



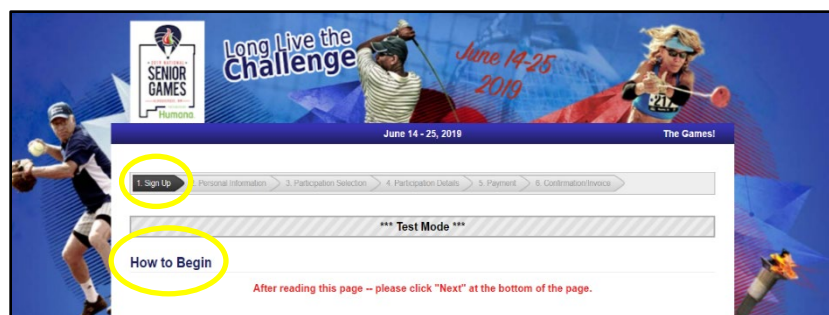
HOW TO REGISTER – Guide

Welcome to the National Senior Games Online Registration System!

Before beginning, Qualified Athletes should have the following information readily available: **1) Email Address** on your account which might also be the email you used when registering for your qualifying/state senior games **OR**, your **account number**. Account numbers can change so using the email address on your account is recommended when logging in to the online registration system for the National Senior Games. **2) Password** on your account. If you don't know or don't remember your password, use the *Change/Reset/Forgot your Password* link on the login screen to reset your password. You will be prompted to enter your email address so that a password reset link specific to your account can be sent to you. The link will only be sent to you if you provide the email address that is listed on your account. Once you provide the correct email address, a password reset link will be emailed to you within about ten minutes. If you do not receive it, please check your spam/junk email folder. The link will be active for 72 hours. If you continue to have problems resetting your password, please contact NSGA for assistance, registration@nsga.com. **3) If you are signing up for Doubles/Mixed Doubles events**, you need your **Partner's First Name, Partner's Last Name, Partner's Year of Birth and Partner's Email** (as listed on your partner's account in the registration system). **4) If you are a player/team member signing up for a Team Sport** (3-on 3 Basketball, Beach Volleyball, Soccer, Softball, Tri Relay or Volleyball), you need the **Team Name, Team Code and/or Team Captain's Name** in order to search for the team in the registration system. **The team manager/captain must register the team before players/team members are able to join the team.** Thus, if you are on a team please contact your team manager/captain and make sure that your team has been registered before attempting to register for the team. **5) If you are a Captain/Manager registering a Bowling Team, Swim Relay or Track Relay** (SEE DETAILS ON PAGES 8-10), your team members need to register for their individual/doubles events before you can register the team and you will need the following information for each team member in order to complete the team event registration: **First Name, Last Name, Gender, Date of Birth and Email Address** (as listed on each athlete's account in the NSGA registration system). **6) Debit/Credit Card** - please have a Visa, Discover or MasterCard ready to process payment.

When you first access online registration, the first screen you will see is an information screen 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 process. This progress bar will appear on every page throughout the registration process. Some items highlighted in the progress bar may have multiple pages associated with them. Proceed through registration using the next button after completing each page.





After you have read the information on the **How to Begin** screen, you are ready to proceed with registration. Click **Next** at the bottom of the **How to Begin** information page.



Select your applicable registration category, either **2022 Qualifiers Login & Registration** or **Non-Playing Coaches & Open Sports Registration** (shown left).

For **Qualifiers**, “Login” fields will display (shown right). Qualifiers simply need to enter login credentials as prompted on the screen. Then, click the **Login** button to proceed.

Non-Playing Coaches & Open Sports registrants will see the **Personal Details short form**. Provide the required information in order to create a profile and to proceed through registration.

*On the **Personal Details** screen, an email address must be provided to proceed through the registration process.* 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 obtain a free Gmail account. The information in the *First Name*, *Middle Initial* and *Last Name* blocks should reflect your legal name as it appears on your driver’s license or government issued ID. (There is an area to enter your *Preferred Name*.) So, if your legal name is William and you go by Bill, you should enter William for *First Name* and Bill for *Preferred Name*.

For **Qualified Athletes** *First Name*, *Last Name*, *Date of Birth* and *Gender* appear as the information is listed on your account. Note that you have moved from the first item on the progress bar to the second item, “Personal Information”. The **Personal Details** page is a snapshot of your personal profile. (shown right.) If the name that appears is not your name, click the previous button and try to login again. If the correct name still does not display, please contact NSGA for assistance, registration@nsga.com.



Middle Initial, Preferred Name and Email are editable fields that can be updated on this screen. At the bottom of the page, you also have the option to update the password on your account. If you change the password, make note of the new password because you will need it the next time you log in. Note: passwords must be at least 7 characters and contain a number, upper, and lower case characters.

After you have completed all entries on the **Personal Details** page, click the **Next** button.

The **Personal Information** screen allows you to provide and update additional profile information (address, email, phone number, etc.). You will also fill out your Emergency Contact Information. Towards the bottom of the screen there are optional questions to answer (shown right).

After you have completed all entries on the **Personal Information** screen, click the **Next** button.

The screenshot shows a registration form with three main sections:

- Vaccination Status:** A dropdown menu labeled "Choose..." with a question: "What is your vaccination status? This question is being asked for planning purposes. Your response will be kept confidential."
- General Information:** A dropdown menu labeled "Other" with a question: "Ethnicity: This question is being asked for a general information study and is optional."
- National Senior Games Attendance:** A list of years and locations with checkboxes. Checked items include: 2019 Albuquerque, 2015 Minneapolis, 2011 Houston, 2007 Louisville, 2003 Hampton Roads, 2017 Birmingham, 2013 Cleveland, 2009 San Francisco, 2005 Pittsburgh, and 2001 Baton Rouge. Unchecked items include: 1999 Orlando, 1995 San Antonio, 1991 Syracuse, 1987 St Louis, 1997 Tucson, 1993 Baton Rouge, and 1989 St Louis.

Navigation buttons for "Previous" and "Next" are at the bottom.

The progress bar shows that you have moved to the third item, "Participation Selection." Select the applicable Participation Category, **Athlete** and/or **Non Playing Official** (shown right) and then, click the **Next** button. After selecting your Participation Category, the online registration program will lead you through registering for any sports/events that you are eligible to enter - individual events, doubles events, team sports and/or Open Sports.

The screenshot shows a registration form with a progress bar at the top: 1. Sign Up > 2. Personal Information > 3. Participation Selection > 4. Participation Details > 5. Payment > 6. Confirmation/Invoice. The "3. Participation Selection" step is highlighted with a yellow circle.

Below the progress bar is a "Test Mode" banner. The main section is titled "Participation Category" and asks: "Please select your participation category for the 2022 National Senior Games." Below this is a section titled "Please select one or more categories of participation:" with two options:

- Athlete**: Select this option if you are a qualified athlete or wish to register for an Open Sport (Beach Volleyball, Cornhole, Power Walk, Recumbent Cycling, 8v8 Soccer, 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.

Navigation buttons for "Previous" and "Next" are at the bottom.

The screenshot shows a registration form with a progress bar at the top: 1. Sign Up > 2. Personal Information > 3. Participation Selection > 4. Participation Details > 5. Payment > 6. Confirmation/Invoice. The "3. Participation Selection" step is highlighted with a yellow circle.

Below the progress bar is a section titled "Sport Selection - Individual Sports" with the sub-heading "Individual Sport Selection (Maximum two sports)". It includes instructions: "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)". Below this is a section titled "Please select your categories of participation:" with a checkbox for "Track & Field".

Navigation buttons for "Previous" and "Next" are at the bottom.

If you qualified in an individual sport the Individual Sports Selection page will be displayed (shown left). Only individual sports in which you qualified will be listed on this page. Select the sports for which you wish to register. **You can enter up to TWO Individual Qualifying Sports** (see Rule L Event Entry Limits in the NSGA Rulebook). As you



proceed through the registration process you will see an individual page for each sport that you selected. The events within the sport will be listed on the individual sport page which is where you will select the events you want to compete in (i.e. singles, doubles, discus, 100M run, 50 backstroke, etc).

If you qualified in a team sport, the Team Sport Selection page will display (shown right). Only the team sports in which you qualified will be listed; select the team sports in which you wish to participate. **There is a maximum of TWO Qualifying Team Sports allowed** (see Rule L Event Entry Limits in the NSGA Rulebook). After selecting your team sports **Click Next**.

The Open Sports Selection page will display all Open Sports. Cornhole, Power Walk and Recumbent Cycling are being offered as Individual Open Sports. Beach Volleyball, 8v8 Soccer and Triathlon Relay are being offered as Team Open Sports. Open Sports do not require qualification. Open Sports are the only sports that can be added with Qualifying Sports (shown below). If you wish to register for Open Sports make your selections and then click the **Next** button.

For the sports selected on the previous screens there may be Sport Info Pages that request details pertinent to the sport. The Sports Info Pages are unique to the sport you selected. Some pages will have questions for you to answer (shown below). These questions pertain only to that sport and provide information that the sport coordinators and event organizers have requested to help plan for the competition. The progress bar now indicates that you are on the fourth item, "Participation Details. Provide sport info as prompted and click **Next** to proceed.



After selecting your sport categories you will reach the individual sport page(s) which 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, Beach Volleyball, Soccer 8v8, Triathlon Relay**) the **team manager/captain must register the team before players/team members can join the team.**

Team Managers/Captains click the **Join or Create a team** button to begin the team registration.

Team Managers/Captains complete the “create a new team” form (shown below). Pay close attention when choosing the *Age Group/Event* from the dropdown menu to ensure the correct division is selected. Enter the team name and a team code; this could be the team code used in previous games or a new code that you make up. *Give the team code to players and team members to make it easier for*

them to find the team when they register. Players and team members can be invited to join the team by the team manager/captain by entering valid email addresses in the email invitation box. A team manager/captain also has the option to register players/team members but must have the information needed to complete each team member's personal profile: First Name, Last Name, Gender, Date of Birth, E-mail

Address, Phone Number and Address, as listed on the athlete's account in the registration system. If the team manager/captain chooses to register players/team members the applicable processing fees for each player/team member (who is added to the roster) will need to be paid by the team manager/captain when processing payment.



After the Team Manager/Captain registers the team, players/team members may join the team. Players/team member click Join an existing Team. Search for your team by entering the Team Code, Team Name or Captain's Name as provided by your Team Manager/Captain. After finding your team select OK and provide information as prompted while proceeding through the registration process.

After selecting all sports and events you will reach the **Additional Information** page (shown right). Questions on the **Additional Information** page provide statistical information which is helpful to the National Senior Games Association. Complete this screen and then, click **Next**.

The remainder if the screens are self-explanatory and simply require a selection before you can proceed by clicking the **Next** button.

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.)

NSGA will produce a digital Results Book to commemorate the 2022 National Senior Games presented by Humana. The digital Results Book will be

available for download from the NSGA website in the Fall of 2022. You have the option to order a printed results book (\$10 per book) that will be mailed to you in the Fall of 2022. Click on the arrow to expand the drop down menu, select Yes or No then, click **Next**.



You have the option to make a donation to the National Senior Games Association, Inc. (a not for profit corporation). Donations help support the mission of the NSGA along with conducting quality games. Make your selection and 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.

The progress bar indicates that you have reached the fifth item, "Payment." You are almost finished! Review your entries then click the **Next**. A list of your charges is shown. If you wish to change anything about your registration, you can click on the Edit command.

After reviewing your registration, scroll down to the Payment via Credit Card section. Enter name on the debit/credit card exactly as it appears on the card. Provide other payment information and check for accuracy. **Click Next** to process the credit/debit card payment.

The progress bar indicates that you have reached the sixth and final item, "Confirmation." Your receipt and on-screen confirmation indicate that you have successfully registered for the games. If you want a copy of this receipt, click the **Print** button.

Click Finish and you're done.

Two emails (a receipt and a confirmation) will be sent to the email address on your account after you have successfully completed online registration and the payment process.

SEE PAGES 8-10 FOR TEAM EVENT REGISTRATION DETAILS - TEAM BOWLING, SWIM RELAYS AND TRACK RELAYS.



TEAM BOWLING

NEW Bowling Event for 2022!

Athletes who compete in Bowling singles, doubles or mixed doubles at the National Senior Games in 2022 are eligible to compete in *Team Bowling*.

Registration for the Team Bowling event **MUST** be completed by the final registration deadline. Captains/Managers may register a team during online registration according to the following process:

1. Each bowler may compete on one, four-person Bowling Team in either the Men's, Mixed or Women's division. Any combination of gender is considered a mixed team.
2. One athlete who is competing on each Bowling Team will need to serve as the Captain/Manager, be the point of contact for the other team members and register the team.
3. Because **ONLY** athletes competing in bowling singles, doubles or mixed doubles are eligible for Team Bowling, all team members will need to register for their singles and/or doubles events **BEFORE** the Captain/Manager is able to register the Bowling Team. Team members are responsible for notifying the Captain/Manager when they have completed their singles and/or doubles event registration.
4. **After ALL team members have registered for their bowling singles and/or doubles events, the Captain/Manager will be able to register the Bowling Team online.** Captains/Managers **MUST** have the following information for ALL team members in order to complete the team registration: ***First Name, Last Name, Gender, Date of Birth and Email Address (as listed on each athlete's account in the NSGA registration system).*** Team members **SHOULD** provide their information directly to the Captain/Manager when they notify the Captain/Manager that they have registered for their singles and/or doubles events. NSGA is unable to provide athlete account information to Captains/Managers. If a Captain/Manager attempts to register a Bowling Team prior to a team member registering for a singles and/or doubles event, the Captain/Manager will be responsible for paying the processing fee for the athlete.

Bowlers looking to join or form a team can utilize the Team/Partner Finder at [NSGA.com](https://www.nsga.com) under the NATIONAL GAMES tab. Athletes can indicate on the Team/Partner Finder if they are a Captain/Manager looking for a team member or if they are a bowler looking to join a team. Athletes are responsible for contacting each other and verifying eligibility and availability for the Team Bowling event.

Before posting on the Team/Partner Finder or committing to a team, athletes should verify their availability to compete in Team Bowling. The ***Age Specific Schedule*** is available at [NSGA.com](https://www.nsga.com); under the SPORTS tab select Bowling.



SWIMMING MIXED RELAYS

NEW for 2022: Pre-register relay teams during online registration!

Athletes who compete in individual swimming events at the National Senior Games in 2022 are eligible to compete in the 200 Yard Mixed Freestyle Relay and the 200 Yard Mixed Medley Relay.

Pre-registering a relay team helps insure a spot in a relay event. Captains/Managers of relays may pre-register teams during online registration according to the following process:

1. Each swimmer may enter one 200 yard mixed medley relay and one 200 yard mixed freestyle relay. Mixed relays consist of two male and two female swimmers.
2. One athlete who is competing on each relay team will need to serve as the Captain/Manager, be the point of contact for the other relay members and pre-register the relay team.
3. Because **ONLY** athletes competing in individual swimming events are eligible for the Mixed Relays, all relay members will need to register for their individual swimming events **BEFORE** the Captain/Manager is able to pre-register the relay team. Team members are responsible for notifying the Captain/Manager when they have registered for their individual swimming events.
4. **After ALL relay members have registered for their individual swimming events, the Captain/Manager will be able to pre-register the relay team online.** Captains/Managers **MUST** have the following information for ALL relay members in order to pre-register the relay team: **First Name, Last Name, Gender, Date of Birth and Email Address (as listed on each athlete's account in the registration system).** Relay members **SHOULD** provide their information directly to the Captain/Manager when they notify the Captain/Manager that they have registered for their individual swimming events. NSGA is unable to provide athlete account information to Captains/Managers. If a Captain/Manager attempts to register a relay prior to a team member registering for an individual swimming event, the Captain/Manager will be responsible for paying the processing fee for the athlete.

Swimmers looking to join or form a relay team can utilize the Team/Partner Finder at [NSGA.com](https://www.nsga.com) under the NATIONAL GAMES tab. Athletes can indicate on the Team/Partner Finder if they are a Captain/Manager looking for relay members or if they are a swimmer looking to join a relay team. Athletes are responsible for contacting each other and verifying eligibility and availability for the swimming relay.

Before posting on the Team/Partner Finder or committing to a relay team, athletes should verify their availability to compete at the swim meet the day of the relays. The **Swimming Order of Events** is available at [NSGA.com](https://www.nsga.com); under the SPORTS tab select Swimming.



TRACK MENS & WOMENS RELAYS

NEW for 2022: Pre-register relay teams during online registration!

Athletes who compete in the 50, 100, 200, 400 or 800 meter events at the National Senior Games in 2022 are eligible to compete in the 4x100-Meter Relay.

Pre-registering a relay team helps insure a spot in a relay event. Captains/Managers of relays may pre-register teams during online registration according to the following process:

1. Each eligible track athlete may compete on one men's or women's relay team.
2. One athlete who is competing on each relay team will need to serve as the Captain/Manager, be the point of contact for the other relay members and pre-register the relay team.
3. Because **ONLY** athletes competing in 50, 100, 200, 400 or 800 meter track events are eligible for the Mixed Relays, all relay members will need to register for their individual track events **BEFORE** the Captain/Manager is able to pre-register the relay team. Team members are responsible for notifying the Captain/Manager when they have registered for their individual track events.
4. **After ALL relay members have registered for their individual track events, the Captain/Manager will be able to pre-register the relay team online.** Captains/Managers **MUST** have the following information for ALL relay members in order to pre-register the relay team: **First Name, Last Name, Gender, Date of Birth and Email Address (as listed on each athlete's account in the registration system).** Relay members **SHOULD** provide their information directly to the Captain/Manager when they notify the Captain/Manager that they have registered for their individual track events. NSGA is unable to provide athlete account information to Captains/Managers. If a Captain/Manager attempts to register a relay prior to a team member registering for an individual track event, the Captain/Manager will be responsible for paying the processing fee for the athlete.

Track athletes looking to join or form a relay team can utilize the Team/Partner Finder at [NSGA.com](https://www.nsga.com) under the NATIONAL GAMES tab. Athletes can indicate on the Team/Partner Finder if they are a Captain/Manager looking for relay members or if they are a runner looking to join a relay team. Athletes are responsible for contacting each other and verifying eligibility and availability for the track relay.

Before posting on the Team/Partner Finder or committing to a relay team, athletes should verify their availability to compete at the Track Meet the day of the relays. The **Track & Field Schedule** is available at [NSGA.com](https://www.nsga.com); under the SPORTS tab select Track & Field.