**New school wanting to start the program and needing a check list:**

* Review Overall NASP rules: ie governing Body rules
* Review IA 2017-18 League Rules
* Review IA 2017-18 State Rules
* From the rules you will notice we require:
  + A Principal Letter we require this from each school to ensure they are teaching NASP during school and not just an afterschool program
    - This document is needed each year
    - A Sample document is attached
  + NASP participant consent and waiver- used to help collect your archers/ information.
    - This is to help schools collect the information as the information is needed to register youth online for your school.
    - Need for the youth :name, gender, grade, shirt, DOB, last 4 of SSN
    - Need for the Parent: Name, Address, email address
    - The information collected for both student and parent will stay in the system each year and the grade gets updated.
  + Volunteer hours
    - Form is attached and also found online
    - Only need instructional hours ie practice. Not competition hours
      * We don’t need miles traveled but many use this for their taxes.
* Register your students and add parent information into the online database.
  + Nasptournaments.org
  + Follow steps to create an account (username and password)
  + Click School, School Manager
    - Search for your school by the name your schools registers with the Department of Education.
      * All Iowa schools are in the system, there is no need to create a new school.
* Click Select
* If you click on Archers you can add archers information
* The system does have tutorials <http://nasptournaments.org/tutorials.aspx>
  + ie Adding and Managing Archers for a school
  + How to register for a NASP LAND BASE TOURNAMENT- if you want your scores to count for state we use LAND BASE and not virtual.
  + How to register Teams
  + How to move an archer to a different team or individual group within a school registration
* If you are interested in hosting a tournament we put together a helpful hint document.
  + Things to consider when hosting a tournament
    - There is a tutorial on how to run a tournament with the NASP Pro Software.