

## HOW TO SANCTION / REGISTER

### Online Sanctioning Instructions for Teams

1. Go to [www.PlayNSA.com](http://www.PlayNSA.com) website to fill out application. Click on Coaches at the top or in the upper right hand corner click – NSA Team Sanction under the Interact with NSA tab.
2. If you click on Coaches at the top, you will need to click Team Sanction.
3. Now you can choose from two different Option's 1 or 2
  - **Option 1 – Click here to access the registration form** – this is for new teams or teams that don't have their information from last year to do option 2 - renewal.
  - **Option 2 - Renewal option** – this is where you use your last year sanction number and email address you signed your team up with to register for this season. If you do this option, you will be asked to update your information and your last year roster will appear where you can pull over the players you are keeping so you will not need to add their information to this year's roster.
4. If you choose **Option 1** – you will go to the PlayNSA Sanction Form
  - Click Adult or Youth
  - Choose your – division of play, program, class and age if you are a youth team
  - Go to Team Name – type in team name (ex: Falcons 98)
  - Fill in all blanks – under select your director – choose your state and then your options of directors taking sanctions in your state or area will pop up for you choose from
  - Secondary Contact – optional if you have another person you want to receive the information as well. (Lost passwords will not be sent to this email address – only primary email)
  - Type in Password
  - Confirm Password
  - Optional Comments – this is where you can ask questions or put information about your team.
  - Click Submit Application
  - Page will pop up showing you were to send your payment or provide instructions if you want to pay by credit card.
  - If you are submitting more than one team from a league or club, you can hit the **BACK** button and change team names and any other information and then set your password again (yes it can be the same as before) and submit. This will save time rather than entering all the information over every time.

5. If you choose **Option 2** – you will need last year’s sanction number and the email address you signed the team up under

- You will see the following information:
  - Team Name
  - OLD Sanction #
  - Coach
  - Director/Region
- If all that is correct, you will click the Continue button. (You will be able to make corrections if needed)
- You will come to the **RENEWAL FORM – IT WILL HAVE YOUR TEAM NAME LISTED**
  - **Update the Team Registration data – if changes**
  - **Update the Team Coach / Team – if changes**
  - **Update the Director Selection – if changes**
  - **Account Password & Comments – must set and can be same as last year if you want**
  - **Previous Year Player Import – check each player you WANT on your roster this year. If you do not know or they are no longer with team, DO NOT CHECK them.**
  - **Click Submit Application**
  - **Page will pop up showing you were to send your payment or provide instructions if you want to pay by credit card.**

6. Once you have completed sanctioning your team (s) and mailed your payment or paid by credit card, you should watch your email for your new sanction number.

7. Once you receive your sanction number, go to [www.PlayNSA.com](http://www.PlayNSA.com)

- Click Coaches at the top
- Click Team Login
- Enter your new sanction number and password
- This will take you to your Team Page and it should say, **“Welcome (your team name)”**
- You will find on this page:
  - Blog to the right (information from NSA)
  - Team Roster (click to build your roster)
  - Change Password
  - Go to Tournament List
  - Log Out
- Team Roster
  - Read Wavier and then you must click – I, THE UNDERSIGNED HAVE READ AND UNDERSTAND THE FOLLOWING RELEASE - before you submit your roster

- Click Add Player – this is where you will need each players name, address, dob and drivers license number if adult team
- Continue this process until you have all players on your roster
- **ONLY ADD PLAYERS YOU KNOW ARE PLAYING FOR YOUR TEAM**
- **ONCE A ROSTER SPOT HAS BEEN USED YOU CAN NO LONGER USE IT FOR SOMEONE ELSE**
- Enter your insurance carrier and policy number if you are youth
- Adult teams, only need to enter this if they have TEAM insurance
- If no insurance - click No Insurance (adult teams ONLY)
- ALL YOUTH TEAMS MUST HAVE INSURANCE
- When all information is verified and complete
- Click Submit Roster
- Once you submit roster, go to top of roster
- Click here for Print Friendly Version
- Have all players and guardians sign
- Make multiple copies of your signed roster and insurance certificate as you will need to turn these in at ever tournament you play

NOTE –

- Players can never be deleted only released by state directors
- Releasing players will not get roster spots back
- Coaches can always go back in and add up to 25 players on their roster