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/.
Select the “Tournament Explorer” button under Browse Tournaments.

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

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.
Select the “Coach Info” button.

Select the “Add a Coach” button.
Enter the coach’s information and select “Save”. Repeat this process until the max number of coaches are added.

Select the “Roster” button.
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.**

Select 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.

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

If the archer you want to add is not in your list, select the “Enter New Participate Info” button.

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.
Enter the remaining information for the archer and select “Save”.

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

Select the “Select Flights for Team Group” button.
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.

Verify that the flights you selected were confirmed. If not correct your errors and save again.
Select “Assign Flights”.

Select a flight time for each archer from the flight dropdown and select “Save Assignments”.
Verify that you successfully saved the flight assignments. If not, correct errors and save again.

Select “Payments/Invoices”
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).

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

![Image of payment screen]
Print your invoice.

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