

## HELP FOR TEAMS SANCTIONING FOR 2019

**For Teams that sanctioned their team PRIOR to January 1, 2018, please follow these steps to sanction your team for the 2019 season:**

- 1 -- Go to [www.PlayNSA.com](http://www.PlayNSA.com) and click on the LOGIN button
- 2 -- Click REGISTER AS A NEW USER and complete this information for the person who will be listed as the Coach of the team. Please note when creating the User ID that we request you do not use a Sanction # in this area -- we recommend either your name, email address or an id you use for other accounts that will be easy for you to remember.
- 3 -- After clicking SUBMIT (or REGISTER) at the bottom of the page, you will select TEAM MEMBERSHIP from the dropdown box on the next page and this is where you will put in your Team's information.
- 4 -- After clicking SUBMIT (or REGISTER) at the bottom of the page, the next screen will be the Payment Information for your director.
- 5 -- After making payment or arrangement for payment, your Director will approve your 2019 sanction and assign you a sanction number.
- 6 -- To access the team information -- to enter the roster -- to enter tournaments, you will go back to the LOGIN button and put in the User ID and Password you created in step 2 above. Inside this account you will have a TEAM MANAGER ACTIONS button (black in color) -- please click on this and above the words NEWS AND UPDATES will be a box that says MAKE THIS MY HOMEPAGE DEFAULT -- click on that so that everytime you log into your account you will be taken directly to this page.

**For Teams that sanctioned their team AFTER January 1, 2018, please follow these steps to sanction your team for the 2019 season:**

- 1 -- Go to [www.PlayNSA.com](http://www.PlayNSA.com) and click on the LOGIN button
- 2 -- Enter the User ID and Password that you created for your 2018 team.
- 3 -- Go to the TEAM MANAGER ACTIONS (black in color) tab and click on SANCTION OR RENEW A TEAM
- 4 -- Choose TEAM RENEWAL
- 5 -- The next screen will be the Team Information page and you will need to select 2018-2019 as the SEASON and then change any pre-loaded information then click SUBMIT (or REGISTER).
- 6 -- After clicking SUBMIT (or REGISTER) at the bottom of the page, the next screen will be the Payment Information for your director.
- 7 -- After making payment or arrangement for payment, your Director will approve your 2019 sanction and assign you a sanction number.
- 8 -- To access the team information -- to enter the roster -- to enter tournaments, you will go back to the LOGIN button and put in your User ID and Password. Inside this account you will have a TEAM MANAGER ACTIONS button (black in color) -- please click on this and above the words NEWS AND UPDATES will be a box that says MAKE THIS MY HOMEPAGE DEFAULT -- click on that so that every time you log into your account you will be taken directly to this page.