

How to Create Youth TEAM MEMBERSHIP - NSA - Written Instructions:

(Updated 10-9-18 KH)

Please review the short 3 minute **VIDEO - How to Create YOUTH TEAM MEMBERSHIP - NSA**
Video is available at **PlayNSA.com** under **INFO** and then **HOW TO Videos**, or
review the written instructions below.



You will need your current season NSA Team Membership number to:

- a. Purchase NSA/Westpoint Team Insurance
 - b. Enter NSA Tournaments Online
 - c. Enter your NSA Roster Online
1. Go to www.PlayNSA.com
 2. **Click on LOGIN** toward the **Upper Right Corner**
 3. Have a USER ACCOUNT? **Enter your USER ID & PASSWORD**
Do NOT have a USER ACCOUNT? Click on **Register as a NEW USER** on the left of LOGIN
(See the short **VIDEO - How to Create NEW User Account - NSA**)
 4. Click **LOGIN** below the USER ID and PASSWORD fields.
 5. Click **Return to User Home Button**
 6. Click **Team Membership**
 7. **Drop Down** - Select **Youth**
 8. **Complete the Form**
Select Season - Enter Team Name - Division - Program - Class - Age
 9. **Enter Secondary Contact Information - HIGHLY RECOMMEND using secondary contact**
Secondary Contact name - Phone Number - Email Address
 10. Use the **Drop Down for STATE**
 11. Use the **Drop Down for DIRECTOR** - **Please make sure of which Director you select!**
 12. **Read the Waiver and Check Box that indicates you have acknowledged the Waiver.**
 13. Click **Submit Application**
 14. Click **OK**
 15. PAYMENT information will come up on the screen.
 16. AFTER reviewing the payment options, click on **Return to User Home**, blue button to the left
 17. Click on **TEAM MANAGER ACTIONS**, Black Button
 18. Under your **TEAM MANAGER ACTIONS**, you will see your **team name listed toward the left**. After payment is received and your Team Membership Number is assigned, your membership number will show WITH your TEAM NAME here. You will also be emailed your Team Membership Number.