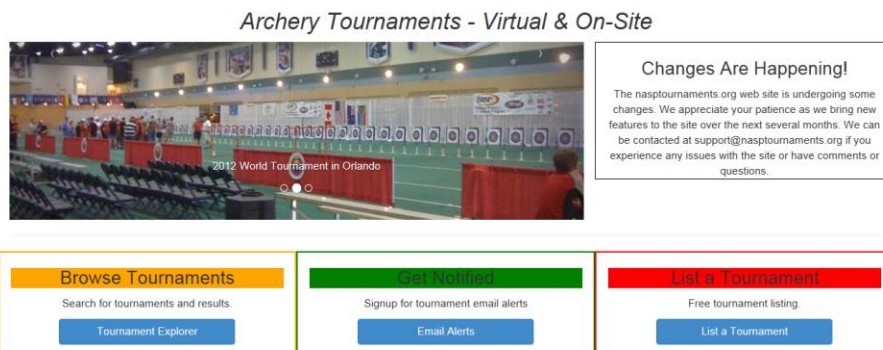
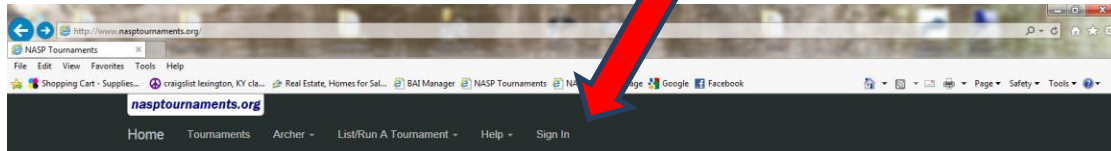
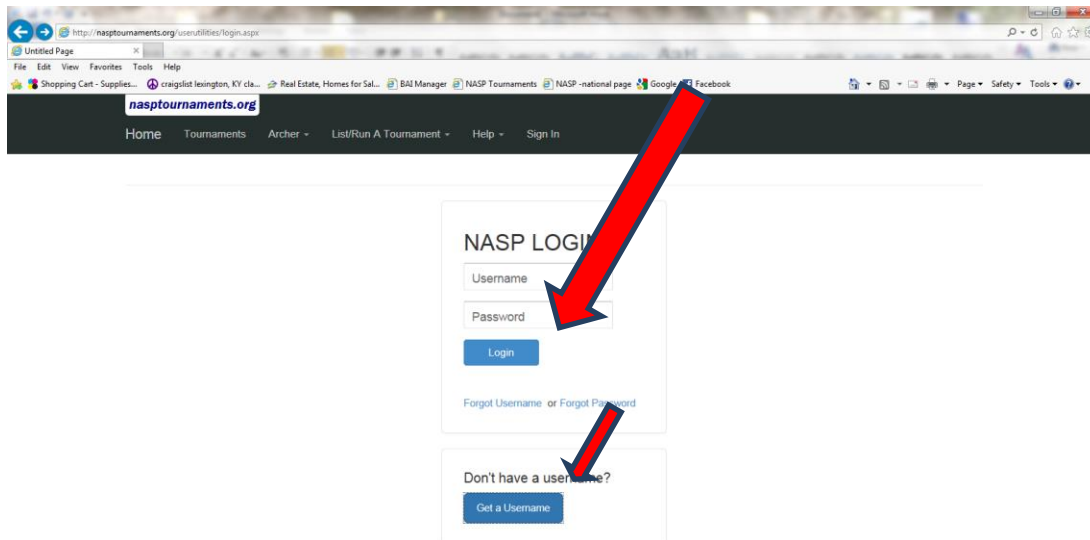


How to register for a NASP tournament

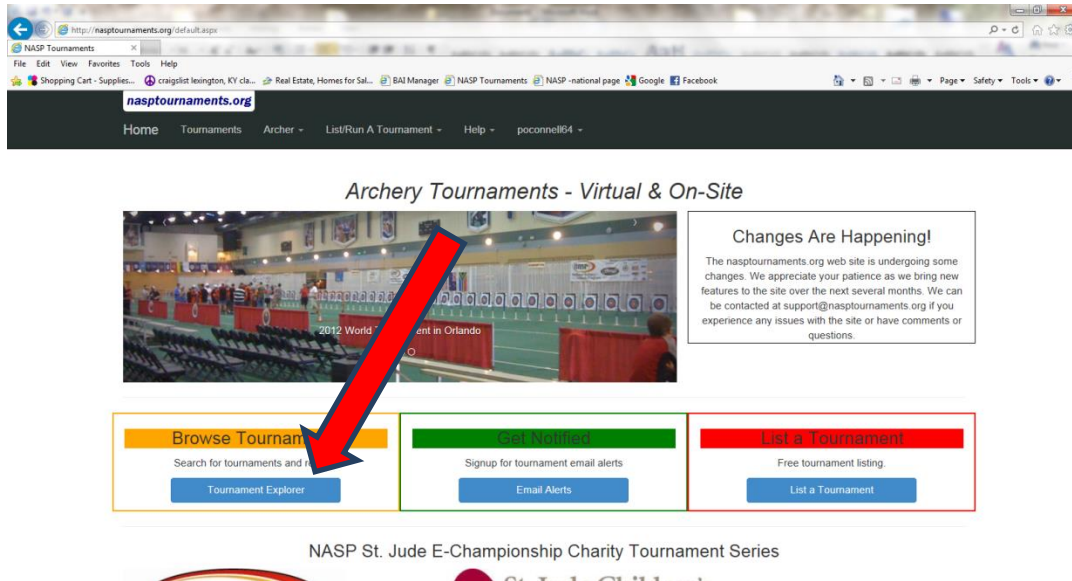
1. Go to nasptournaments.org
2. Sign in to the site by selecting the “sign in” link



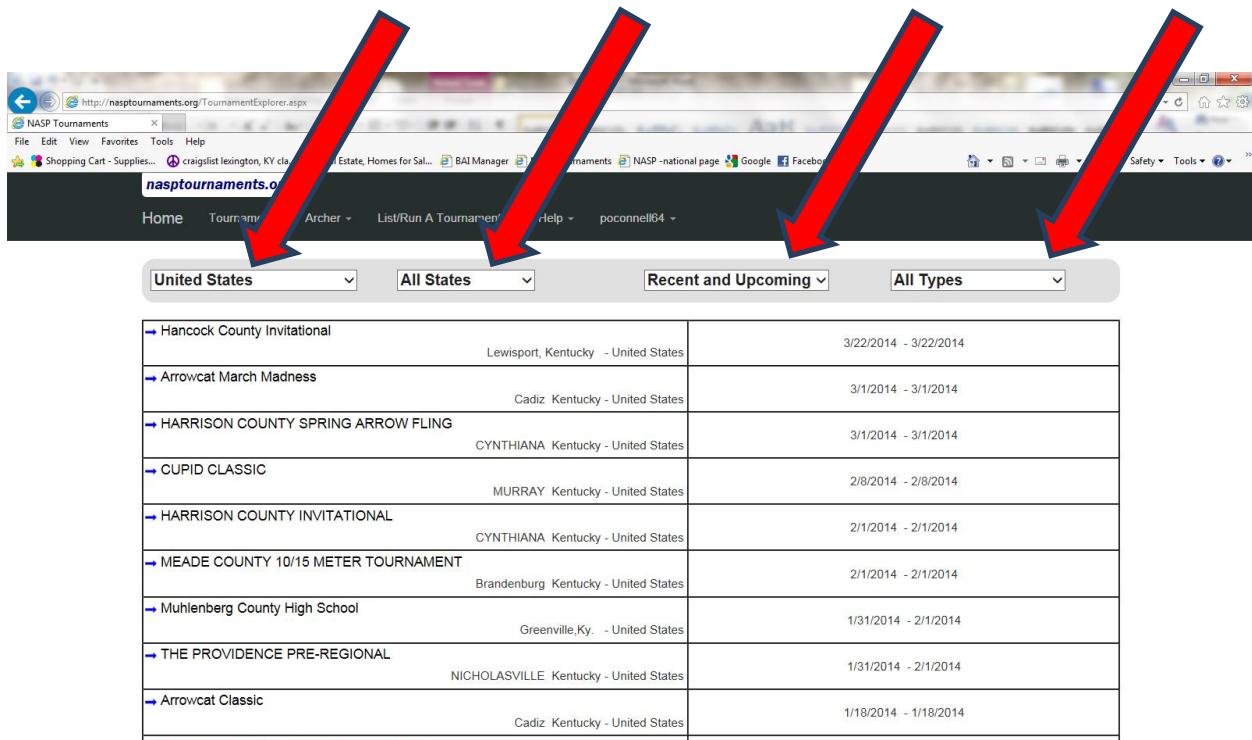
3. Enter your username and password and select “login”. If you do not have a username, select the “Don’t have a username” link and follow the instructions for creating one.



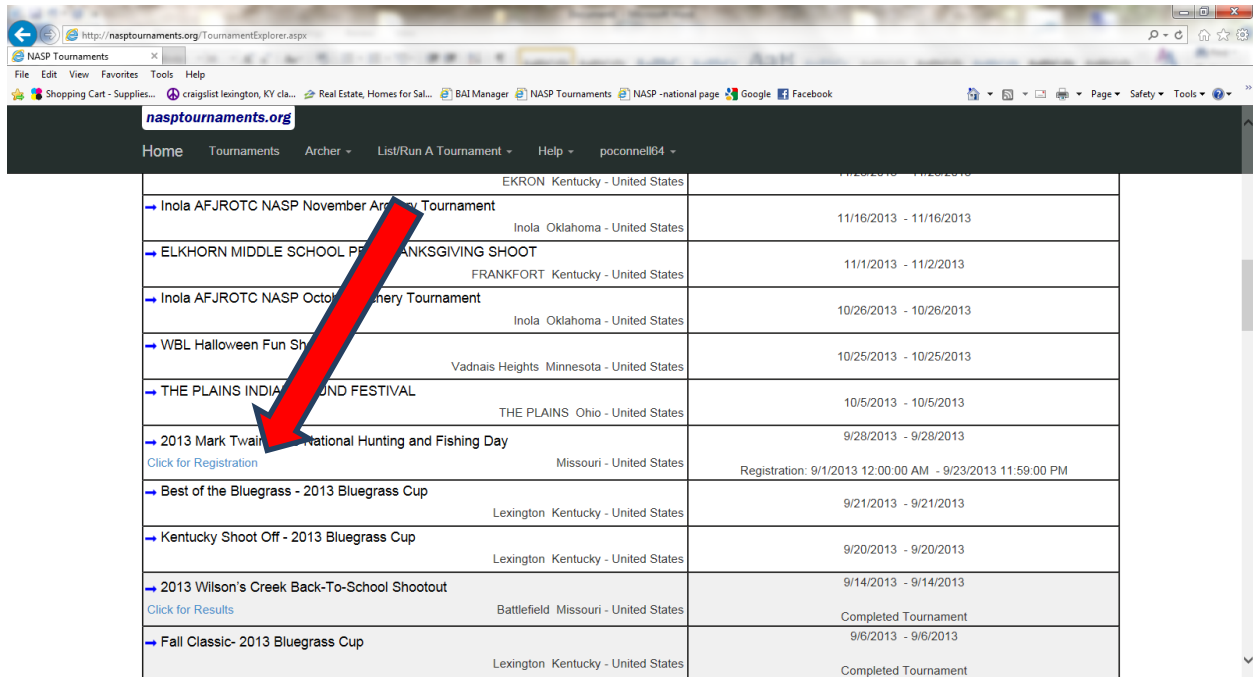
- Once you have signed in, you will be returned to the main menu. On the main menu, select the “tournament explorer” option.



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

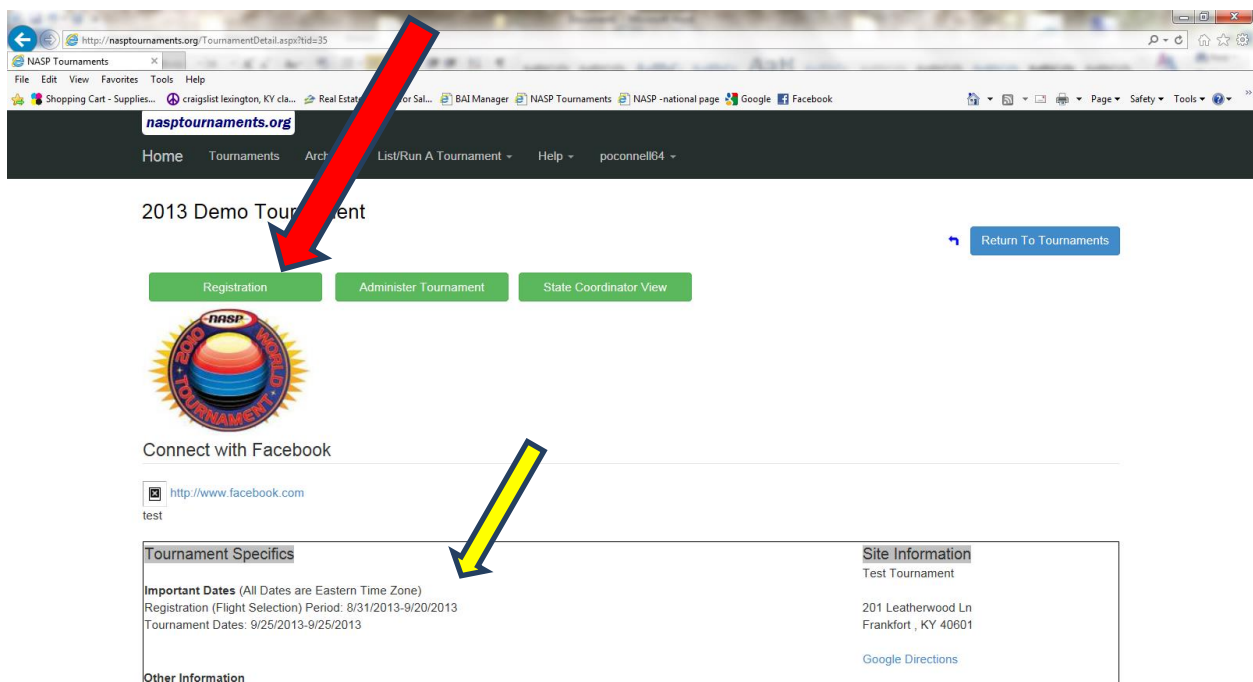


6. Once you find the tournament you want to register for, select the “click for registration” link



EKRON Kentucky - United States		11/16/2013 - 11/16/2013
→ Inola AFJROTC NASP November Army Tournament	Inola Oklahoma - United States	11/16/2013 - 11/16/2013
→ ELKHORN MIDDLE SCHOOL PROTHANKSGIVING SHOOT	FRANKFORT Kentucky - United States	11/1/2013 - 11/2/2013
→ Inola AFJROTC NASP October Army Tournament	Inola Oklahoma - United States	10/26/2013 - 10/26/2013
→ WBL Halloween Fun Shoot	Vadnais Heights Minnesota - United States	10/25/2013 - 10/25/2013
→ THE PLAINS INDIAN GROUND 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
Click for Registration		Registration: 9/1/2013 12:00:00 AM - 9/23/2013 11:59:00 PM
→ 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
Click for Results		Completed Tournament
→ Fall Classic- 2013 Bluegrass Cup	Lexington Kentucky - United States	9/6/2013 - 9/6/2013
		Completed Tournament


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

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

Site Information

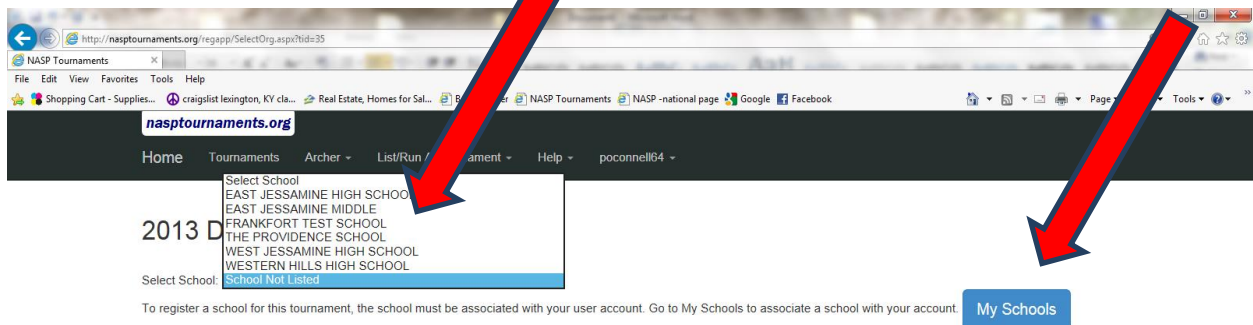
Test Tournament

201 Leatherwood Ln
Frankfort, KY 40601

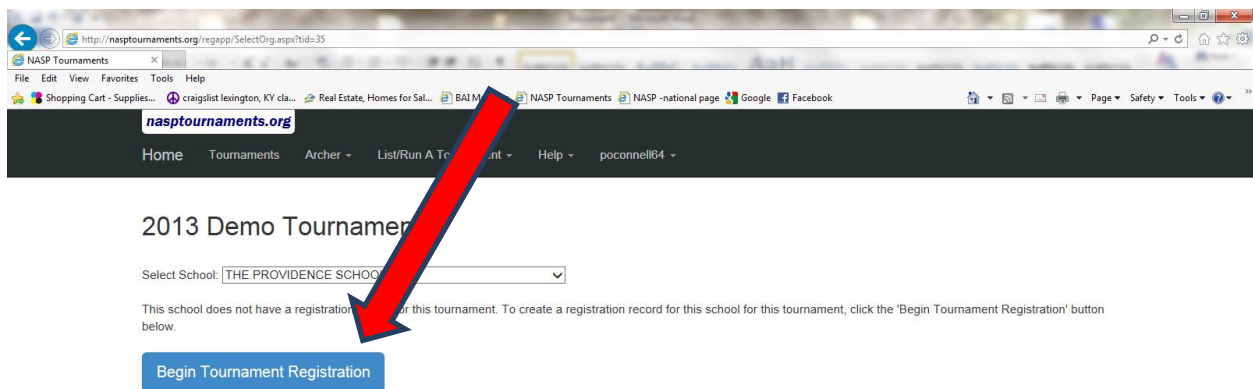
[Google Directions](#)

Other Information

8. 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.



9. 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

The screenshot shows the NASP Tournaments website interface. The header includes the site name and navigation links. The main content area is titled '2013 Demo Tournament' and 'THE PROVIDENCE SCHOOL'. It displays the number of archers registered (0) and the current registration balance (\$0.00). A sidebar on the left contains buttons for 'Group Configuration', 'Coach Info', 'Roster', 'Reserve Flights', 'Assign Flights', and 'Payments / Invoices'. The main section is titled 'Team Grouping Configuration' and contains instructions for archer grouping. A red arrow points to the 'Add a grouping' button at the bottom of the configuration section.

nasptournaments.org

Home Tournaments Archer List/Run A Tournament Help poconnell64

2013 Demo Tournament

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

THE PROVIDENCE 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.
Notice: Registration closes on 9/20/2013 12:00:00 AM.

Group Configuration

Coach Info

Roster

Reserve Flights

Assign Flights

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

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.

The screenshot shows the same NASP Tournaments website interface as the previous one, but with the 'Available Group Options' section expanded. This section contains four checkboxes: 'ELEMENTARY DIVISION', 'MIDDLE DIVISION', 'HIGH SCHOOL DIVISION', and 'INDIVIDUAL ARCHERS - NOT A TEAM'. A red arrow points to the 'Submit' button at the bottom of the page.

nasptournaments.org

Home Tournaments Archer List/Run A Tournament Help poconnell64

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

☐ ELEMENTARY DIVISION
☐ MIDDLE DIVISION
☐ HIGH SCHOOL DIVISION
☐ INDIVIDUAL ARCHERS - NOT A TEAM

Submit Cancel

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

The screenshot shows the NASP Tournaments website at the URL <http://nasptournaments.org/regapp/VTTeamSelection.aspx?geid=9351>. The left sidebar contains a menu with the following items: Group Configuration, Coach Info (highlighted with a red arrow), Roster, Reserve Flights, Assign Flights, and Payments / Invoices. The main content area is titled 'Team Grouping Configuration' and includes the following text: '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.' Below this, it states 'A team group can be:' and lists three options: 'A "Team" of 12 to 24 Elementary Division', '12 to 24 Middle School Division', and '12 to 24 High School Division'. There is also a section for 'Individuals'. At the bottom, there is a table for 'Your current group configuration:' with columns for 'TEAM DIVISION' and 'TEAM GROUP'. The table contains one row: 'Delete HIGH SCHOOL DIVISION HIGH Team #1'. Below the table are two buttons: 'Add a grouping' and 'Return to Roster'. On the right side of the page, there are three warning messages: 'You have 0 archers on your tournament roster.', 'You must enter at least one coach name with phone and email information. Click Coach Info.', and 'Notice: Registration closes on 9/20/2013 12:00:00 AM.'

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

The screenshot shows the NASP Tournaments website at the URL <http://nasptournaments.org/regapp/VTTeamCoaches.aspx?geid=9351>. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Coach Contact Information' and includes the following text: 'At least one coach with email and phone contact information must be listed for each school. This contact information will be used if we need to contact you 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 this text is a button labeled 'Add a Coach'. On the right side of the page, there are three warning messages: 'You have 0 archers on your tournament roster.', 'You must enter at least one coach name with phone and email information. Click Coach Info.', and 'Notice: Registration closes on 9/20/2013 12:00:00 AM.' At the top of the page, there is a section for '2013 Demo Tournament' with a table showing 'TEAM GROUPS', '# ARCHERS', '# MALE', '# FEMALE', 'QUALIFY AS TEAM', and 'FLIGHT POSITIONS'. The table has one row: 'HIGH Team #1', '0', '0', '0', 'NO', '0'. Below the table, it says 'Number of archers registered: 0' and 'Current registration balance: \$0.00'. On the right side of the page, there is a section for 'THE PROVIDENCE SCHOOL' with a 'Change' button. At the bottom of the page, it says 'nasptournaments.org © 2013'.

14. 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 screenshot shows the NASP Tournaments website interface. At the top, there's a navigation bar with links like Home, Tournaments, Archer, List/Run A Tournament, Help, and a user profile. Below this, the main heading is "2013 Demo Tournament" and "THE PROVIDENCE SCHOOL" with a "Change" button. A table shows team groups with columns for Archers, Male, Female, Qualify as Team, and Flight Positions. Below the table, it says "Number of archers registered: 0" and "Current registration balance: \$0.00". On the left, there's a sidebar with buttons: Group Configuration, Coach Info, Roster, Reserve Flights, Assign Flights, and Payments / Invoices. The main content area is titled "Coach Contact Information" and "Add/Edit Coach". It contains a form with checkboxes for "indicates required information", "Coach Name", "Phone", "Email", "Shirt Size", and "Team Group". A red arrow points to the "Add/Edit Coach" form.

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

Coach Contact Information

Add/Edit Coach

☒ indicates required information
☒ Coach Name
☒ Phone
☒ Email
☒ Shirt Size
☒ Team Group: HIGH SCHOOL DIVISION - HIGH Team #1

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

The screenshot shows the NASP Tournaments website interface. At the top, there's a navigation bar with links like Home, Tournaments, Archer, List/Run A Tournament, Help, and a user profile. Below this, the main heading is "2013 Demo Tournament" and "THE PROVIDENCE SCHOOL" with a "Change" button. A table shows team groups with columns for Archers, Male, Female, Qualify as Team, and Flight Positions. Below the table, it says "Number of archers registered: 0" and "Current registration balance: \$0.00". On the left, there's a sidebar with buttons: Group Configuration, Coach Info, Roster, Reserve Flights, Assign Flights, and Payments / Invoices. The main content area is titled "Coach Contact Information" and "At least one coach with email and phone contact information must be listed for each school. This contact information will be used if we need to contact you 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." A red arrow points to the "Roster" button in the sidebar.

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

Coach Contact Information

At least one coach with email and phone contact information must be listed for each school. This contact information will be used if we need to contact you 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.

COACH	PHONE	EMAIL	SHIRT SIZE	DIVISION	TEAM GROUP		
patrick oconnell	1231231234	patrick.oconnell@windstream.net	AXL	HIGH SCHOOL DIVISION	HIGH Team #1	Edit	Delete

nasptournaments.org © 2013

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

The screenshot shows the NASP Tournaments website interface. At the top, there's a navigation bar with links like Home, Tournaments, Archer, List/Run A Tournament, and Help. The main heading is "2013 Demo Tournament". Below it, there's a table with columns: TEAM GROUPS, ARCHERS, MALE, FEMALE, QUALITY AS TEAM, and FLIGHT POSITIONS. The table shows "HIGH Team #1" with 0 archers. To the right, it says "THE PROVIDENCE SCHOOL" with a "Change" button. A notification states: "You have 0 archers on your tournament roster. Notice: Registration closes on 9/20/2013 12:00:00 AM." On the left, there's a sidebar with buttons: Group Configuration, Coach Info, Roster, Reserve Flights, Assign Flights, and Payments / Invoices. In the center, there's a section titled "Tournament Participant" with a red "Edit Roster" button. Below this, it says "HIGH SCHOOL DIVISION - HIGH Team #1" and provides instructions on adding participants. A red arrow points to the "Edit Roster" button.

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

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

THE PROVIDENCE SCHOOL [Change](#)

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

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

Tournament Participant
[Edit Roster](#)

HIGH SCHOOL DIVISION - HIGH Team #1

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'

nasptournaments.org © 2013

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

The screenshot shows the NASP Tournaments website interface, specifically the "Edit Tournament Participant Roster" page. The navigation bar is the same. The main heading is "2013 Demo Tournament". Below it, there's a table with columns: TEAM GROUPS, ARCHERS, MALE, FEMALE, QUALITY AS TEAM, and FLIGHT POSITIONS. The table shows "HIGH Team #1" with 0 archers. To the right, it says "THE PROVIDENCE SCHOOL" with a "Change" button. A notification states: "You have 0 archers on your tournament roster. Notice: Registration closes on 9/20/2013 12:00:00 AM." On the left, there's a sidebar with buttons: Group Configuration, Coach Info, Roster, Reserve Flights, Assign Flights, and Payments / Invoices. In the center, there's a section titled "Edit Tournament Participant Roster" with a red "View Roster" button. Below this, there's a section titled "Instructions: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level." Below the instructions, it says "HIGH SCHOOL DIVISION - HIGH Team #1" and provides instructions on adding participants. A red arrow points to the "Add Participant" button.

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

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

THE PROVIDENCE SCHOOL [Change](#)

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

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

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.

HIGH SCHOOL DIVISION - HIGH Team #1

There are currently no tournament participants for this group for this division. To add a tournament participant, click the 'Add Participant' button.

[Add Participant](#)

nasptournaments.org © 2013

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.

The screenshot shows the NASP Tournaments website interface. The top navigation bar includes links for Home, Tournaments, Archer, List/Run A Tournament, Help, and a user profile (poconnell64). The main heading is "2013 Demo Tournament" with a sub-heading "THE PROVIDENCE SCHOOL" and a "Change" button. A table shows team statistics: TEAM GROUPS, ARCHERS, MALE, FEMALE, QUALIFY AS TEAM, and FLIGHT POSITIONS. Below this, it states "Number of archers registered: 0" and "Current registration balance: \$0.00". A sidebar on the left contains buttons for Group Configuration, Coach Info, Roster, Reserve Flights, Assign Flights, and Payments / Invoices. The main content area has a section "Add Participants To Roster" with a dropdown menu set to "HIGH SCHOOL DIVISION - HIGH Team #1". Below this, there are two options: "Option 1: Enter information for new participant." with a green "Enter New Participant Info" button, and "Option 2: Add a participant from history:". A red arrow points to the "Add As Participant" button in the first row of the "Participant History For This Login" table.

	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.

This screenshot is identical to the one above, showing the same website interface. A red arrow points to the green "Enter New Participant Info" button under "Option 1: Enter information for new participant."

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.**

Add New Participant
2013 Demo Tournament
HIGH Team #1

☒ Indicates required information
☒ First Name [Test]
☒ Last Name [Archer]
☒ Gender [Male] Female
☒ Grade [10]
☒ Shirt Size [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 older, 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 and school on the internet with the tournament results.

nasptournaments.org © 2013

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.

2013 Demo Tournament **THE PROVIDENCE SCHOOL**

TEAM GROUPS	ARCHERS	MALE	FEMALE	QUALIFY	FLIGHT POSITIONS
HIGH Team #1	1	1	0		0

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

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 - HIGH Team #1

NAME	GENDER	GRADE	DIVISION TEAM	FLIGHT	
ARCHER, TEST	M	10	HIGH Team #1		Edit Participant Remove Participant

nasptournaments.org © 2013

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.

The screenshot shows the NASP Tournaments website for the 2013 Demo Tournament. The page title is "THE PROVIDENCE SCHOOL". The "Reserve Flights" section for "HIGH SCHOOL DIVISION - HIGH Team #1" is active. A red arrow points to the "Select Flights for Team Group" button. The page also displays a table of team groups and a sidebar with navigation links.

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

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).

The screenshot shows the flight selection page for the 2013 Demo Tournament. A red arrow points to the "Save Flight Selections" button. Another red arrow points to the "Change To" column in the flight selection table. The page also displays a table of team groups and a sidebar with navigation links.

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 NASP Tournaments website interface. At the top, there's a navigation bar with links like Home, Tournaments, Archer, List/Run A Tournament, Help, and poconnell64. The main heading is "2013 Demo Tournament" with a sub-heading "THE PROVIDENCE SCHOOL" and a "Change" button. Below this, there's a table for "TEAM GROUPS" with columns for ARCHERS, MALE, FEMALE, QUALITY AS TEAM, and FLIGHT POSITIONS. The table shows "HIGH Team #1" with 1 archer, 1 male, 0 females, and 1 flight position. Below the table, it says "Number of archers registered: 1" and "Current registration balance: \$1.00". There are several warning messages: "This group has a registration amount outstanding. Please go to the Payments / Invoices screen to arrange for payment." and "Notice: Registration closes on 9/20/2013 12:00:00 AM." On the left, there's a sidebar with buttons: Group Configuration, Coach Info, Roster, Reserve Flights (highlighted), Assign Flights, and Payments / Invoices. The main content area is titled "Reserve Flights" and shows "HIGH SCHOOL DIVISION - HIGH Team #1". It says "Archers on this team group: 1" and "Confirmed Flights for: HIGH SCHOOL DIVISION - HIGH Team #1". There's a table with columns: Flight, Date, Time, Reserved Positions, and Positions Assigned To Archers. The table shows "Wed Flight 1:00 PM" on "10/6/2010" at "01:00 PM" with 1 reserved position and 1 position assigned to archers. Below the table is a "Change Flights for Team Group" button. At the bottom, it says "nasptournaments.org © 2013".

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

The screenshot shows the same NASP Tournaments website interface as before, but with an error message displayed. The error message is a white box with a red border and a red arrow pointing to it from the right. The message says "Error Saving Flights" and "ERROR: Not enough flight positions selected for team". Below the error message, there are two buttons: "Save Flight Selections" and "Cancel". The "Reserve Flights" section is still visible, showing the same team and flight information as before.

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.

The screenshot shows the NASP Tournaments website interface. The top navigation bar includes links for Home, Tournaments, Archer, List/Run A Tournament, Help, and a user profile (poconnell64). The main heading is "2013 Demo Tournament" for "THE PROVIDENCE SCHOOL". Below this, there's a table for "TEAM GROUPS" and "ARCHERS" with columns for # ARCHERS, # MALE, # FEMALE, QUALIFY AS TEAM, and POSITIONS. The table shows 1 archer registered for the HIGH SCHOOL DIVISION - HIGH Team #1. A red arrow points to the "Assign Flights" button in the left sidebar. The main content area shows "Confirmed Flights for: HIGH SCHOOL DIVISION - HIGH Team #1" with a table listing flight details.

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

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.

The screenshot shows the NASP Tournaments website interface, specifically the "Assign Flights To Archers" screen. The top navigation bar is the same as the previous screenshot. The main heading is "2013 Demo Tournament" for "THE PROVIDENCE SCHOOL". Below this, there's a table for "TEAM GROUPS" and "ARCHERS". The table shows 1 archer registered for the HIGH SCHOOL DIVISION - HIGH Team #1. A red arrow points to the "Assign Flights To Archers" button in the left sidebar. The main content area shows "Assign Flights To Archers" for "HIGH SCHOOL DIVISION - HIGH Team #1". It includes a table for flight details and a section for "Archer Flight Assignment" with a dropdown menu for selecting a flight. A red arrow points to the "Save Assignments" button.

ARCHER	GRADE	FLIGHT
ARCHER_TEST10	10	Wed Flight 1:00 PM

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.

The screenshot shows the NASP Tournaments website interface. The top navigation bar includes links for Home, Tournaments, Archer, List/Run A Tournament, Help, and a user profile. The main heading is "2013 Demo Tournament" for "THE PROVIDENCE SCHOOL". Below this, a table shows team registration details: 1 archer registered, current balance \$1.00. A red arrow points to the "Payments / Invoices" button in the left sidebar. The main content area shows "Flights To Archers" with a table of flight assignments. A note indicates that the number of reserved positions does not match the number of participants, and a "Save Assignments" button is visible.

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

Payments / Invoices

Flights To Archers

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

Archer Flight Assignment

ARCHER	GRADE	FLIGHT
ARCHER, TEST	10	Wed Flight 1:00 PM

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

The screenshot shows the "Payments / Invoices Screen" on the NASP Tournaments website. The left sidebar contains buttons for Group Configuration, Coach Info, Roster, Reserve Flights, Assign Flights, and Payments / Invoices. The main content area displays a table with payment details: Total For Group (\$1.00), Mail-In Invoices Pending (\$0.00), Invoices Due On-Site (\$0.00), Completed Payments (\$0.00), and Amount Outstanding (\$1.00). Below the table, there are options for "Payment/Invoice Options" (Pay By, Printable Invoice) and "Payment/Invoice Amount" (Create Payment/Invoice for \$1.00, Create Payment/Invoice for amount: \$). A red arrow points to the "Continue" button at the bottom.

Payments / Invoices Screen

Total For Group	\$1.00
Mail-In Invoices Pending	\$0.00
Invoices Due On-Site	\$0.00
Completed Payments	\$0.00
Amount Outstanding	\$1.00

Payment/Invoice Options

☒ Pay By (Printable Invoice)

Payment/Invoice Amount

☒ Create Payment/Invoice for \$1.00

☐ Create Payment/Invoice for amount: \$ (xxx.xx)
(Note: Amount can't exceed current balance due)

Continue

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

Firefox - Untitled Page
nasptournaments.org/regapp/VTPaymentReview.aspx?trandid=313941478&geid=9351

Review This Payment

This payment/invoice is for
Tournament 2013 Demo Tournament
Group THE PROVIDENCE SCHOOL

Created by: Patrick O'Connell

Amount: \$1.00

Method of Payment: Pay By Mail - Invoice

Payment Agreement

☒ By clicking this payment invoice, I am agreeing to be responsible for the payment.

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

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

Firefox - NASPTOURNAMENTS.ORG
nasptournaments.org/regapp/VTInvoice.aspx?trandid=313941478&geid=9351

2013 Demo Tournament
THE PROVIDENCE SCHOOL

[Print This Page](#)

[Back To Tournament](#)

Invoice

2013 Demo Tournament
THE PROVIDENCE SCHOOL
Kentucky, United States

Invoice #: 313941478
Invoice Date: 9/17/2013 11:00:08 AM
Created By: Patrick O'Connell
Amount Due: \$1.00
Due Date: 1/31/2013

Make checks payable to NASP.

Send this invoice and payment to:
Jane Doe
123 Somewhere Rd
Frankfort, KY 40601

Contact Information:
Phone:
Email: chipq@live.com

Printed from nasptournaments.org

30. That should complete your registration