THINGS TO KNOW BEFORE POSTING A TOURNAMENT

1. Certified BAI required. Only a certified BAI can list a tournament on nasptournaments.org.



2. There is an option for “Save the Date” - this is NOT an actual tournament listing, but an early notice or pre-announcement. You must choose NASP Pro - online registration to create a NASP Pro Listing.

3. Times on NASPtournaments.org are in Eastern Time zone, except when inputting tiered flights - you can select your time zone.

4. There will be a $1 per scored archer fee due to NASP after the completion of the tournament, Texas charges an additional $1 fee for state qualifiers and regionals.

Qualifier Per Archer Fee: Texas $1 NASP + $1 STATE = $2.00

When determing your tournament archer fee, consider the $2 to be paid to NASP + your fee.

5. The general information portion can be used as your general FAQ section or to relay information to attendants. Examples: spectator fee, where to park, list what will not be allowed into the facility, etc.

6. Tournament listing requires an exact address for tournament location.

7. When considering Registration dates be aware that:
   - You need to have date and time for start and end of registration window
     - There’s an option for pre-registration, have dates in mind for this window
   - For Full registration, make sure the end date is 3 – 4 days before the tournament.
   - Archer drop deadline needs to be 1 to 2 days before registration closes

8. Tiered Flight Selection – you can opt out of tiered flights, but the system will prevent schools from selecting more than half of a flight’s positions.
   - If you choose to have registration through tiered flights, you must add each available flight (name of flight, time and date must be entered).
     - Make sure and select Central Time Zone.

9. Coach Payment Options:
   - Mail in Payment & Pay at Tournament (Printable Invoice must include following)
     - Payable to; Payment due by
     - Payment notes
     - Contact email; Contact number
     - Invoice Name and Address

10. Tournament Administrator must be included; BAI search will be available to select administrator.

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