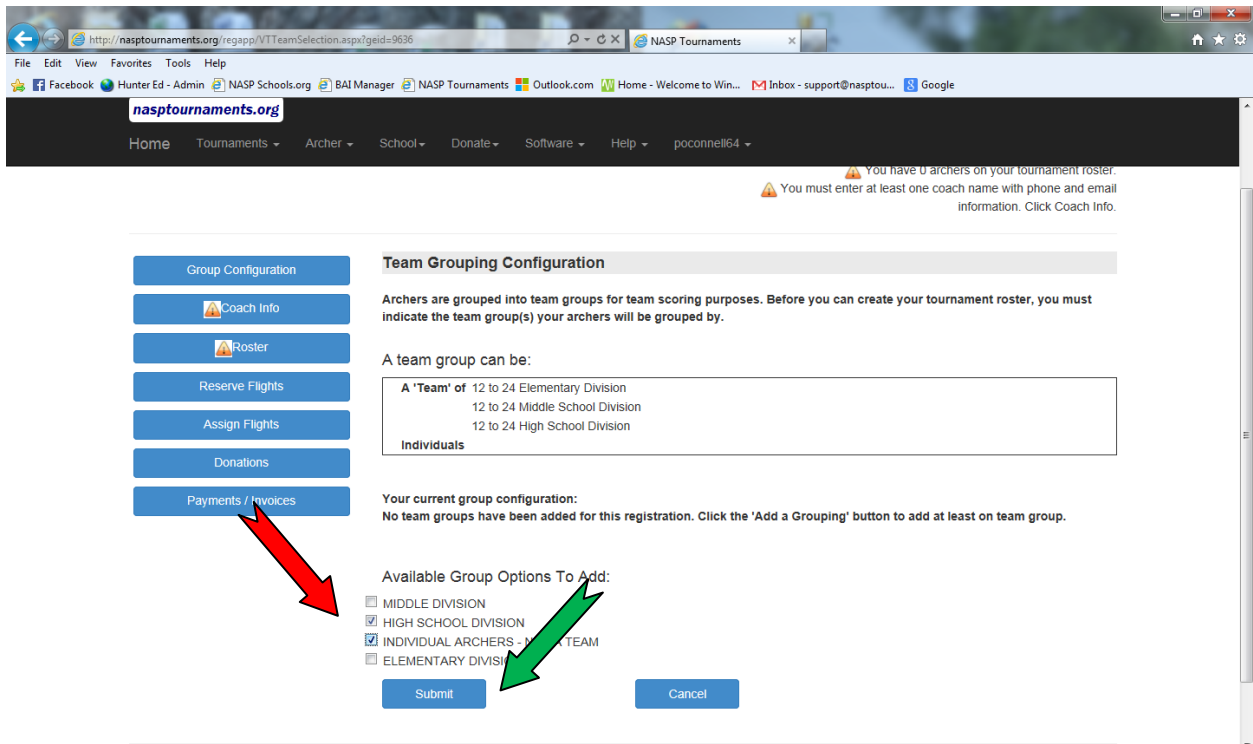
Individuals

Your current group configuration:
No team groups have been added for this registration. Click the 'Add a Grouping' button to add at least on team group.

[Add a grouping](#)

nasptournaments.org © 2013

Select the groups that apply to your school and  select "Submit".  You can select more than one group. To add more than one team for a division, just repeat this step for each team you want to add.



nasptournaments.org

Home Tournaments Archer School Donate Software Help poconnell64

Tournament

Number Archers Registered: 0

EAST JESSAMINE HIGH SCHOOL [Change](#)

You have 0 archers on your tournament roster.
 You must enter at least one coach name with phone and email information. Click Coach Info.

Group Configuration

- Coach Info
- Roster
- Reserve Flights
- Assign Flights
- Donations
- Payments / Invoices

Team Grouping Configuration

Archers are grouped into team groups for team scoring purposes. Before you can create your tournament roster, you must indicate the team group(s) your archers will be grouped by.

A team group can be:

A "Team" of 12 to 24 Elementary Division
12 to 24 Middle School Division
12 to 24 High School Division

Individuals

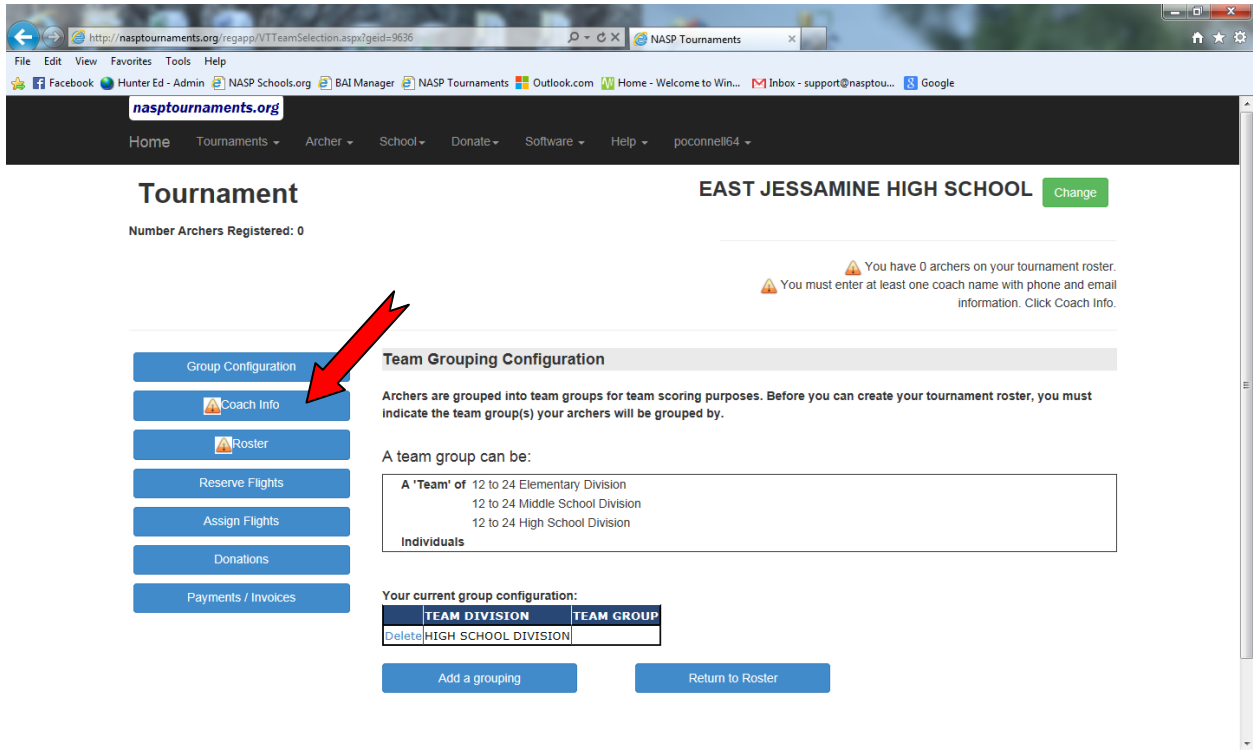
Your current group configuration:
No team groups have been added for this registration. Click the 'Add a Grouping' button to add at least on team group.

Available Group Options To Add:

- MIDDLE DIVISION
- HIGH SCHOOL DIVISION
- INDIVIDUAL ARCHERS - NO TEAM
- ELEMENTARY DIVISION

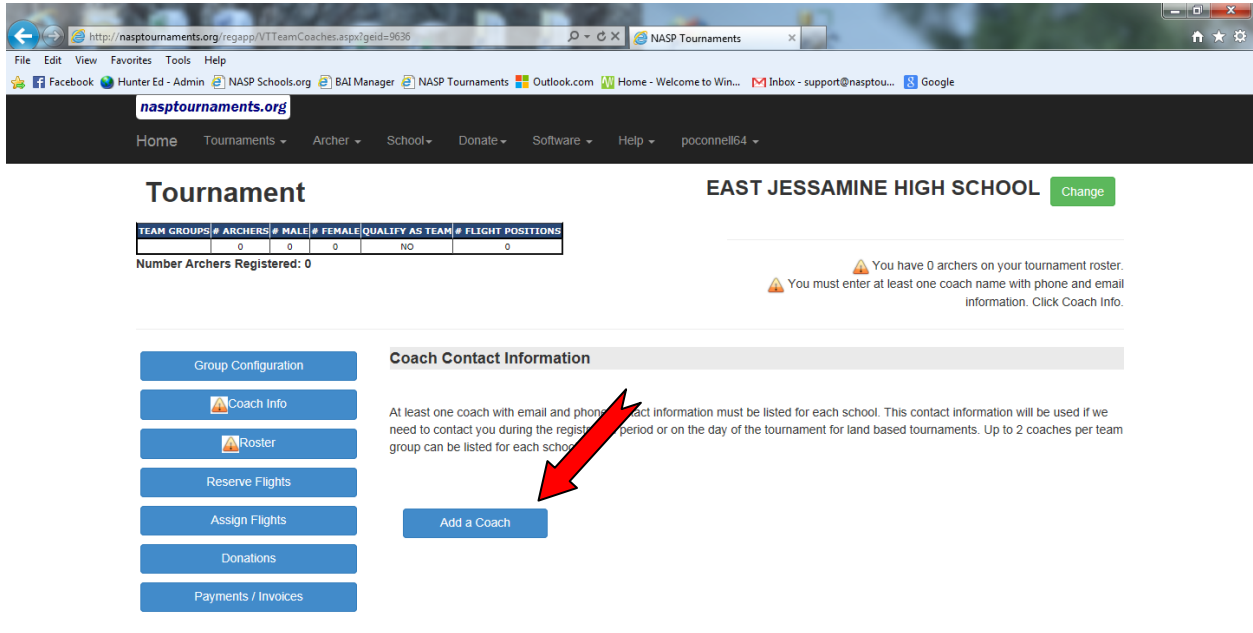
[Submit](#) [Cancel](#)

Select the "Coach Info" button. 



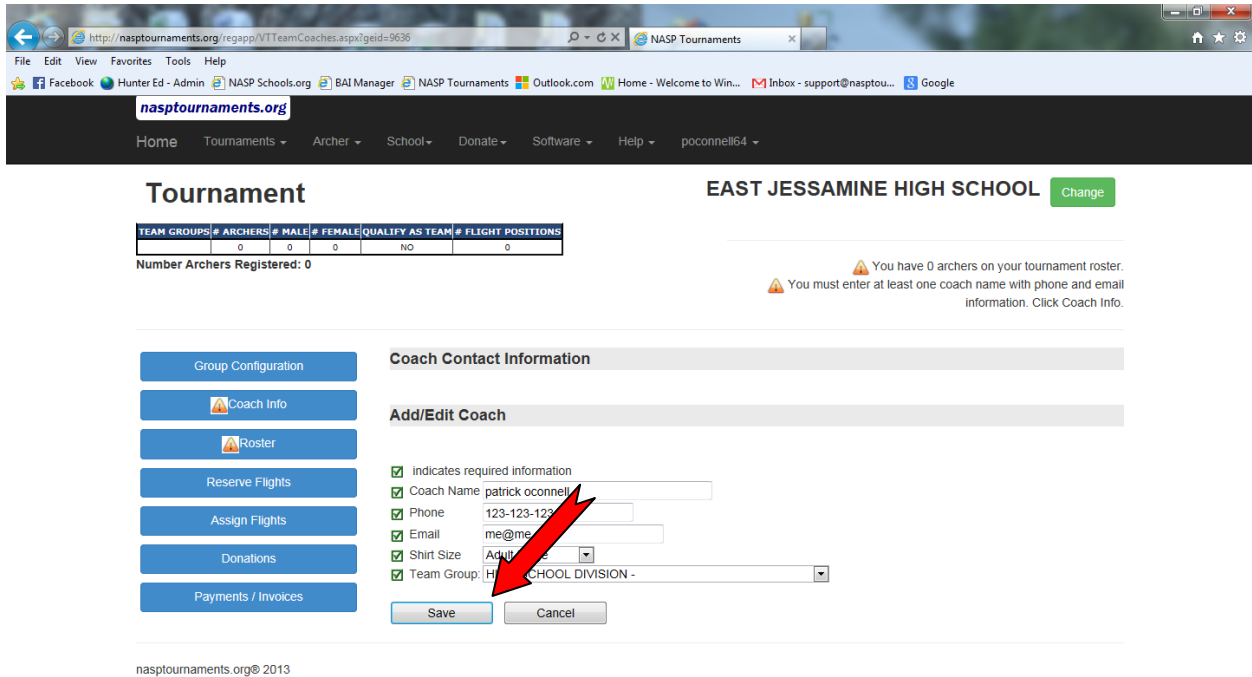
The screenshot shows the 'Tournament' page for 'EAST JESSAMINE HIGH SCHOOL'. The page has a navigation bar with 'Home', 'Tournaments', 'Archer', 'School', 'Donate', 'Software', 'Help', and 'poconnell64'. The main content area includes a 'Number Archers Registered: 0' and a warning: 'You have 0 archers on your tournament roster. You must enter at least one coach name with phone and email information. Click Coach Info.' A sidebar on the left contains buttons for 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', 'Donations', and 'Payments / Invoices'. The 'Coach Info' button is highlighted with a red arrow. The main content area is titled 'Team Grouping Configuration' and explains that archers are grouped into team groups. It lists options for a team group: 'A Team' of 12 to 24 Elementary Division, 12 to 24 Middle School Division, or 12 to 24 High School Division. A table shows the current group configuration with one entry: 'HIGH SCHOOL DIVISION'. Below the table are 'Add a grouping' and 'Return to Roster' buttons.

Select the "Add a Coach" button. 



The screenshot shows the 'Coach Contact Information' page for 'EAST JESSAMINE HIGH SCHOOL'. The page has a navigation bar with 'Home', 'Tournaments', 'Archer', 'School', 'Donate', 'Software', 'Help', and 'poconnell64'. The main content area includes a table with columns: 'TEAM GROUPS', 'ARCHERS', 'MALE', 'FEMALE', 'QUALIFY AS TEAM', and 'FLIGHT POSITIONS'. The table shows 0 archers and 0 flight positions. Below the table is a 'Number Archers Registered: 0' and a warning: 'You have 0 archers on your tournament roster. You must enter at least one coach name with phone and email information. Click Coach Info.' A sidebar on the left contains buttons for 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', 'Donations', and 'Payments / Invoices'. The 'Coach Info' button is highlighted with a red arrow. The main content area is titled 'Coach Contact Information' and explains that at least one coach with email and phone contact information must be listed for each school. It states that this information will be used if needed during the registration period or on the day of the tournament for land based tournaments. Up to 2 coaches per team group can be listed for each school. Below the text is an 'Add a Coach' button.

Enter the coach's information and select "Save".  Repeat this process until the max number of coaches are added.

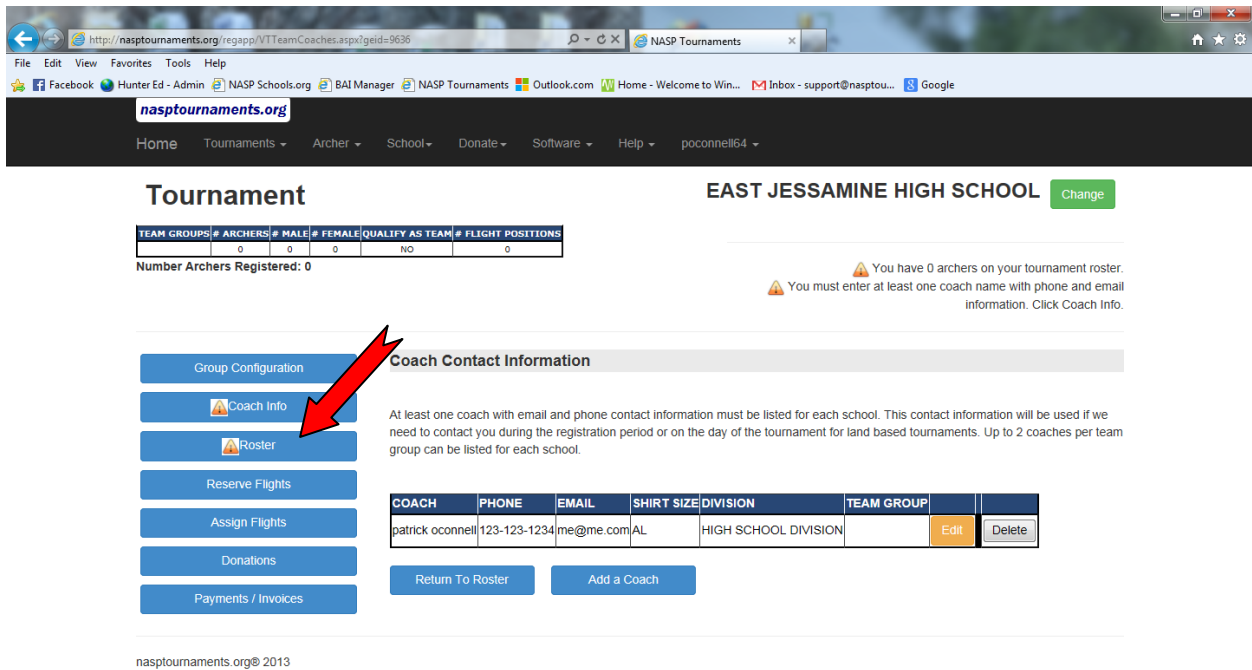


The screenshot shows the 'Add/Edit Coach' form on the NASP Tournaments website. The form includes a sidebar with buttons for 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', 'Donations', and 'Payments / Invoices'. The main form area is titled 'Coach Contact Information' and contains a 'Add/Edit Coach' section with the following fields:

- Indicates required information
- Coach Name: patrick oconnell
- Phone: 123-123-1234
- Email: me@me.com
- Shirt Size: Adult
- Team Group: HIGH SCHOOL DIVISION

At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.


Select the "Roster" button. 

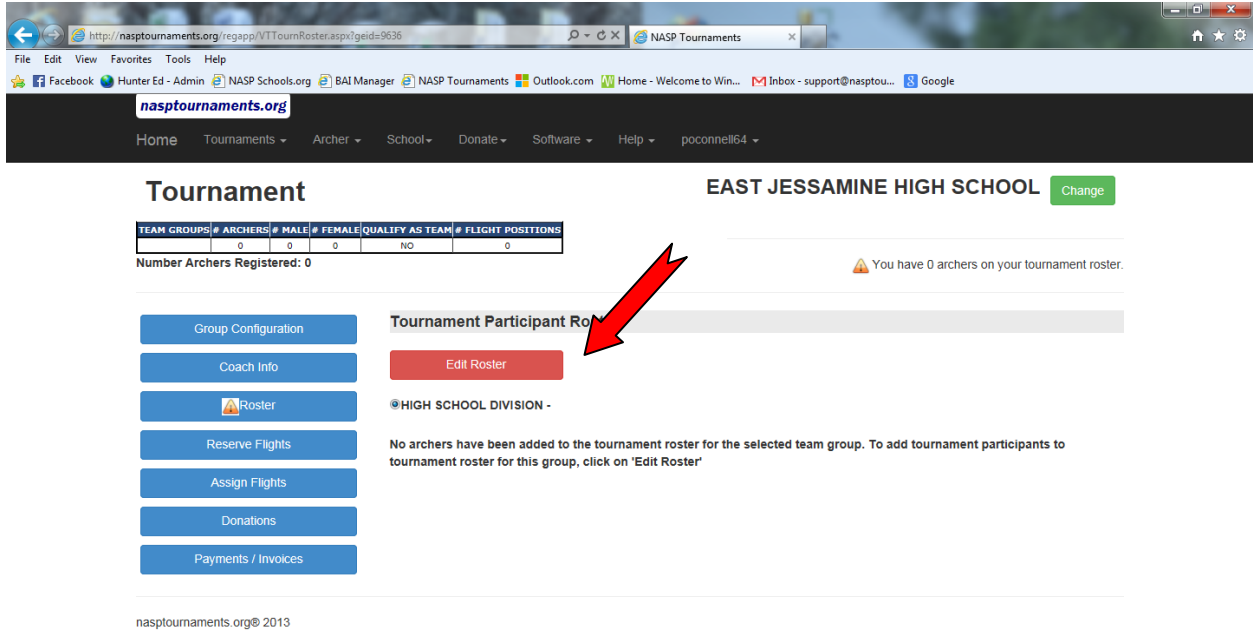


The screenshot shows the 'Roster' button selected in the sidebar. The main form area is titled 'Coach Contact Information' and contains a table with the following data:

COACH	PHONE	EMAIL	SHIRT SIZE	DIVISION	TEAM GROUP		
patrick oconnell	123-123-1234	me@me.com	AL	HIGH SCHOOL DIVISION		Edit	Delete

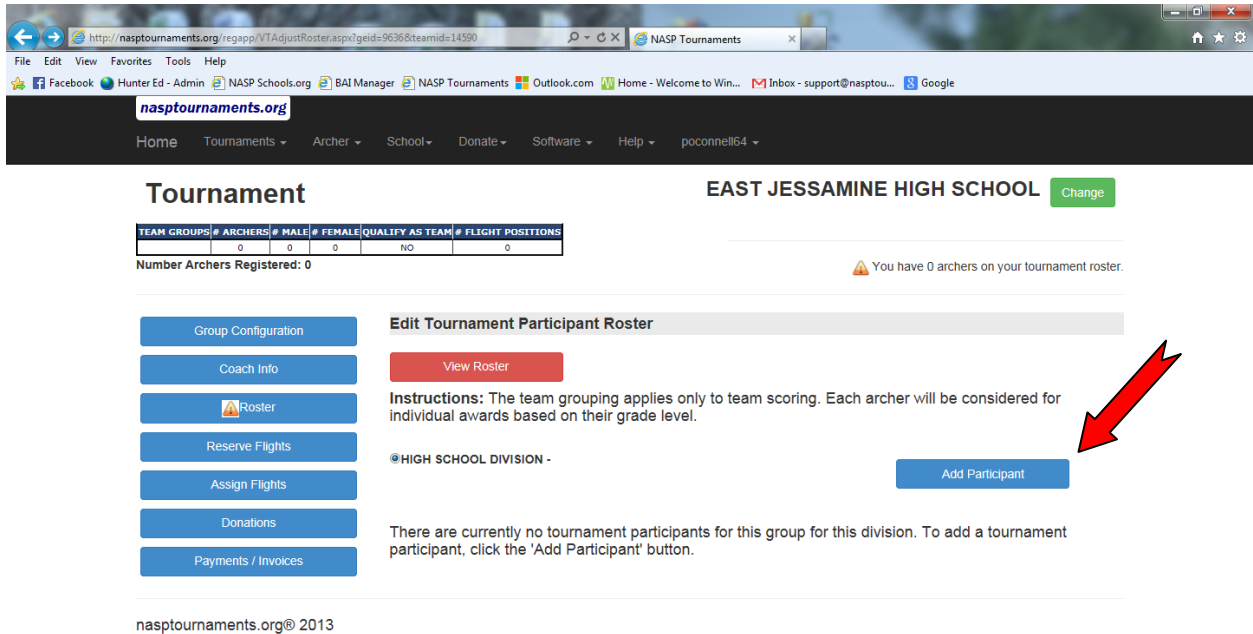
Below the table are 'Return To Roster' and 'Add a Coach' buttons. A red arrow points to the 'Roster' button in the sidebar.

Select the "Edit Roster" button.  One note..... if adjusting the roster after flights have been selected, please simply edit the name and other information for the archer to match the information for the new archer. If you delete an archer and then re-add the new one, your flight position may be lost.





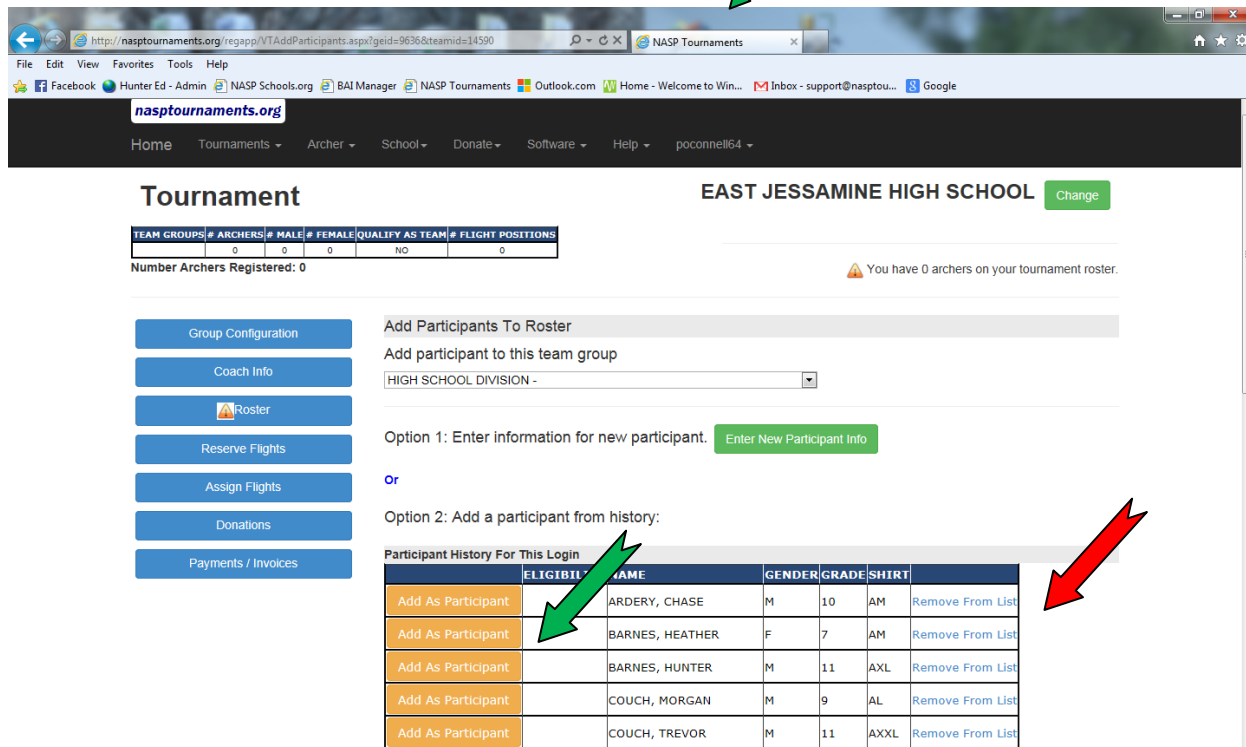
The screenshot shows the NASPTournaments.org interface for 'EAST JESSAMINE HIGH SCHOOL'. At the top, there is a navigation bar with 'Home', 'Tournaments', 'Archer', 'School', 'Donate', 'Software', 'Help', and 'poconnell64'. Below this is a 'Tournament' header with a 'Change' button. A table shows tournament statistics: TEAM GROUPS (0), ARCHERS (0), MALE (0), FEMALE (0), QUALIFY AS TEAM (NO), and FLIGHT POSITIONS (0). Below the table, it says 'Number Archers Registered: 0' and a warning icon with the text 'You have 0 archers on your tournament roster.' On the left, there is a vertical menu with buttons for 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', 'Donations', and 'Payments / Invoices'. The main content area is titled 'Tournament Participant Roster' and contains a red 'Edit Roster' button, which is highlighted by a red arrow. Below the button, it says 'HIGH SCHOOL DIVISION -' and provides instructions: 'No archers have been added to the tournament roster for the selected team group. To add tournament participants to tournament roster for this group, click on 'Edit Roster''.

Select the "Add Participant" button. 




The screenshot shows the same NASPTournaments.org interface as above. The 'Edit Roster' button is no longer visible, and the main content area is now titled 'Edit Tournament Participant Roster'. It features a red 'View Roster' button and a blue 'Add Participant' button, which is highlighted by a red arrow. Below the buttons, it says 'HIGH SCHOOL DIVISION -' and provides instructions: 'Instructions: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.' and 'There are currently no tournament participants for this group for this division. To add a tournament participant, click the 'Add Participant' button.'

A list of archers that have been registered with the team is displayed.  If the archer you want to add is already in your list, select the “Add as Participant” button  next to the archer you want to add.



Tournament EAST JESSAMINE HIGH SCHOOL [Change](#)

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

Number Archers Registered: 0  You have 0 archers on your tournament roster.

Add Participants To Roster
Add participant to this team group
HIGH SCHOOL DIVISION -

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

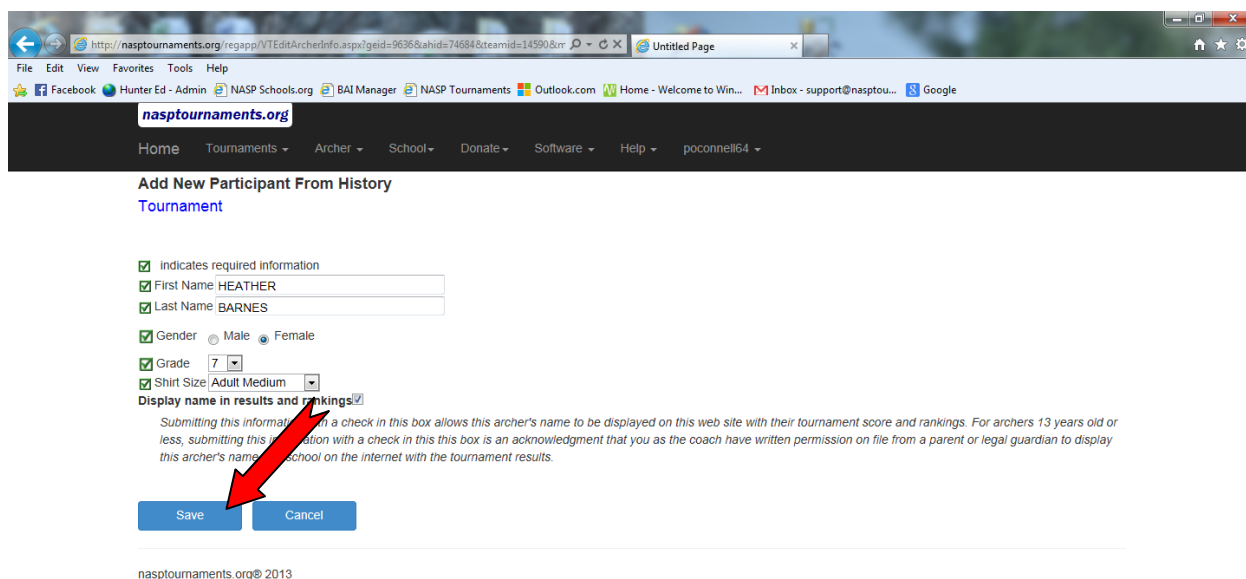
Or

Option 2: Add a participant from history:

Participant History For This Login

	ELIGIBILITY	NAME	GENDER	GRADE	SHIRT	
Add As Participant		ARDERY, CHASE	M	10	AM	Remove From List
Add As Participant		BARNES, HEATHER	F	7	AM	Remove From List
Add As Participant		BARNES, HUNTER	M	11	AXL	Remove From List
Add As Participant		COUCH, MORGAN	M	9	AL	Remove From List
Add As Participant		COUCH, TREVOR	M	11	AXXL	Remove From List

Verify that the archer’s information is correct and select “Save”. 



Add New Participant From History
[Tournament](#)

Indicates required information

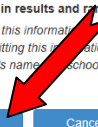
First Name HEATHER

Last Name BARNES

Gender Male Female

Grade 7

Shirt Size: Adult Medium

Display name in results and rankings 

Submitting this information with a check in this box allows this archer's name to be displayed on this web site with their tournament score and rankings. For archers 13 years old or less, submitting this information with a check in this box is an acknowledgment that you as the coach have written permission on file from a parent or legal guardian to display this archer's name on the internet with the tournament results.

[Save](#) [Cancel](#)

nasptournaments.org © 2013

If the archer you want to add is not in your list, select the "Enter New Participant Info" button.

Tournament EAST JESSAMINE HIGH SCHOOL [Change](#)

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

Number Archers Registered: 1

Add Participants To Roster
Add participant to this team group
HIGH SCHOOL DIVISION -

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		ARDERY, CHASE	M	10	AM	Remove From List
	On a Team	BARNES, HEATHER	F	7	AM	Remove From List
Add As Participant		BARNES, HUNTER	M	11	AXL	Remove From List
Add As Participant		COUCH, MORGAN	M	9	AL	Remove From List

Enter the first and last name of the archer and select "Continue". If a match for the name is found, you will be prompted to use it or add the archer as new.

Add New Participant
Tournament

Indicates required information

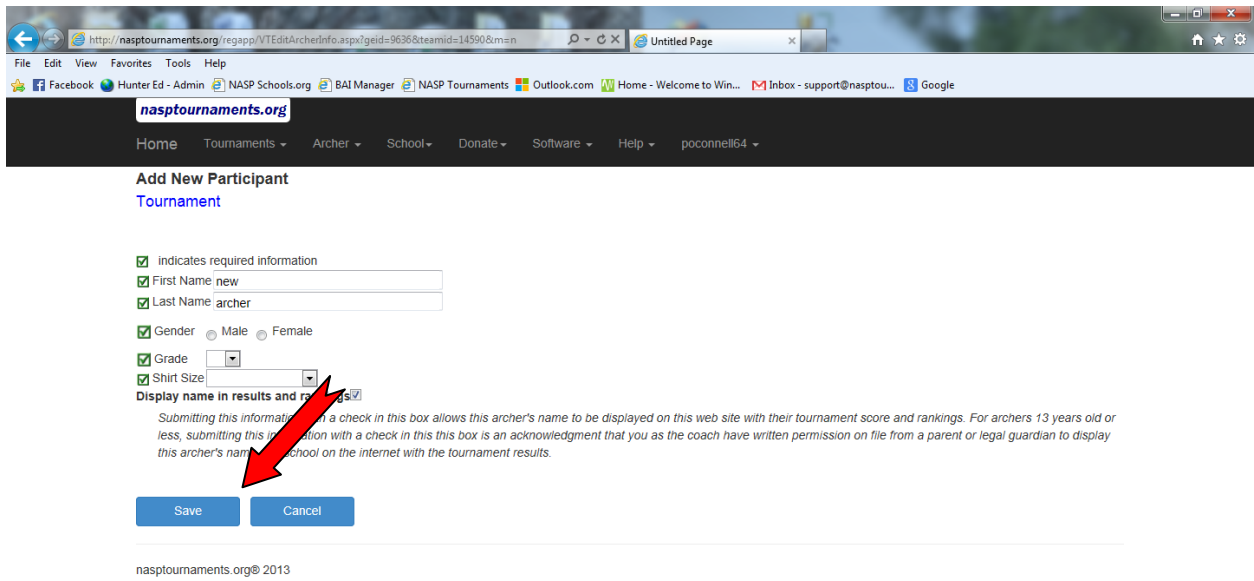
First Name

Last Name

[Continue](#) [Cancel](#)

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Enter the remaining information for the archer and select "Save". 



Add New Participant
Tournament

indicates required information

First Name:

Last Name:

Gender: Male Female

Grade:

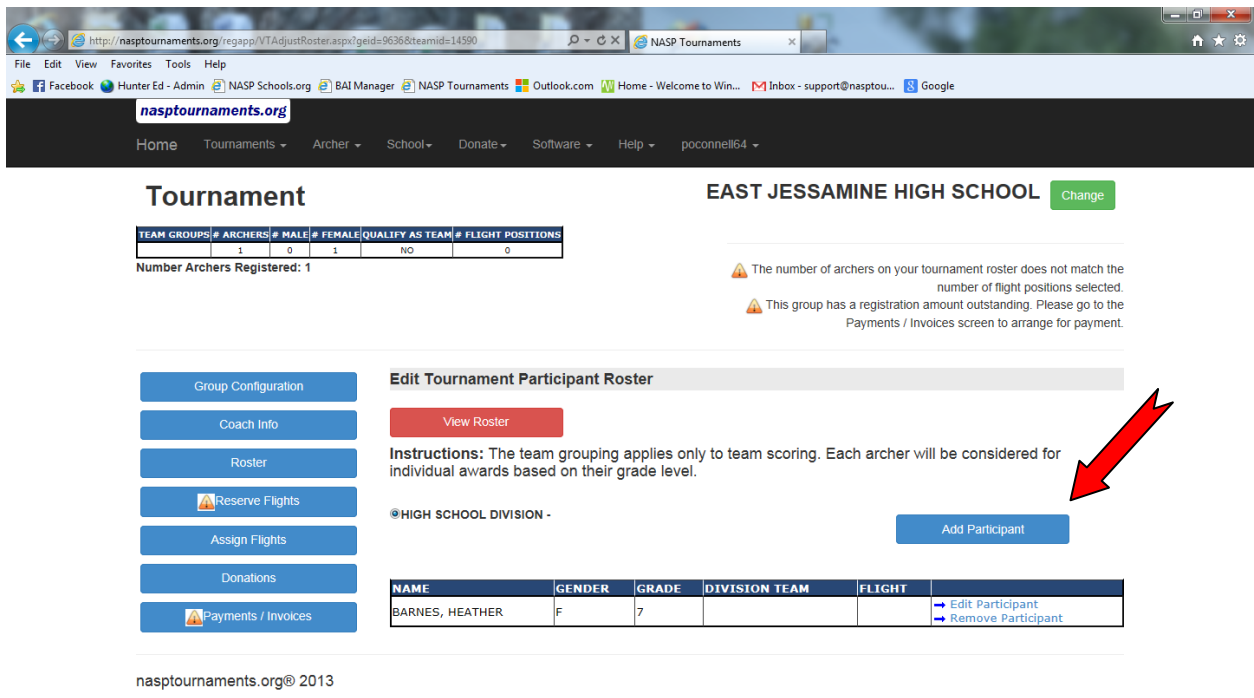
Shirt Size:

Display name in results and rankings

Submitting this information with a check in this box allows this archer's name to be displayed on this web site with their tournament score and rankings. For archers 13 years old or less, submitting this information with a check in this box is an acknowledgment that you as the coach have written permission on file from a parent or legal guardian to display this archer's name on the school on the internet with the tournament results.

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Continue this process by selecting the "Add Participant" button  until all archers are entered.



Tournament EAST JESSAMINE HIGH SCHOOL

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

Number Archers Registered: 1


Edit Tournament Participant Roster

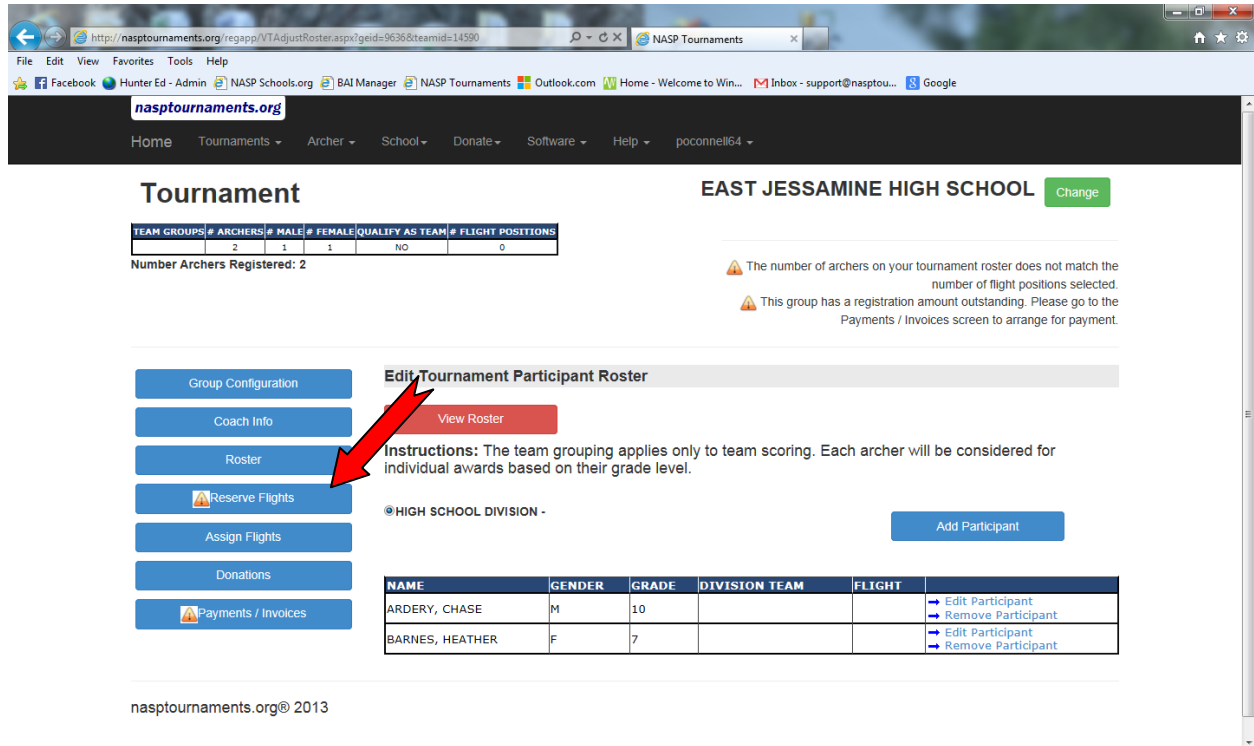
Instructions: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

HIGH SCHOOL DIVISION -

NAME	GENDER	GRADE	DIVISION TEAM	FLIGHT	
BARNES, HEATHER	F	7			<input type="button" value="Edit Participant"/> <input type="button" value="Remove Participant"/>

nasptournaments.org © 2013

Select "Reserve Flights".  This option will now allow you to select flights until the Normal Registration period has begun. This date/time is displayed on the tournament information page.



Tournament EAST JESSAMINE HIGH SCHOOL [Change](#)

TEAM GROUPS	# ARCHERS	# MALE	# FEMALE	QUALIFY AS TEAM	# FLIGHT POSITIONS
	2	1	1	NO	0

Number Archers Registered: 2

Edit Tournament Participant Roster

[View Roster](#)

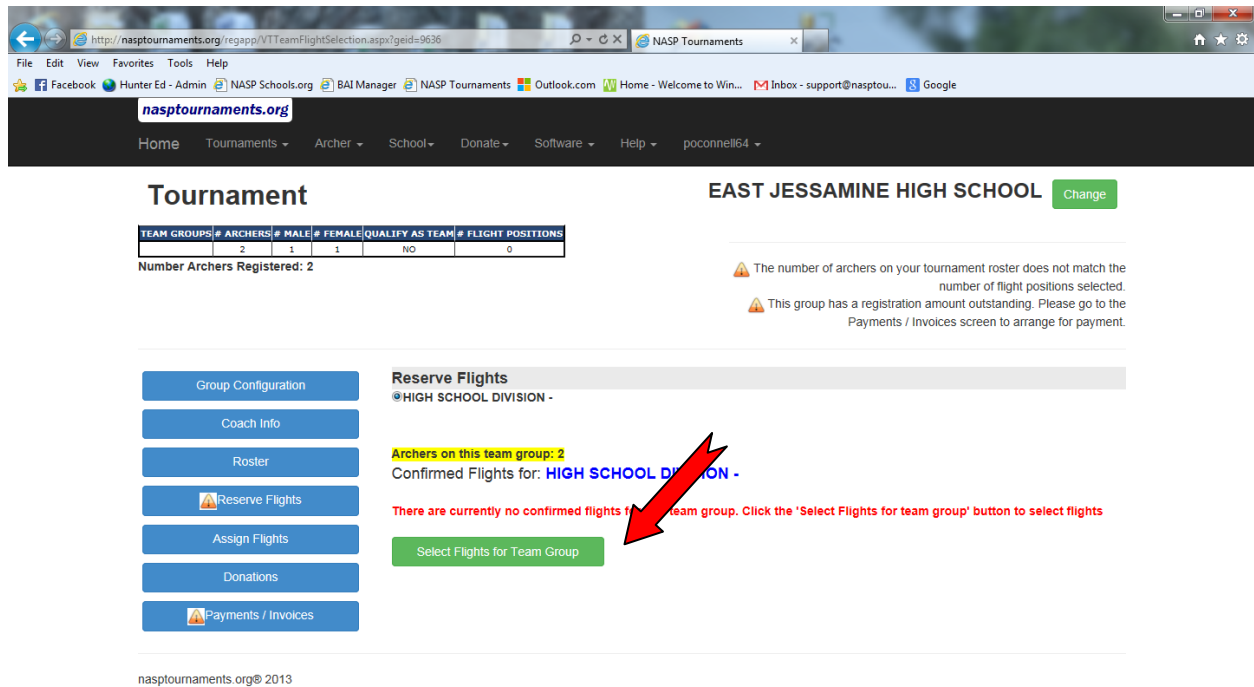
Instructions: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

① HIGH SCHOOL DIVISION - [Add Participant](#)

NAME	GENDER	GRADE	DIVISION TEAM	FLIGHT	
ARDERY, CHASE	M	10			→ Edit Participant → Remove Participant
BARNES, HEATHER	F	7			→ Edit Participant → Remove Participant

nasptournaments.org © 2013

Select the "Select Flights for Team Group" button. 



Tournament EAST JESSAMINE HIGH SCHOOL [Change](#)

TEAM GROUPS	# ARCHERS	# MALE	# FEMALE	QUALIFY AS TEAM	# FLIGHT POSITIONS
	2	1	1	NO	0

Number Archers Registered: 2

Reserve Flights

① HIGH SCHOOL DIVISION -

Archers on this team group: 2
Confirmed Flights for: HIGH SCHOOL DIVISION -

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

Enter the number of archers you want to add to each flight in the change to column and select "Save Flight Selections". The total number of positions selected in the change to column must match the "Number Archers Registered" total.

Tournament EAST JESSAMINE HIGH SCHOOL [Change](#)

TEAM GROUPS	# ARCHERS	# MALE	# FEM	QUALIFY AS TEAM	# FLIGHT POSITIONS
	2	1	1	NO	0

Number Archers Registered: 2

The number of archers on your tournament roster does not match the number of flight positions selected.
This group has a registration amount outstanding. Please go to the Payments / Invoices screen to arrange for payment.

Reserve Flights
@HIGH SCHOOL DIVISION -

Archers on this team group: 2
Select Flights for: **HIGH SCHOOL DIVISION -**
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
12/13/13 8:00	12/13/2013	08:00 AM	48	0	1
12/13/13 9:00	12/13/2013	09:00 AM	48	0	1

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Verify that the flights you selected were confirmed. If not correct your errors and save again.

Tournament EAST JESSAMINE HIGH SCHOOL [Change](#)

TEAM GROUPS	# ARCHERS	# MALE	# FEMALE	QUALIFY AS TEAM	# FLIGHT POSITIONS
	2	1	1	NO	2

Number Archers Registered: 2

The number of archers on your tournament roster does not match the number of flight positions selected.
This group has a registration amount outstanding. Please go to the Payments / Invoices screen to arrange for payment.

Reserve Flights
@HIGH SCHOOL DIVISION -

Archers on this team group: 2
Confirmed Flights for: **HIGH SCHOOL DIVISION -**

Flight	Date	Time	Reserved Positions	Positions Assigned To Archers
12/13/13 8:00	12/13/2013	08:00 AM	1	0
12/13/13 9:00	12/13/2013	09:00 AM	1	0

[Change Flights for Team Group](#)

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Select "Assign Flights".

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Tournament

TEAM GROUPS	ARCHERS	MALE	FEMALE	QUALIFY AS TEAM	FLIGHT POSITIONS
	2	1	1	NO	2

Number Archers Registered: 2

EAST JESSAMINE HIGH SCHOOL Change

The number of archers on your tournament roster does not match the number of flight positions selected.
 This group has a registration amount outstanding. Please go to the Payments / Invoices screen to arrange for payment.

Group Configuration
 Coach Info
 Roster
Reserve Flights
 Assign Flights
 Donations
 Payments / Invoices

Reserve Flights

HIGH SCHOOL DIVISION -

Archers on this team group: 2

Confirmed Flights for: HIGH SCHOOL DIVISION -

Flight	Date	Time	Reserved Positions	Positions Assigned To Archers
12/13/13 8:00	12/13/2013	08:00 AM	1	0
12/13/13 9:00	12/13/2013	09:00 AM	1	0

Change Flights for Team Group

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Select a flight time for each archer from the flight dropdown and select "Save Assignments".

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TEAM GROUPS	ARCHERS	MALE	FEMALE	QUALIFY AS TEAM	FLIGHT POSITIONS
	2	1	1	NO	2

Number Archers Registered: 2

EAST JESSAMINE HIGH SCHOOL

You have 2 unassigned flight positions.
 This group has a registration amount outstanding. Please go to the Payments / Invoices screen to arrange for payment.

Group Configuration
 Coach Info
 Roster
 Reserve Flights
Assign Flights
 Donations
 Payments / Invoices

Assign Flights To Archers

HIGH SCHOOL DIVISION -

Flight	Date	Time	Reserved Positions	Positions Assigned To Archers
12/13/13 8:00	12/13/2013	08:00 AM	1	0
12/13/13 9:00	12/13/2013	09:00 AM	1	0

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

Archer Flight Assignment

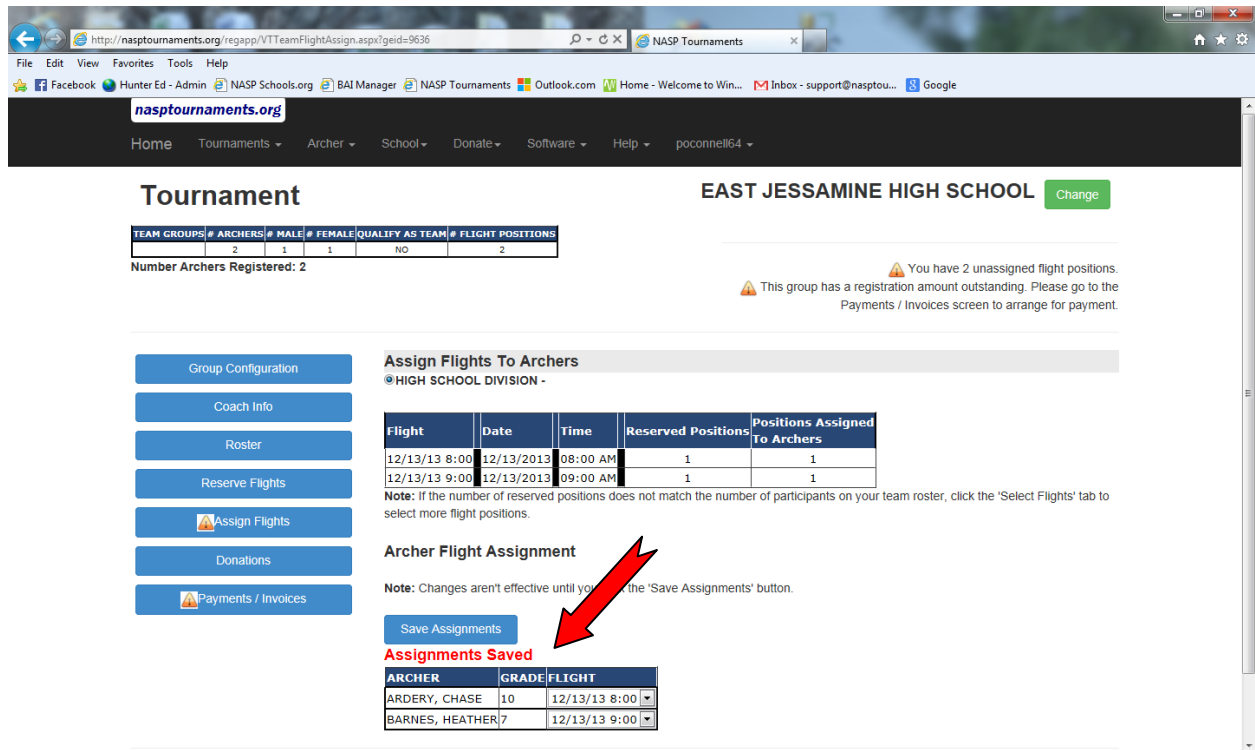
Note: Changes aren't effective until you click the 'Save Assignments' button.

Save Assignments

ARCHER	GRADE	FLIGHT
ARDERY, CHASE	10	Not Assigned
BARNES, HEATHER	7	Not Assigned

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Verify that you successfully saved the flight assignments.  If not, correct errors and save again.



The screenshot shows the 'Assign Flights To Archers' page for EAST JESSAMINE HIGH SCHOOL. On the left is a navigation menu with buttons for Group Configuration, Coach Info, Roster, Reserve Flights, Assign Flights, Donations, and Payments / Invoices. The main content area includes a table for flight assignments and an 'Archer Flight Assignment' section. A red arrow points to the 'Save Assignments' button in the Archer Flight Assignment section.

TEAM GROUPS	# ARCHERS	# MALE	# FEMALE	QUALIFY AS TEAM	# FLIGHT POSITIONS
	2	1	1	NO	2

Number Archers Registered: 2

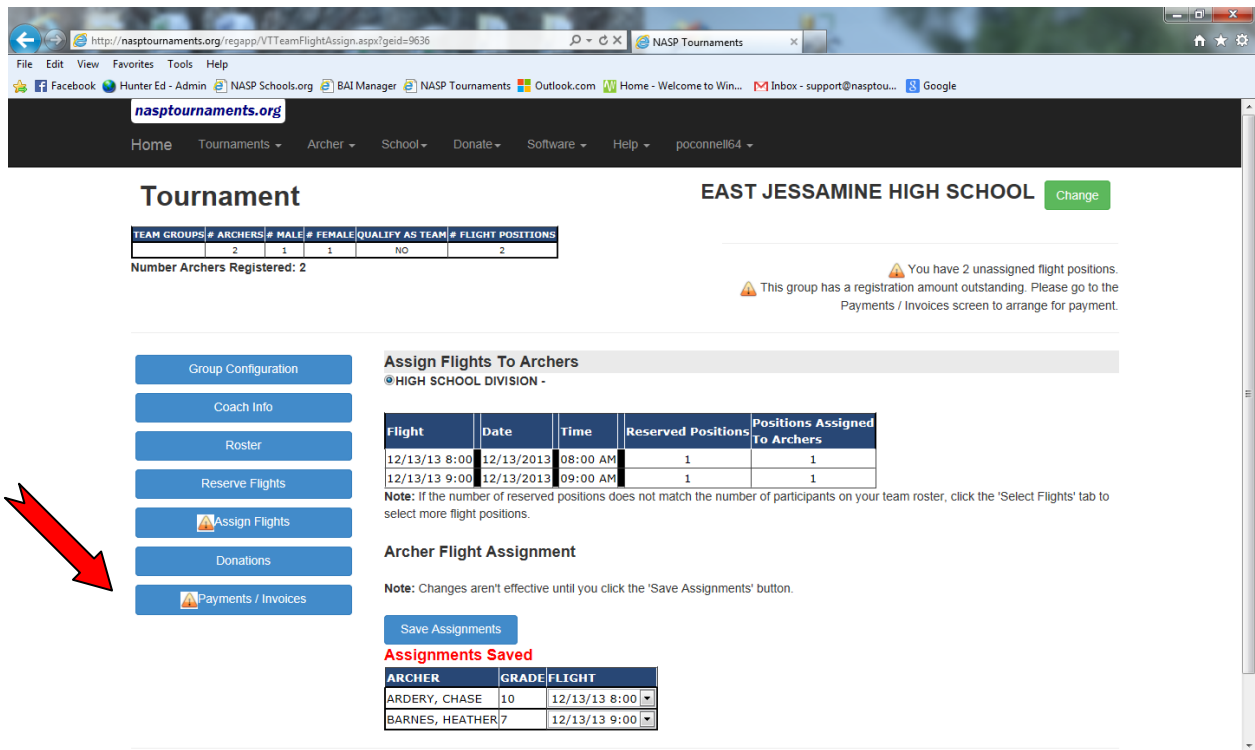
Assign Flights To Archers
@HIGH SCHOOL DIVISION -

Flight	Date	Time	Reserved Positions	Positions Assigned To Archers
12/13/13 8:00	12/13/2013	08:00 AM	1	1
12/13/13 9:00	12/13/2013	09:00 AM	1	1

Archer Flight Assignment

ARCHER	GRADE	FLIGHT
ARDERY, CHASE	10	12/13/13 8:00
BARNES, HEATHER	7	12/13/13 9:00

Select "Payments/Invoices" 



The screenshot shows the 'Payments / Invoices' page for EAST JESSAMINE HIGH SCHOOL. A red arrow points to the 'Payments / Invoices' button in the left navigation menu. The main content area is identical to the previous screenshot, showing the 'Assign Flights To Archers' and 'Archer Flight Assignment' sections.

Select "Pay-On-Site" and select "Create Payment/Invoice for Balance" and select "Continue". (Iowa leagues will only pay onsite and will not pay online, each team/individuals need to pay the hosting school and the hosting school will pay nationals).

The screenshot shows the 'Payments / Invoices Screen' on the NASPTournaments.org website. The page includes a navigation menu on the left with options like 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', 'Donations', and 'Payments / Invoices'. The main content area has two tabs: 'Balance / Payment' (selected) and 'Payment History'. Below the tabs is a summary table:

Total Donation	\$0.00
Total Registration	\$4.00
Total For Group	\$4.00
Mail-In Invoices Pending	\$0.00
Invoices Due On-Site	\$0.00
Completed Payments	\$0.00
Amount Outstanding/Open	\$4.00

Below the table are 'Payment/Invoice Options' with three radio buttons: 'Pay On-Site (PAYPAL)', 'Pay By Mail (Printable Invoice)', and 'Pay On-Site At Tournament (Printable Invoice)'. The 'Pay On-Site At Tournament' option is selected. Under 'Payment/Invoice Amount', there are two radio buttons: 'Create Payment/Invoice for Balance: \$4.00' (selected) and 'Create Payment/Invoice for Other amount: [input field] (xxx.xx)'. A note below states: '(Note: Amount can't exceed the current invoice due)'. A 'Continue' button is at the bottom.

Verify that the info is correct, check the payment commitment box and select "Continue".

Review This Payment

This payment/invoice is for:
Tournament: Tournament
Group: EAST JESSAMINE HIGH SCHOOL

Created by: PATRICK OCONNELL

Amount: \$4.00

Method of Payment: Pay On Site - At the Tournament - Invoice

Payment Agreement

By creating this payment invoice you are agreeing to be responsible for the payment.

[Continue](#) [Change Payment Options](#) [Cancel](#)

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Print your invoice.

Tournament
EAST JESSAMINE HIGH SCHOOL

[Print This Page](#)

Invoice

[Back To Tournament](#)

Tournament
EAST JESSAMINE HIGH SCHOOL
Kentucky , United States

Invoice #: 413347631
Invoice Date: 12/6/2013 11:59:08 AM
Created By: PATRICK OCONNELL
Amount Due: \$4.00
Due Date: Payment is due at the tournament

Contact Information:

Printed from nasptournaments.org

Registration is complete.

You can return to your registration and make changes until the normal registration period closes.