

## **How to Create an UMPIRE MEMBERSHIP - NSA - Written Instructions:**

(Updated 11-18-18 KH)

Please review the short 3 minute **VIDEO - How to Create - UMPIRE MEMBERSHIP** Video is available at **PlayNSA.com** under **INFO** and then **HOW TO Videos**, or review the written instructions below.



**You will need your current season NSA Umpire Membership number to:**

- a. Officiate NSA Sanctioned Events & Leagues - a NEW NUMBER is assigned every YEAR.
- b. Request to Officiate NSA Tournaments Online
- c. Purchase NSA Umpire Merchandise

1. Go to [www.PlayNSA.com](http://www.PlayNSA.com)
2. **Click on LOGIN** toward the **Upper Right Corner**
3. Have a USER ACCOUNT? **Enter your USER ID & PASSWORD**  
**Do NOT have a USER ACCOUNT?** Click on **Register as a NEW USER** on the left of LOGIN  
(See the short **VIDEO - How to Create NEW User Account - NSA**)
4. Click **LOGIN** below the USER ID and PASSWORD fields.
5. If you have **NEVER OFFICIATED with NSA/BPA:**
  - a. Click **Return to User Home** Button
  - b. Click **UMPIRE MEMBERSHIP**
6. If you are a **RETURNING UMPIRE** that already has an account:
  - a. Click the PURPLE BUTTON marked **UMPIRE ACTIONS**
  - b. Click **Umpire Membership**
7. Once you select: **Umpire Membership**
8. **Complete the entire Form** - The YEAR should default to the year you are applying to officiate.
9. **Read the Waiver** and **Check the Box** that indicates you have **acknowledged the Waiver**.
10. Use the **Drop Down for YOUR Work STATE**
11. Use the **Drop Down for the UIC** - **Please make sure of which UIC you select!**
12. Select the **Programs** you will officiate
13. **Answer the question:** Are you listed on a Sex Offender List?
14. Click **SIGN UP**
15. PAYMENT information will come up on the screen. Note: If you accidentally leave this page - \*\* see below
16. AFTER reviewing the payment options, click on **Return to User Home**, blue button to the left
17. Click on **UMPIRE ACTIONS**, Purple Button - You can also view the \*\* PAYMENT INFORMATION by clicking on this button, there will be a link to return to the payment page.
18. Under your **UMPIRE ACTIONS**, you will see your **Umpire Membership is PENDING**. After payment is received and your Umpire Membership Number is assigned, your membership number will show WITH additional options here. You will also be emailed your Umpire Membership Number when approved.