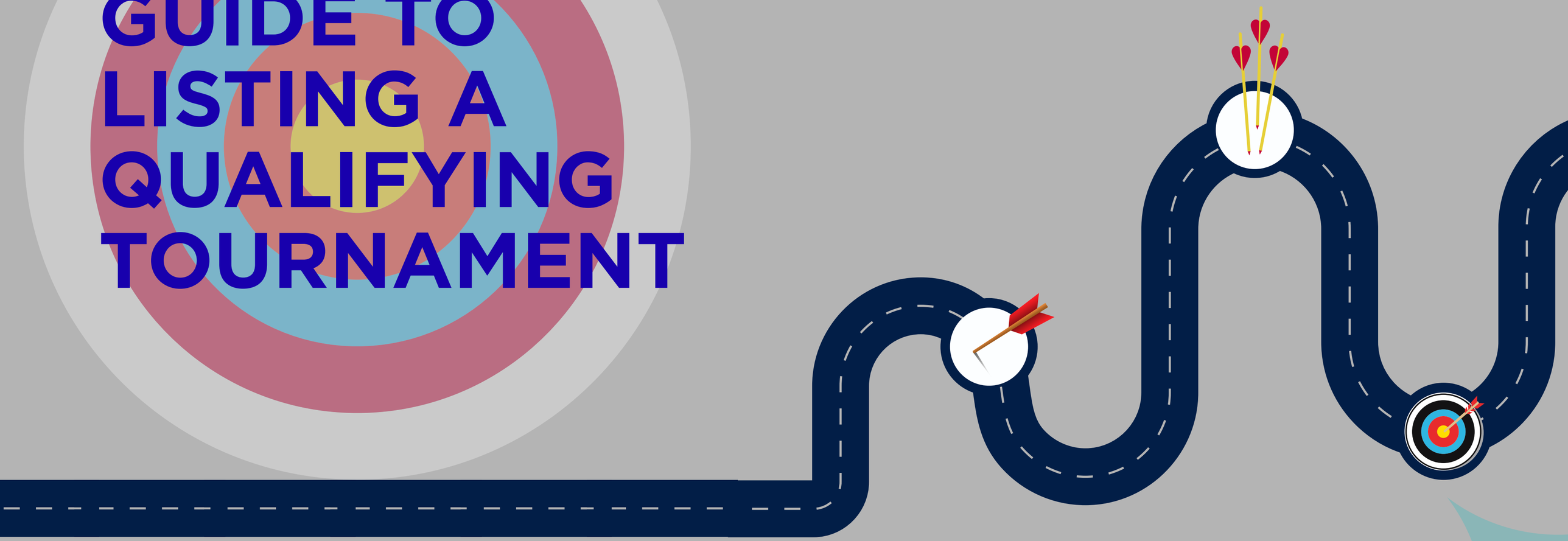
GUIDE TO LISTING A QUALIFYING TOURNAMENT

2027



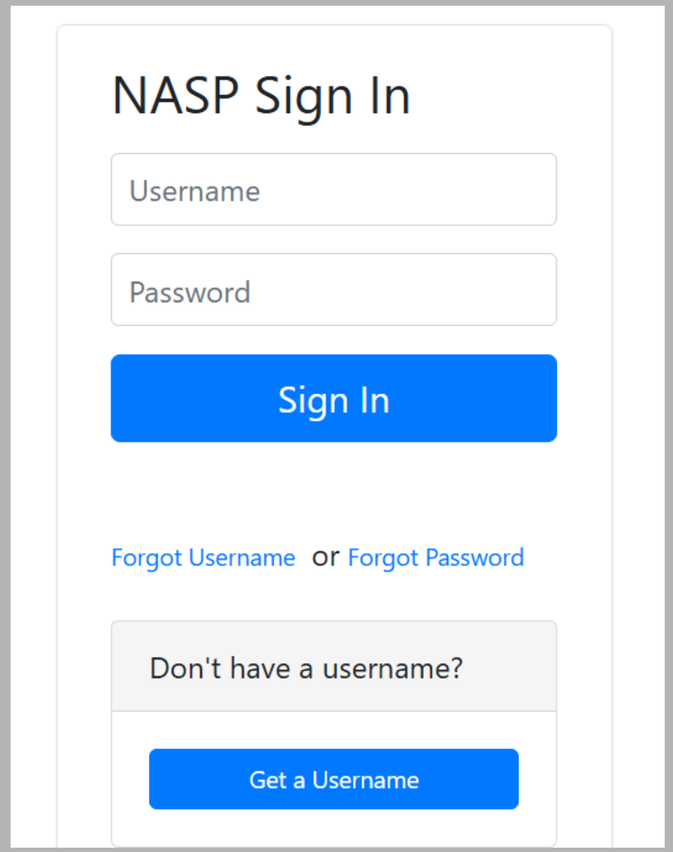
NASPtournaments.org

Travis.Glick@tpwd.texas.gov

LOG IN TO NASPTOURNAMENTS.ORG

STEP 1

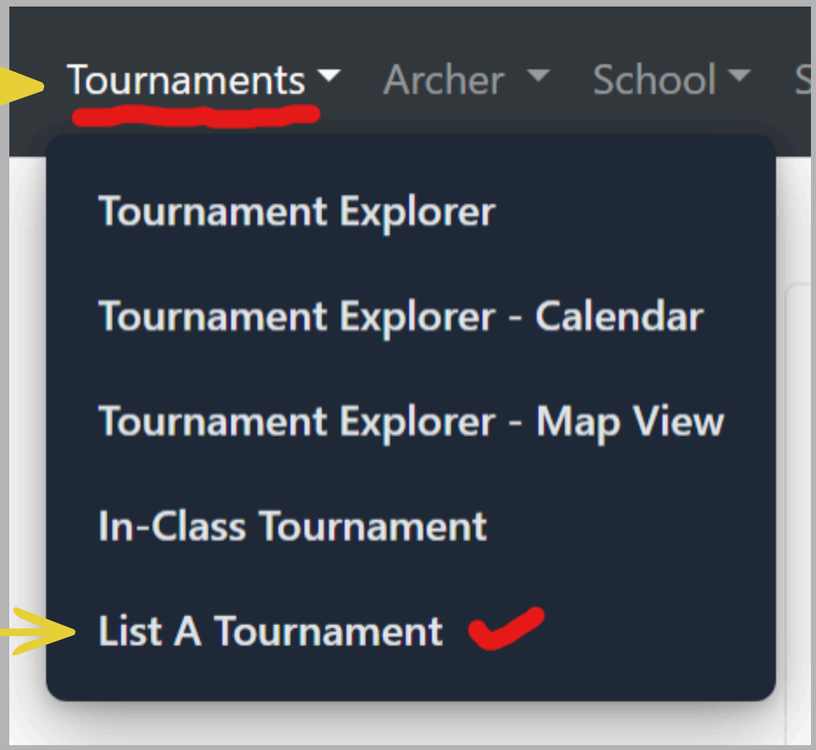
Use your BAI log in information



TOP OF THE PAGE YOU WILL FIND THE NASP DASHBOARD

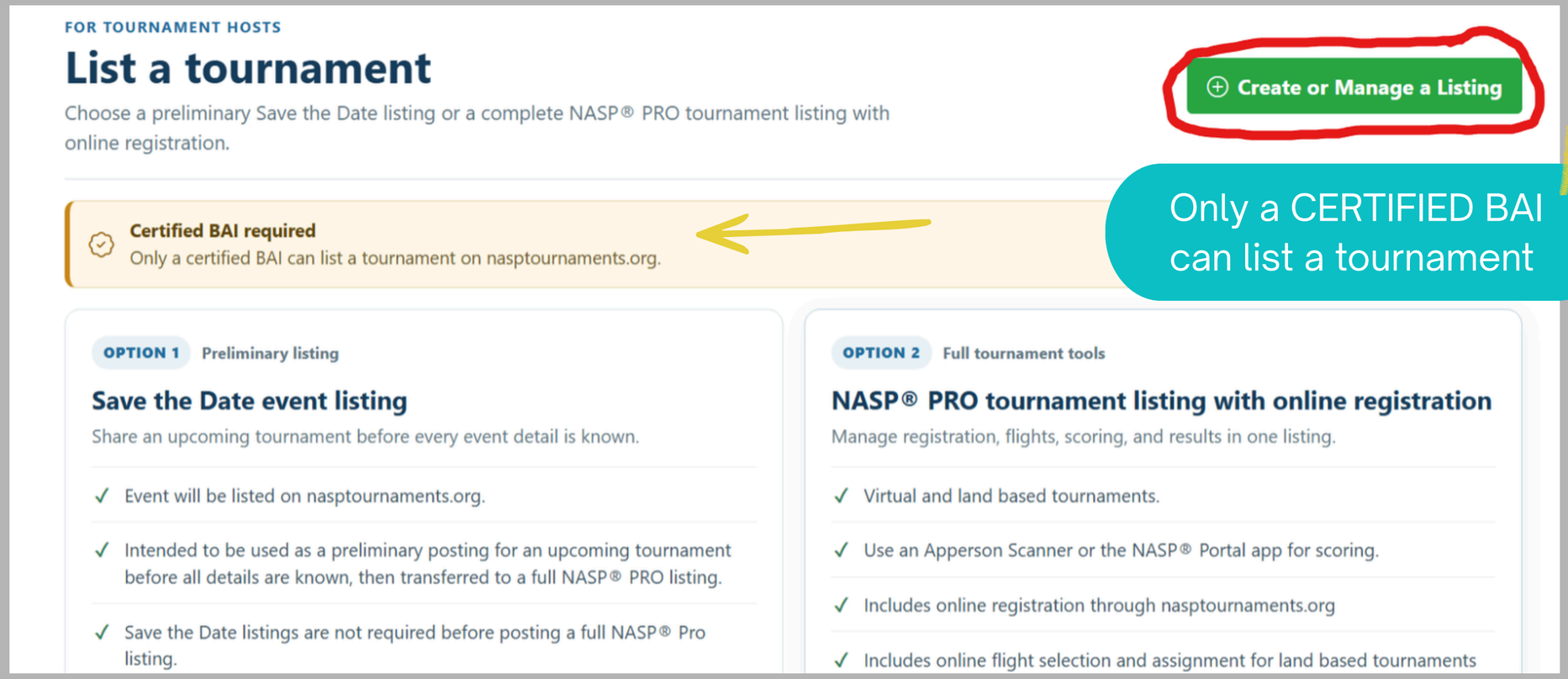
Click drop down list for Tournaments and select “List a Tournament”

STEP 2



STEP 3

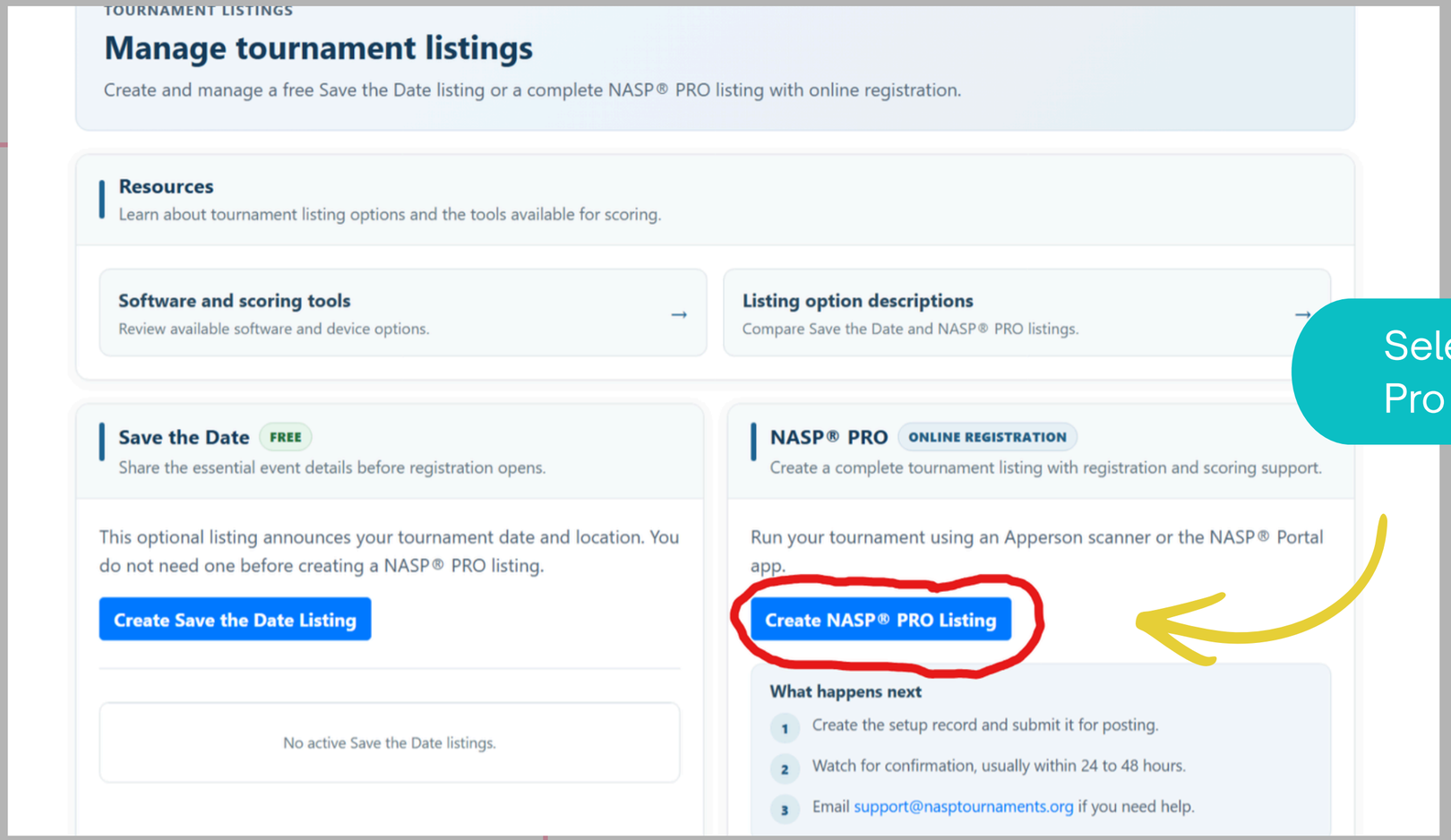
Select Create or Manage a Listing



STEP 4

NASP PRO

To create a complete tournament listing with online registration

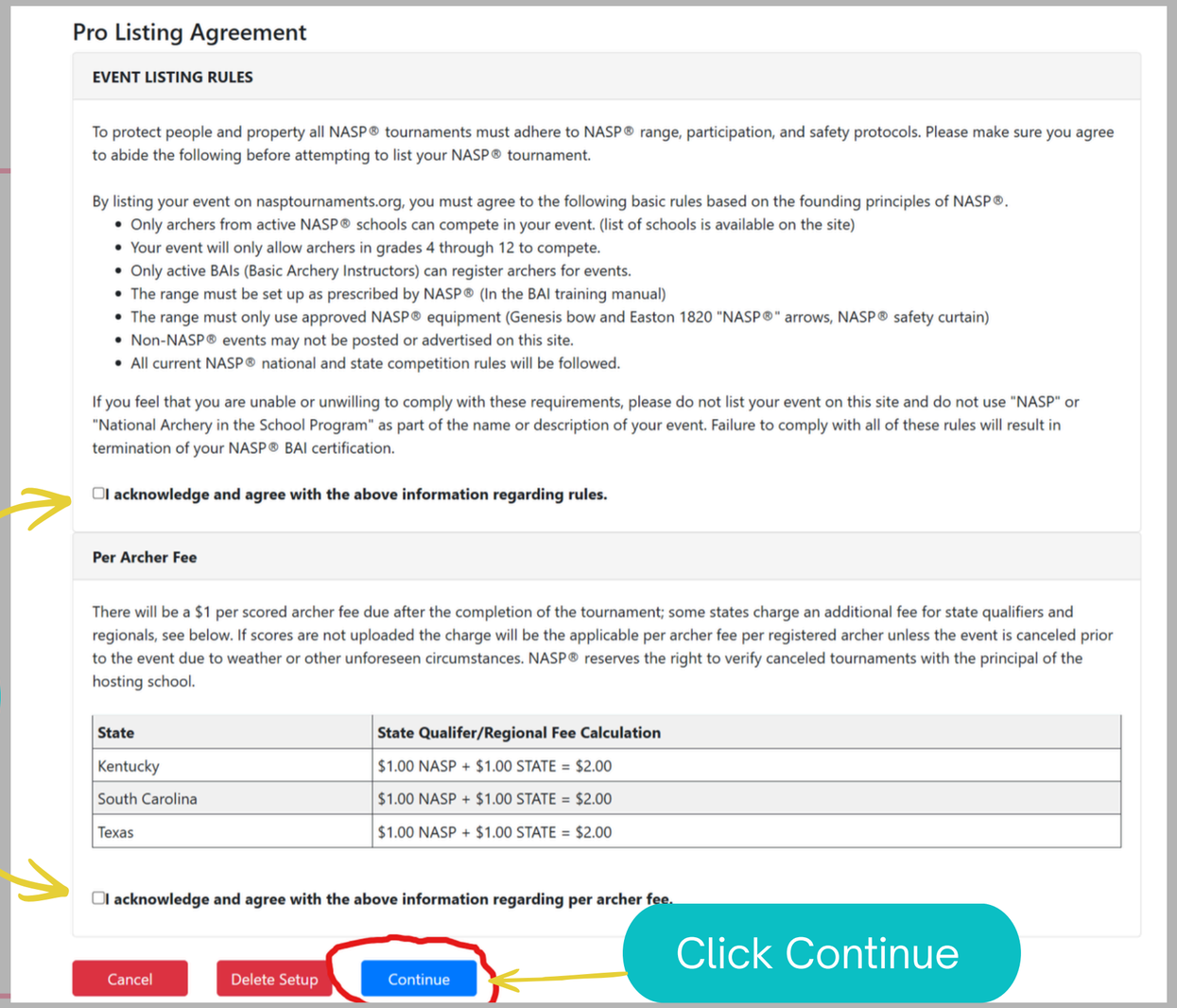


Select Create a NASP Pro Listing

STEP 5

NASP PRO

To create a complete tournament listing with online registration



Pro Listing Agreement

EVENT LISTING RULES

To protect people and property all NASP® tournaments must adhere to NASP® range, participation, and safety protocols. Please make sure you agree to abide the following before attempting to list your NASP® tournament.

By listing your event on nasptournaments.org, you must agree to the following basic rules based on the founding principles of NASP®.

- Only archers from active NASP® schools can compete in your event. (list of schools is available on the site)
- Your event will only allow archers in grades 4 through 12 to compete.
- Only active BAIs (Basic Archery Instructors) can register archers for events.
- The range must be set up as prescribed by NASP® (In the BAI training manual)
- The range must only use approved NASP® equipment (Genesis bow and Easton 1820 "NASP®" arrows, NASP® safety curtain)
- Non-NASP® events may not be posted or advertised on this site.
- All current NASP® national and state competition rules will be followed.

If you feel that you are unable or unwilling to comply with these requirements, please do not list your event on this site and do not use "NASP" or "National Archery in the School Program" as part of the name or description of your event. Failure to comply with all of these rules will result in termination of your NASP® BAI certification.

☐ **I acknowledge and agree with the above information regarding rules.**

Per Archer Fee

There will be a $1 per scored archer fee due after the completion of the tournament; some states charge an additional fee for state qualifiers and regionals, see below. If scores are not uploaded the charge will be the applicable per archer fee per registered archer unless the event is canceled prior to the event due to weather or other unforeseen circumstances. NASP® reserves the right to verify canceled tournaments with the principal of the hosting school.

State	State Qualifer/Regional Fee Calculation
Kentucky	$1.00 NASP + $1.00 STATE = $2.00
South Carolina	$1.00 NASP + $1.00 STATE = $2.00
Texas	$1.00 NASP + $1.00 STATE = $2.00

☐ **I acknowledge and agree with the above information regarding per archer fee.**

Cancel | Delete Setup | Continue

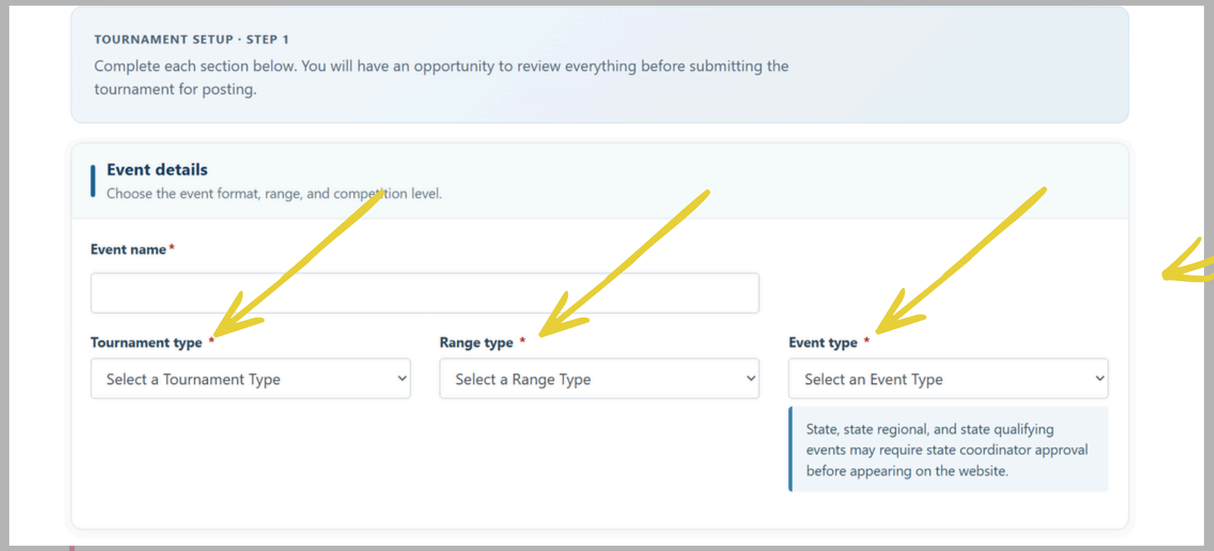
Click the “acknowledge” buttons

Click Continue

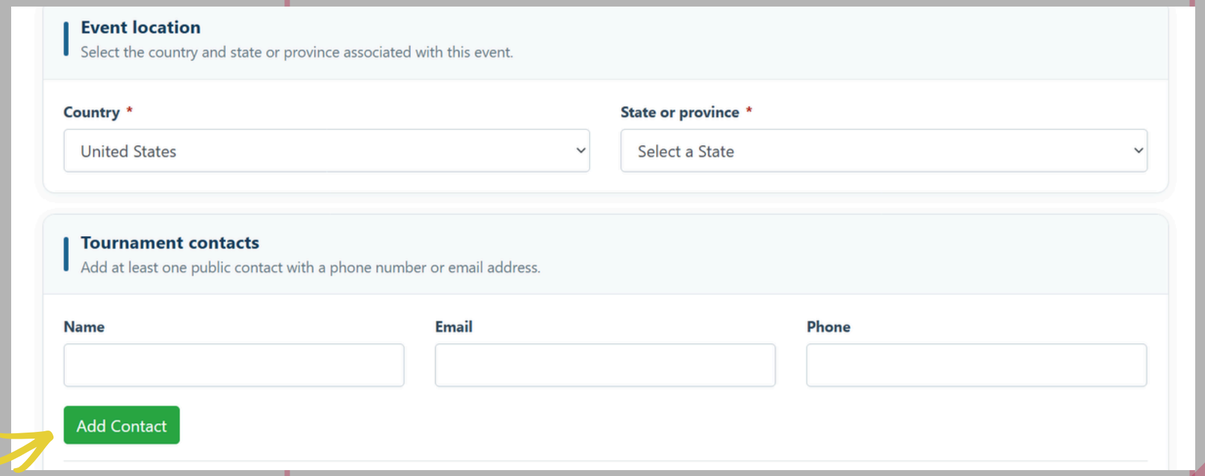
STEP 6

TOURNAMENT SET UP

Complete each section below. You will have time to review before submitting.



All sections required to be filled in.

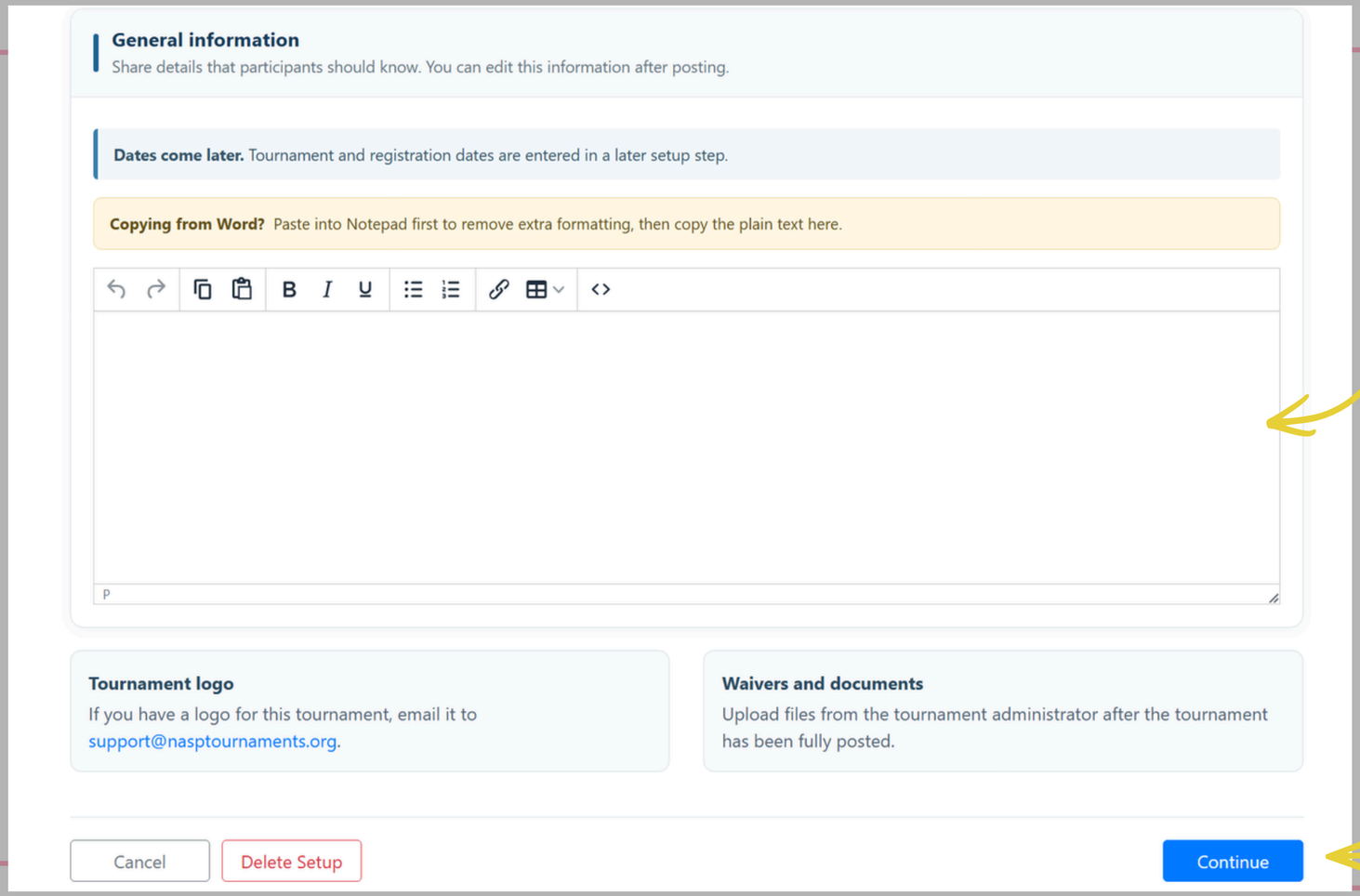


Add at least one public contact number and email; add as many contacts as necessary

STEP 6

TOURNAMENT SET UP CONT...

General Information

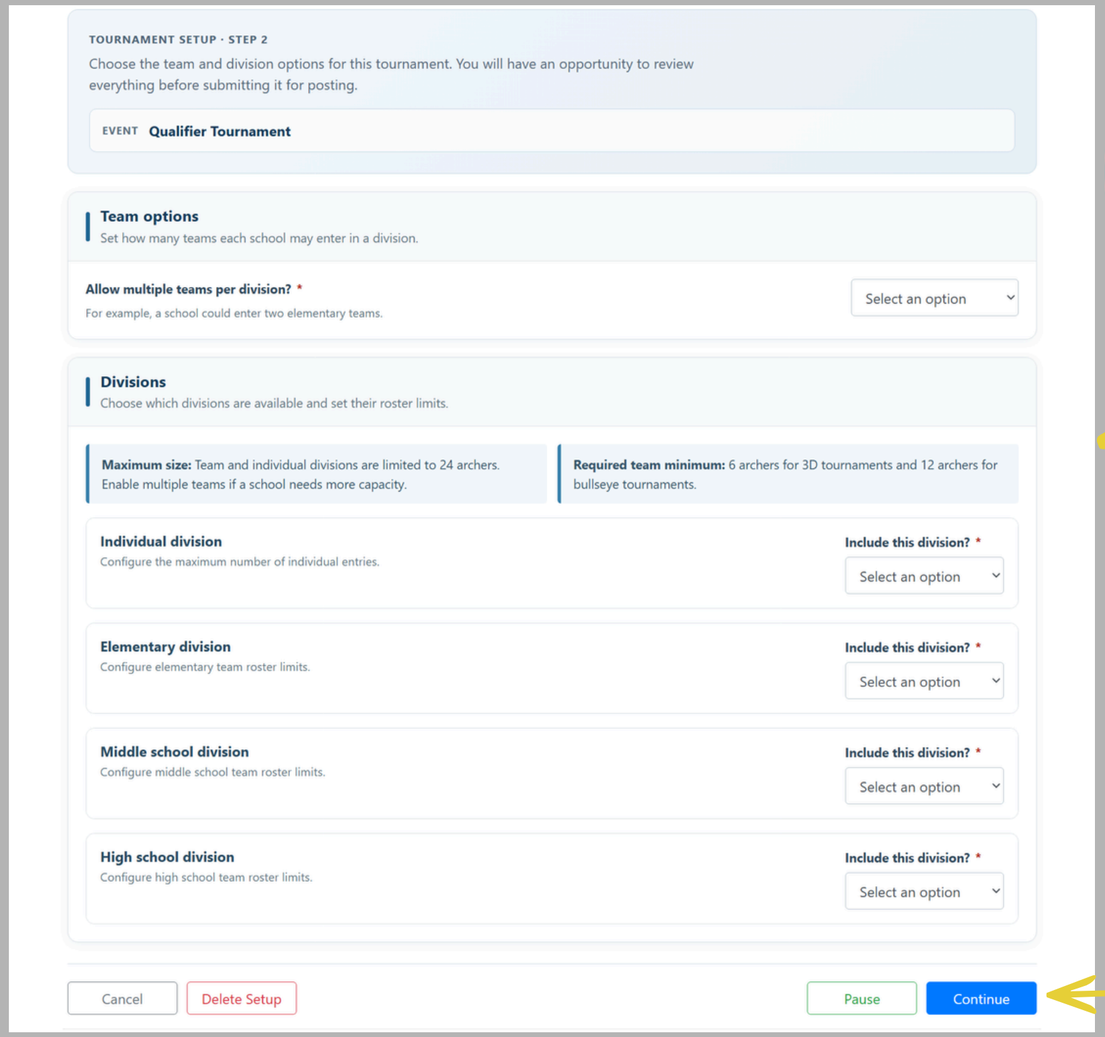


The general information portion can be used as your general FAQ section and to relay information to attendants. Examples: coaches can pay at the tournament, online payment option is available, spectator fee, where to park, list what will not be allowed into the facility, etc.

Click Continue

STEP 6

Tournament Set Up Continued.....



Choose team and division options for this tournament and configure roster limits for each division that will participate.

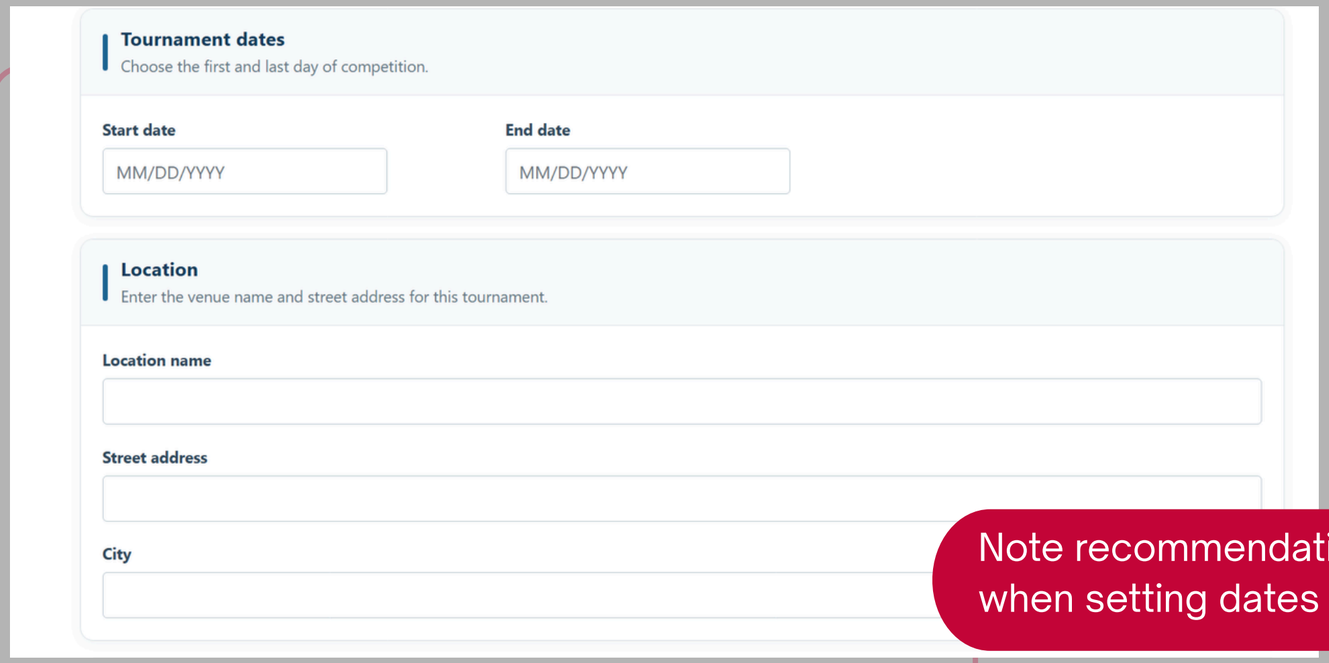
Not all age divisions are required to participate at a tournament. Select “no” for those divisions not available.

Click Continue

STEP 7

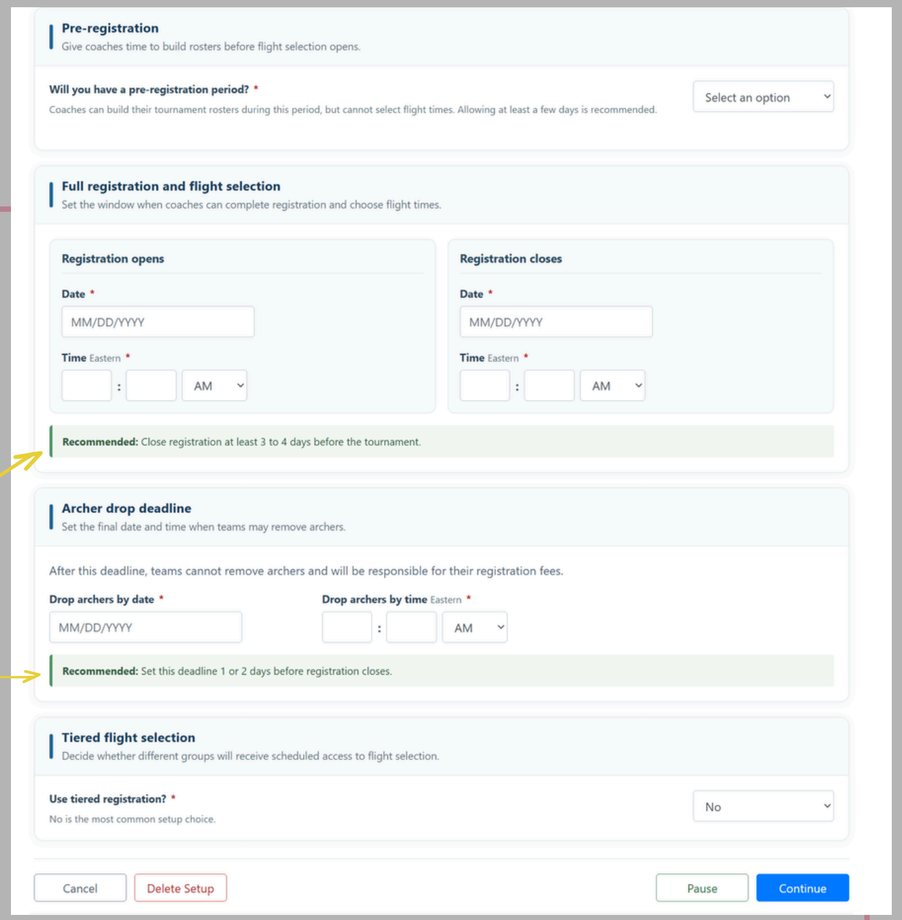
TOURNAMENT DATES

Set the Tournament Dates, Location and registration schedule



All sections must be completed to move forward

Note recommendations when setting dates

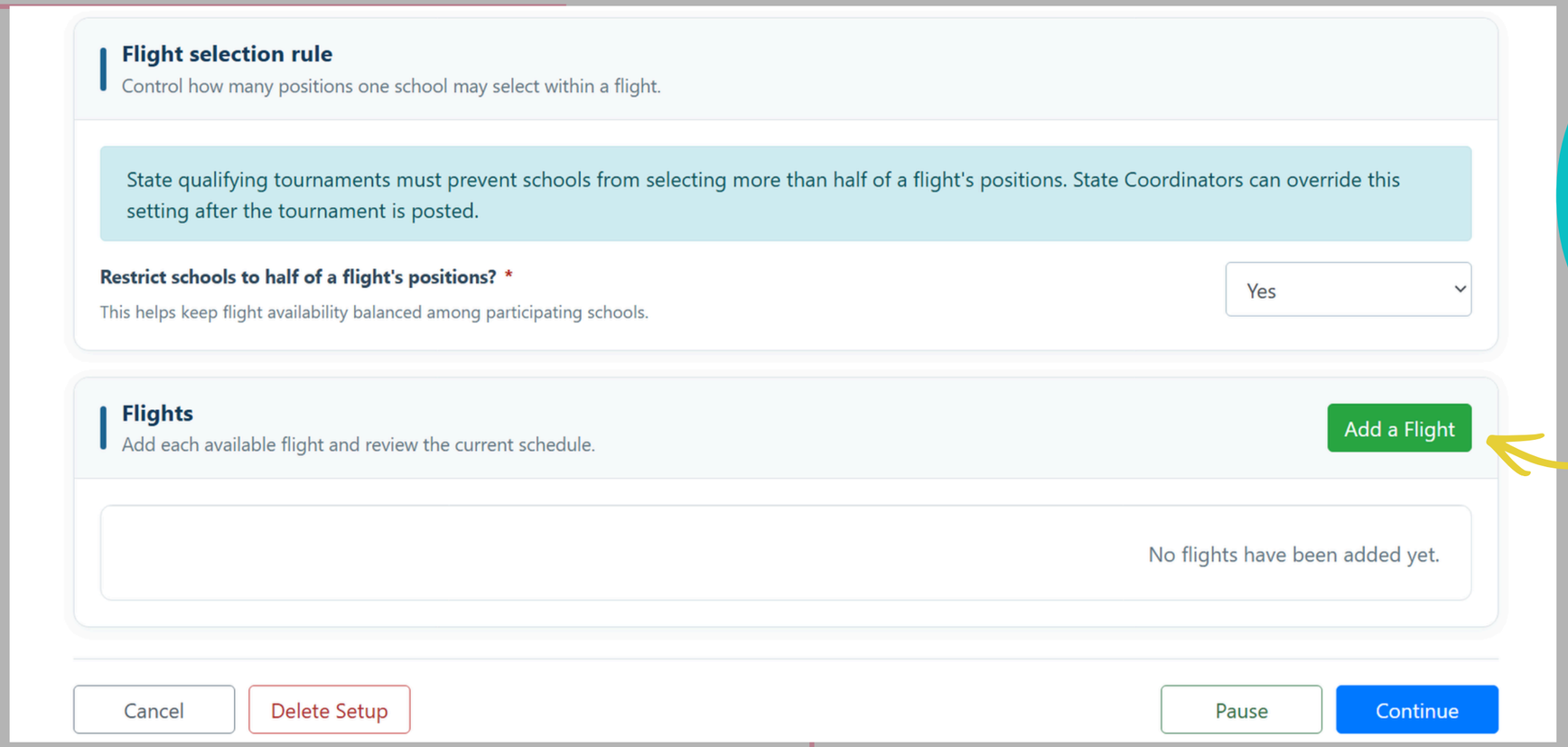


Once you have selected your registration windows, Click Continue

STEP 8

TIERED FLIGHTS

Build the Flight Schedule



If you chose to have tiered flights, this page is required to be filled. If you chose, “No” to tiered flights, skip to step 9.

Click “Add a Flight” to name each individual flight, assign time, and date.

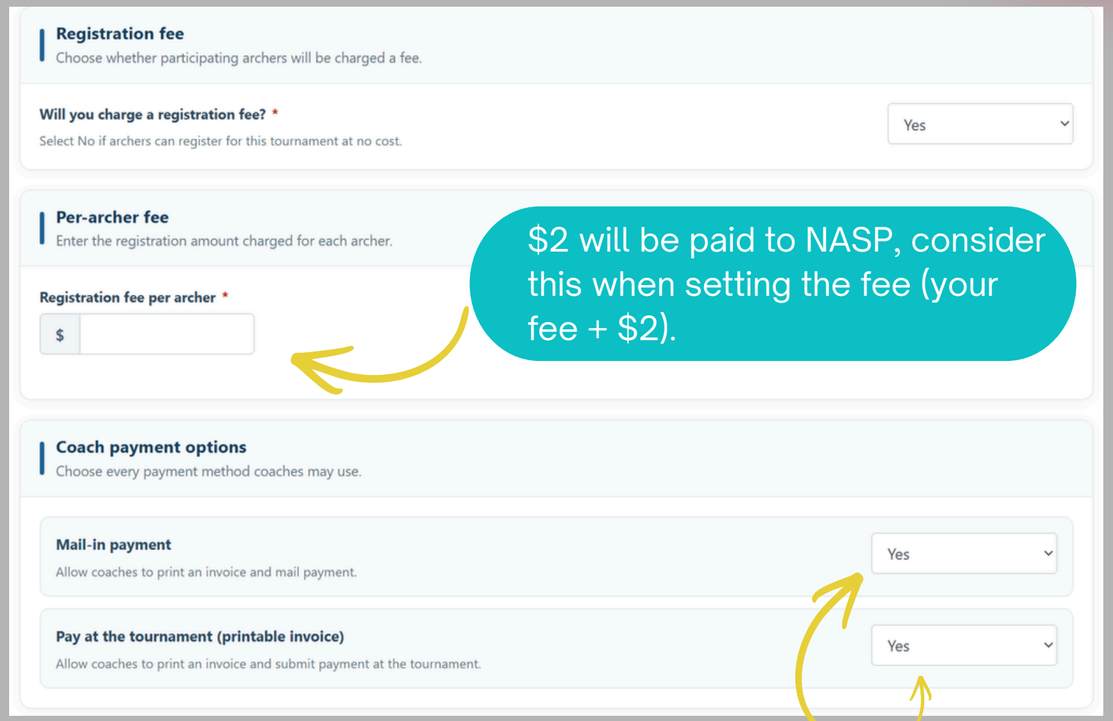
Make sure and select Central Time Zone

Once all flights have been added, Click Continue

STEP 9

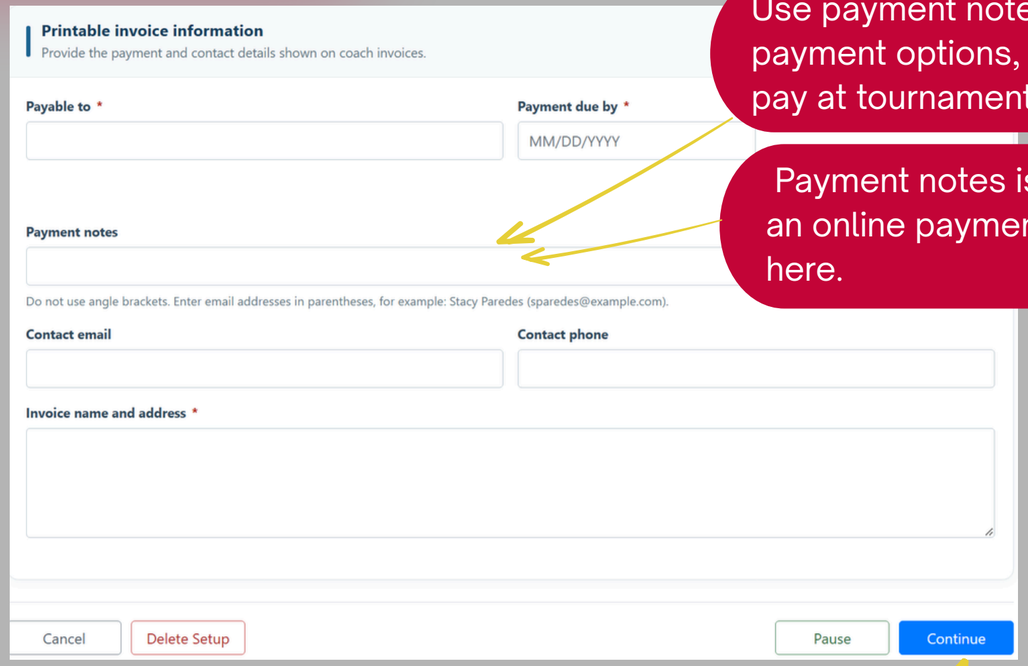
REGISTRATION FEES

Set the registration fee and payment options for this tournament.



$2 will be paid to NASP, consider this when setting the fee (your fee + $2).

At least one payment option must be selected.



Use payment notes to share other payment options, i.e. coaches can pay at tournament.

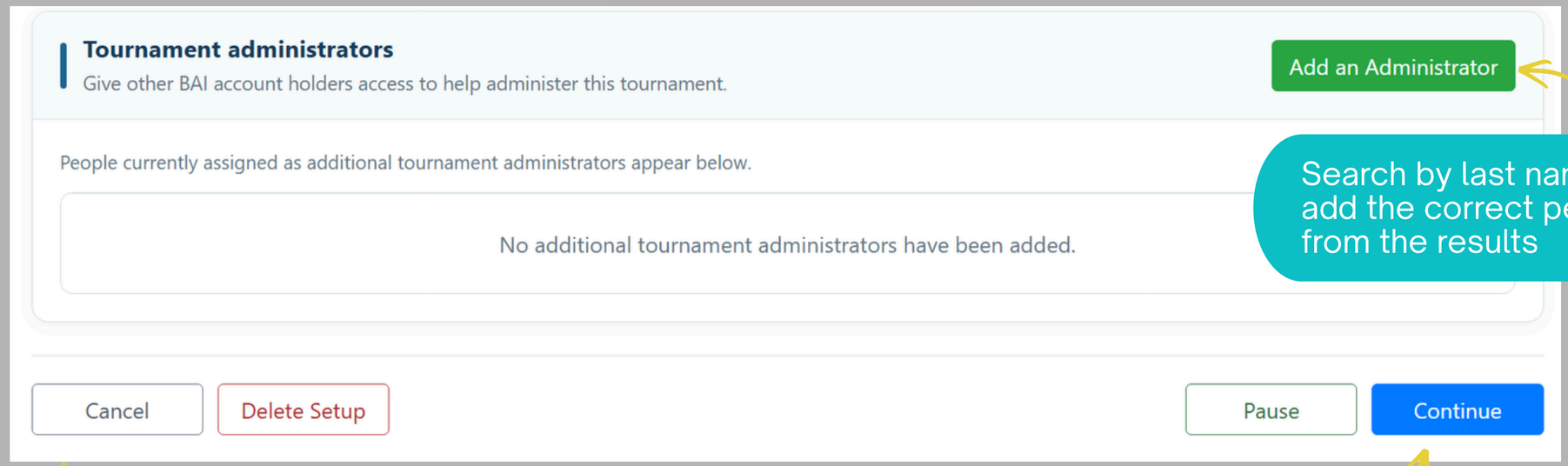
Payment notes is where you add an online payment option, add link here.

Click to Continue

STEP 10

TOURNAMENT ADMINISTRATORS

Choose the BAI accounts that may help manage this tournament.



Search by last name, then add the correct person from the results

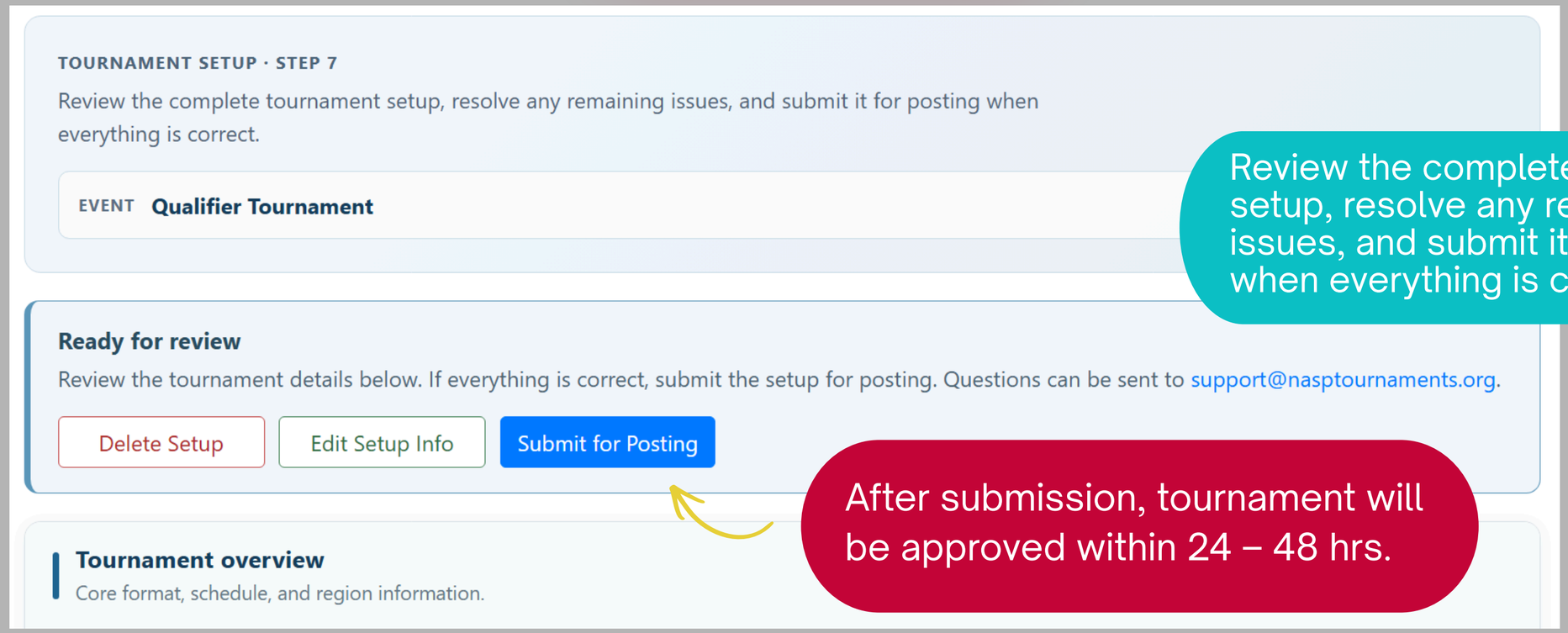
Only BAIs with a nasptournaments.org login account can be added. If the person does not have an account yet, add them after their account has been created.

Click to Continue

STEP 11

READY FOR REVIEW

Review the tournament details before submitting.



Review the complete tournament setup, resolve any remaining issues, and submit it for posting when everything is correct.

After submission, tournament will be approved within 24 – 48 hrs.