

HOW TO REGISTER – Guide

Welcome to the 2019 National Senior Games Registration System!

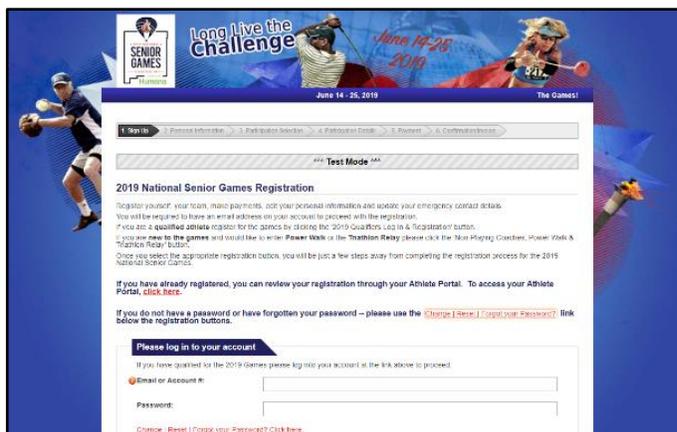
Before you begin, please make sure that you have your registration/account number or the email address you used to register for your qualifying games readily available. Your registration/account number will be the same account number you used with the National Senior Games registration program in previous years. If you don't know your password, select forgot password and after entering your email you may request a password reset link be sent to you. This will only work if we have the correct email on file. You should receive this link within about ten minutes. If you do not receive it, please check your spam/junk email folders. The link will be active for 72 hours. If you are still having problems, please email us at registration@nsga.com. Once you have logged in you will be given the opportunity to change your password if you would like.

When you go to the online registration website, the first page you will see is titled "How to Begin." Notice the progress bar at the top of the page. The first item, "Sign Up," is highlighted



in black, which means that you are in the "Sign Up" section of the registration program. This progress bar will appear on every page throughout the registration process. Some items highlighted in the progress bar may have more than one page associated with them. In addition to having your email/registration number readily available if you are signing up for Doubles/Mixed Doubles events, you will need your partners Name (first and last), year of birth and email address. Also, please have a Visa, Discover or MasterCard ready for the payment of your registration fees.

After you have read the information on the "How to Begin" page (shown above), you are ready to proceed with registration by clicking **Next** at the bottom of the How to Begin page.



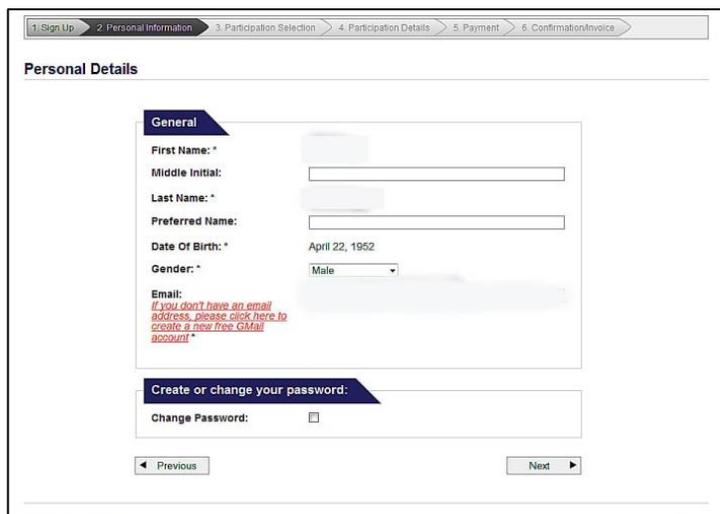
The next page is the "Login" page. Select your registration category, either '2019 Qualifiers Login & Registration' or 'Non-Playing Coaches, Power Walk & Triathlon Relay' and then the "Login" fields will display (Shown on left.) Note the instructions on the "Login" page. The registration program will lead you through registering yourself in individual events, doubles events, and team sports. Before you can join a team as a team member, the team captain must have

registered the team. Thus, if you are on a team please contact your team captain and make sure that your team has been registered. When the team captain registers the team, he/she will be charged the team fee at that time. After the team has been created, all other team members may join the team as they go through the registration process.

The other instruction on this page states that ***you must have an email address to register***. The National Senior Games and your state games will send out important notices about The Games via email. If you do not have an email account, you can click on the link provided to open a free Gmail account.

Now, you may enter your registration number or email address and your password. Then **Click the Login button**.

Note that you have moved from the first item on the progress bar to the second item. This page is a short form of your personal profile information. (Shown on the right.) Your name, date of birth and gender should appear. If the name that appears is not your name, click the previous button and try to login again. If you still don't have the right name, please contact the NSGA at registration@nsga.com.



The name in the first name, middle initial and last name blocks should be your legal name. (There is another place to enter your preferred name.) So if your real name is William and you go by Bill, you should enter William in the first name block and Bill in the preferred name block.

At the bottom of the page, you have an opportunity to change your password. If you change the password, make sure you make a note of the new password because you will need it the next time you login. (You will have another chance to change your password later in the registration process.) If you wish to change your password, just click in the box that is labeled Change Password. When you click in the change password box, the registration program opens two boxes where you should enter your new password. Note the instructions; you must have at least six characters in your password and at least one of them must be a number.

After you have completed all entries on the General Information page, **Click the Next button**.

This next page is where you will make any changes to your Personal Information (address, email, etc.) You will also fill out your Emergency Contact Information. At the bottom of the page there are two optional questions to answer:

General Information

Ethnicity:
This question is being asked for a general information study. You do not have to answer this question.

What previous games have you attended?:

<input type="checkbox"/> 2017 Birmingham	<input type="checkbox"/> 2015 Minneapolis
<input type="checkbox"/> 2013 Cleveland	<input type="checkbox"/> 2011 Houston
<input type="checkbox"/> 2009 San Francisco	<input type="checkbox"/> 2007 Louisville
<input checked="" type="checkbox"/> 2005 Pittsburgh	<input type="checkbox"/> 2003 Hampton Roads
<input type="checkbox"/> 2001 Baton Rouge	<input type="checkbox"/> 1999 Orlando
<input type="checkbox"/> 1997 Tucson	<input type="checkbox"/> 1995 San Antonio
<input type="checkbox"/> 1993 Baton Rouge	<input type="checkbox"/> 1991 Syracuse
<input type="checkbox"/> 1989 St Louis	<input type="checkbox"/> 1987 St Louis

After you have completed all entries on this page **Click the Next button.**

Now select your Participation Category (shown right) and then **Click the Next button.**

Please indicate the category under which you will attend the 2019 National Senior Games.

Please select one or more categories of participation:

Athlete
Select this option if you are a qualified athlete or wish to register for the Open Sports of Power Walk & Triathlon Relay.

Non Playing Official
This option is used for a team coach, team manager and others looking to establish a team for athletes to join.

◀ Previous Next ▶

[Delete and start again from the beginning](#)

If you qualified in an individual sport the Individual Sports Selection page will be displayed. (Shown left) The individual sports in which you qualified will be listed on this page. Select the sports for which you

1. Sign Up > 2. Personal Information > **3. Participation Selection** > 4. Participation Details > 5. Payment > 6. Confirmation/Invoice

Sport Selection - Individual Sports

Individual Sport Selection
(Maximum two sports)

Please refer to sport rules if you have questions (rules posted online).
To enter team sports please proceed to the next screen (which will display only if you have qualified for team sports)

Please select your categories of participation:

Track & Field

◀ Previous Next ▶

wish to register. **Remember you can only enter TWO Individual Sports.** As you proceed through the registration process you will see individual sports pages for each sport that you check. The events in the sport will be listed on the individual sport page which is where you will sign up for “singles, doubles, 100 m run, 50 backstroke, etc.” After selecting your individual sports **Click Next.**

If you qualified in a team sport, the Team Sport Selection page will display. (Shown on the right.) The team sports in which you qualified will be listed; select the team sports in which you wish to participate. **Remember there is a maximum of TWO Team Sports allowed.** You can play on one team and be a non-player coach on another team if the teams are not in the same age division. After selecting your team sports **Click Next.**

The Open Sports Selection page will display for all registrants. For the 2019 National Senior Games Power Walk and Triathlon Relay are being offered as Open Sports. Open Sports do not require qualification. As Open Sports, Power Walk and Triathlon Relay, are the only two sports that can be added as a third sport with other events. (Shown to the left) If

you wish to register for Open Sports make your selection and then **Click the Next button.**

There may be Sports Info Pages for the sports you select on the previous pages. These Sports Info Pages are unique to the sport you selected. Some pages will have questions for the registrants to answer. These questions pertain only to that sport and provide information the sports coordinator has requested.

Click Next to reach the page(s) which will list the events within each sport for which you qualified. (If you think you've qualified for an event that is missing, please contact your state games office.)

When you finish with your first events page, **Click Next** to go to the next events page (if you selected another sport) and complete that page. **Click Next.**

For Team Sports (Basketball, Softball, Volleyball, Triathlon Relay) the team captain must register the team before you can join the team as a team member. Once the team is registered by the team captain follow the instructions on the Team Selection page to join the team.

The team captain must register the team before team members can be added to the team. Click on the Join or Create a team button and complete the “create a new team” form that is displayed. (Shown to the right). Enter the team name. You should also enter a team code; this could be the team number that you have used in previous games or a code you make up. Give this code to your team members and it will be easier for them to find the team when they register. As team captain, you can also register your team

members but you must have the information needed to complete their personal profile page, name, address, date of birth, e-mail address, emergency contact information, T-shirt size. You (The captain) will also have to pay the \$9.00 processing fee for each team member.

If you are a team member, **Click Join an existing Team,** (after the team captain has registered team) and proceed through the sections on the screen.

After registering for all your sports and events **click Next** to reach the Additional Information page. (Shown to the Right) Questions on the Additional Information page provide statistical information which is helpful to the National Senior Games. After completing this page, **Click Next.**

Please read the liability waiver and click the down arrow in the box to select **Yes, I understand and accept. Then click the Next button.** (You will have two waivers for which you must accept if you are registering for both individual sports and team sports.)

You are given the option to make a donation to the National Senior Games Association. Donations help support the mission of the NSGA along with conducting quality games. This page gives you an opportunity to make a donation to the National Senior Games Association. Click **Next**.

All registrants must acknowledge the NSGA Refund Policy. Read the policy and click the down arrow in the box to select **Yes, I understand and accept. Then click the Next button.**

You are almost finished! Review your entries then **click the next button** to reach the Payment page. A list of your charges is shown at the top of the page. If you wish to change anything about your registration, you can click on the appropriate Edit command.

Scroll down to the Payment via Credit Card section. Enter credit card owner's name exactly as it appears on the card. Then enter the other information and check it carefully for accuracy. **Click Next** and your credit card will be charged.

The next page is your receipt and confirms that you are registered for the games. If you want a copy of this receipt, **Click the Print button.**

Click Finish and you're done. See you at The Games!