**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.