



HOW TO REGISTER – Guide

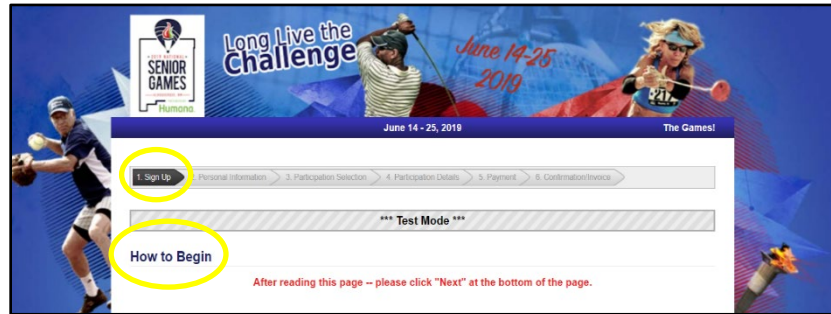
Welcome to the National Senior Games Online Registration System!

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 9-11), 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.

Note: Online images may vary from those provided in this guide.

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



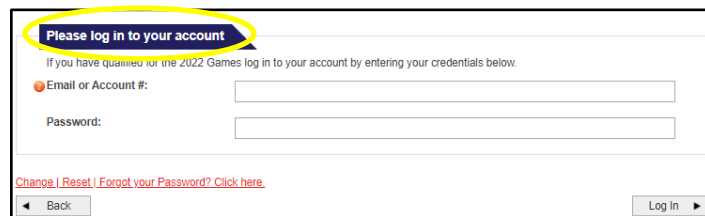
Up" section of the registration process. This progress bar will appear on every page throughout the registration process. Some items highlighted in the progress bar may have multiple pages associated with them. Proceed through registration using the next button after completing each page.

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.

Now choose your registration category, either **2023 Qualified Athletes/Teams Login & Registration** or **Softball Open Entry Option, Open Sports & Non-Playing Coaches Registration** (shown below).

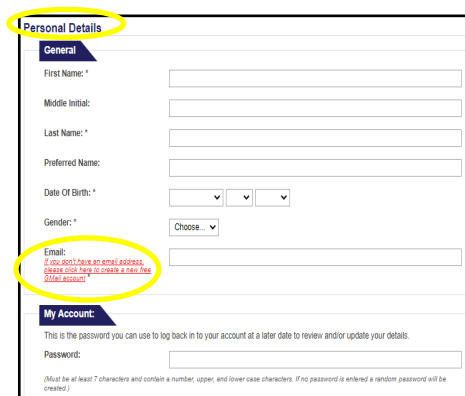


For **Qualified Athletes**, "Login" fields will display (shown right). Qualifiers simply need to enter login credentials as prompted on the screen. Then, click the **Login** button to proceed.



Softball Open Entry, 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.

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

*** Test Mode ***

Personal Details

General

First Name: * First Name will appear here.

Middle Initial:

Last Name: * Last Name will appear here.

Preferred Name:

Date Of Birth: * July 19, 1925

Gender: * Female

Email:
If you don't have an email address, please click here to create a new, free Gmail account.

My Account:

I want to update my account password:

◀ Previous Next ▶

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.

Vaccination Status

What is your vaccination status?

This question is being asked for planning purposes. Your response will be kept confidential.

General Information

Ethnicity:

This question is being asked for a general information study and is optional.

National Senior Games Attendance

What previous games have you attended?:

<input checked="" type="checkbox"/> 2019 Albuquerque	<input checked="" type="checkbox"/> 2017 Birmingham
<input checked="" type="checkbox"/> 2015 Minneapolis	<input checked="" type="checkbox"/> 2013 Cleveland
<input checked="" type="checkbox"/> 2011 Houston	<input checked="" type="checkbox"/> 2009 San Francisco
<input checked="" type="checkbox"/> 2007 Louisville	<input checked="" type="checkbox"/> 2005 Pittsburgh
<input checked="" type="checkbox"/> 2003 Hampton Roads	<input checked="" 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	

◀ Previous Next ▶

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** and/or **Softball Open Entry** 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.

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. **For the 2023 Games a maximum of THREE Qualifying Team Sports will be allowed.** 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. 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, 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.

My Teams

You are not yet a member of any teams for 2022 National Senior Games presented by Humana. Please use the 'Create or Join a Team' button below.

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

I would like to: Create a new Team Join an existing Team

Create a new Team

Age Group/Event: Beach Volleyball - Mens - 4v4 - 50+

Team Code:

Team Name:

Invite people to join your team:

Enter email addresses of people you wish to invite:

Or, add yourself and other team members to your team now:

1. Before proceeding to add other team members to your team you will require all relevant personal details for each other person. If you are unable to provide this information at this time and wish to proceed with your registration please invite all other team members to join the team via the email option above.

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.

I would like to: Create a new Team Join an existing Team

Find a Team

Team Search:

Please enter the Team Code, Team Name or Team Captain’s Name for your team.



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 2023 National Senior Games presented by Humana. The digital Results Book will be

available for download from the NSGA website in the Fall of 2023. You have the option to order a printed results book (\$10 per book) that will be mailed to you in the Fall of 2023. 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 9-11 FOR TEAM EVENT REGISTRATION DETAILS:

- **TEAM BOWLING**
- **SWIM RELAYS**
- **TRACK RELAYS**



TEAM BOWLING

Athletes who qualify in Bowling singles, doubles or mixed doubles for the National Senior Games 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 who qualify 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

Option: Pre-register relay teams during online registration!

Athletes who qualify in individual swimming events for the National Senior Games 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 qualified 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

Option: Pre-register relay teams during online registration!

Athletes who qualify in the 50, 100, 200, 400 or 800 meter events for the National Senior Games 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 qualifying 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.