

Youth Teams - How to UPLOAD your INSURANCE CERTIFICATE

Instructions on How Youth Teams UPLOAD their INSURANCE CERTIFICATE



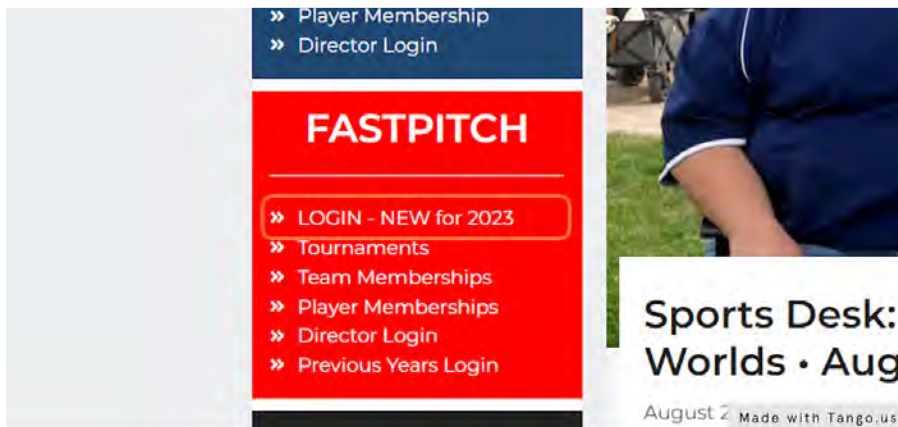
Last Updated September 8, 2022

STEP 1

Go to PlayNSA.com or PlayBPA.com and LOGIN to your Account

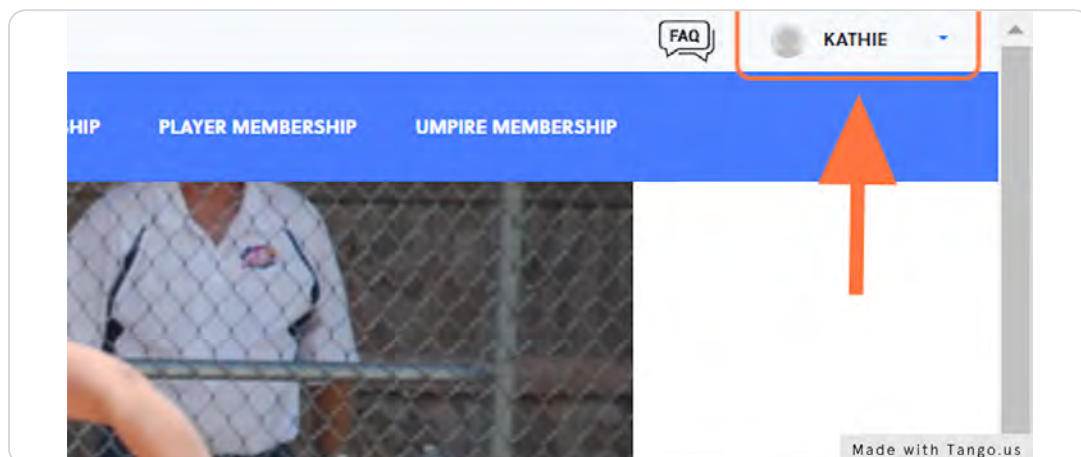
STEP 2

For PlayNSA: Click on LOGIN - NEW for 2023 for Fastpitch
For PlayBPA (Baseball) - Select LOGIN



STEP 3

After Logging In, Click on YOUR NAME on the Top Right of the Page



STEP 4

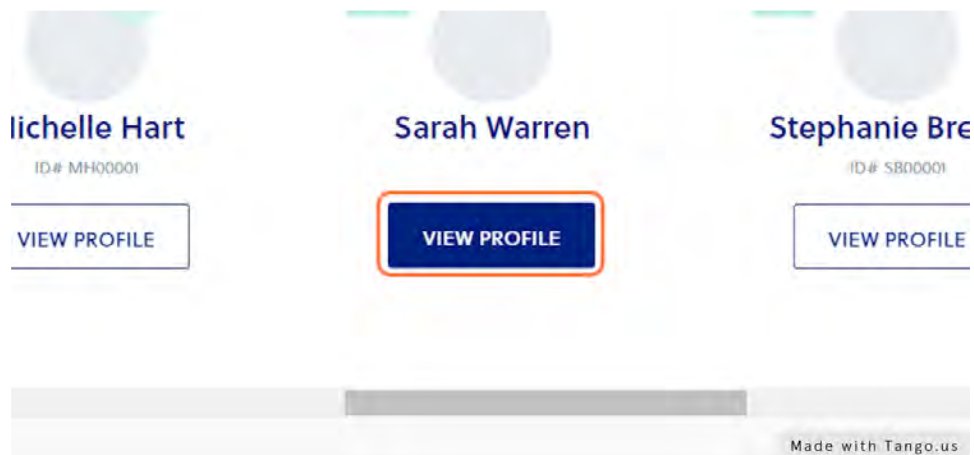
In the drop down - Click on MEMBERSHIP

National Softball Association for FASTPITCH -OR- Baseball Players Association for BPA



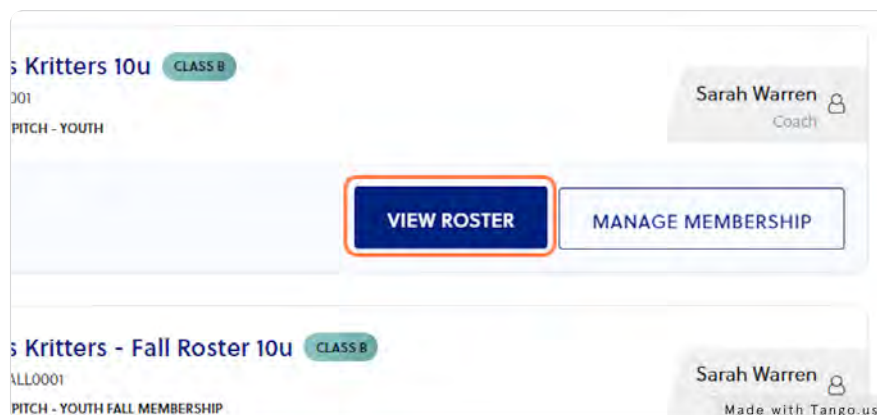
STEP 5

Click on VIEW PROFILE where the TEAM MEMBERSHIP is Under



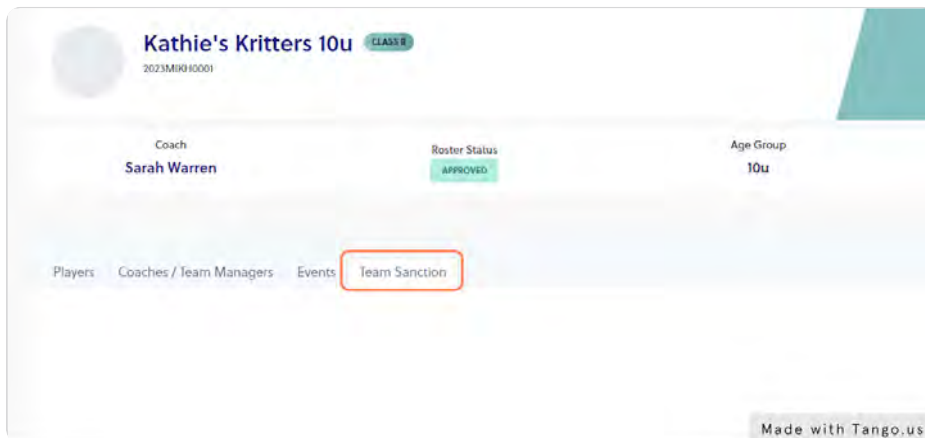
STEP 6

Find the Team you want to Upload - Click on VIEW ROSTER



STEP 7

Click on **TEAM SANCTION TAB** -
then **SCROLL DOWN** to the **TEAM INSURANCE INFORMATION** Section.



STEP 8

Enter your Team's Membership Number or Name.

nsaras@piscatawaynj.gov

Team Insurance Information

Do you have NSA/Westpoint Insurance? *

YES NO NONE Yet

Enter your Team Name & Age Group -OR- Your Team Membership Number

2023MIKH0001

COACHES - Upload a Copy of current Team Insurance Certificate ** Teams can do this later, by

Made with Tango.us

STEP 9

Click on **BROWSE** find the file for your Team Insurance Certificate & **UPLOAD**.

Insurance Certificate ** Teams can do this later, by

going to your TEAM PROFILE & Clicking on the SURVEY **

Files must not exceed 10MB in size

GRID - 2022 STATE - GRAND BLANC June 24- Browse

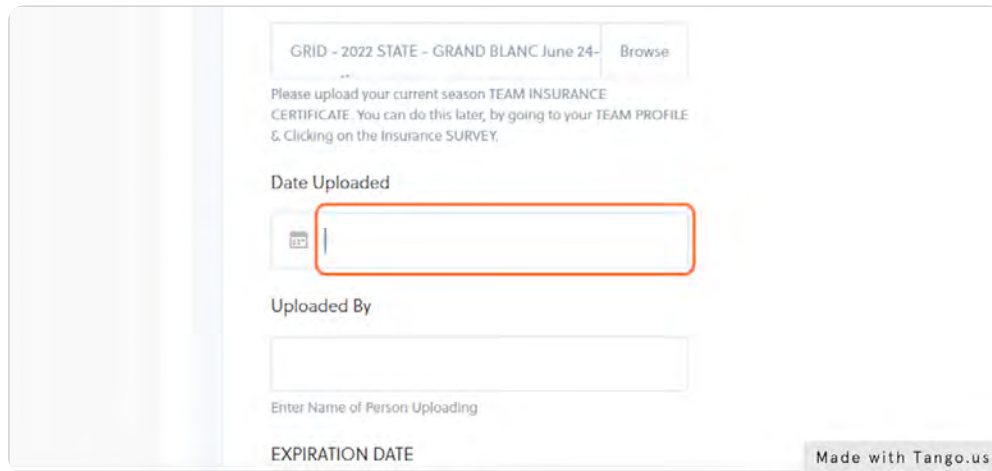
Please upload your current season TEAM INSURANCE CERTIFICATE. You can do this later, by going to your TEAM PROFILE & Clicking on the Insurance SURVEY.

Date Uploaded

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STEP 10

Click inside the box for DATE UPLOADED



GRID - 2022 STATE - GRAND BLANC June 24- Browse

Please upload your current season TEAM INSURANCE CERTIFICATE. You can do this later, by going to your TEAM PROFILE & Clicking on the Insurance SURVEY.

Date Uploaded

Uploaded By

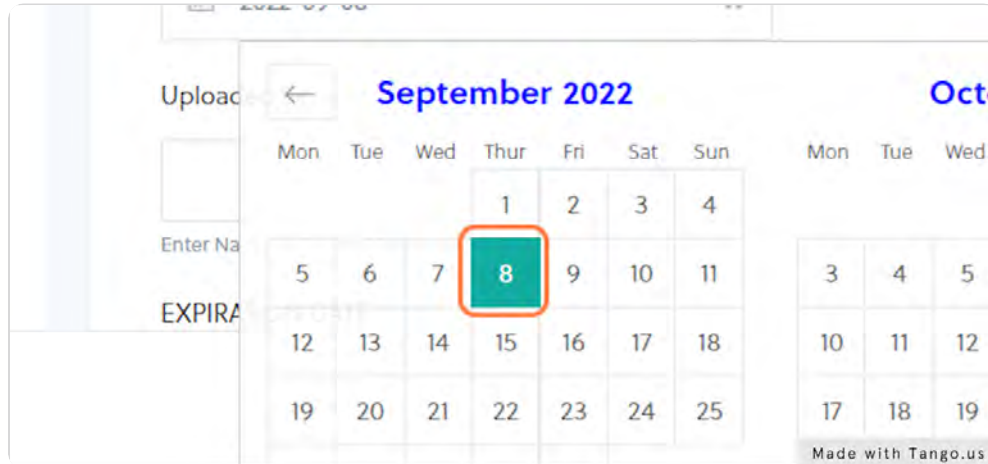
Enter Name of Person Uploading

EXPIRATION DATE

Made with Tango.us

STEP 11

Calendar will come up with current date for you to select.



Upload

September 2022

Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed
			1	2	3	4			
5	6	7	8	9	10	11	3	4	5
12	13	14	15	16	17	18	10	11	12
19	20	21	22	23	24	25	17	18	19

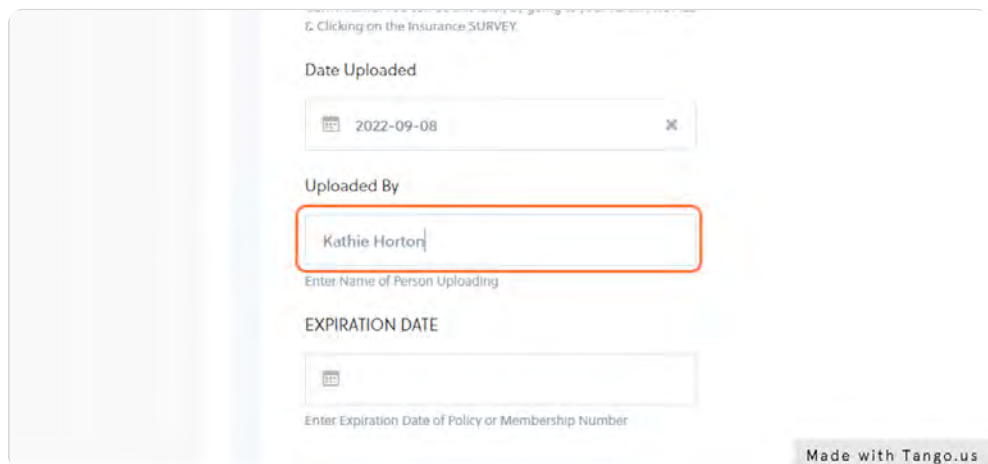
Enter Name

EXPIRA

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STEP 12

Click inside the box for UPLOADED By & Enter YOUR NAME.



& Clicking on the Insurance SURVEY.

Date Uploaded

2022-09-08

Uploaded By

Kathie Horton

Enter Name of Person Uploading

EXPIRATION DATE

Enter Expiration Date of Policy or Membership Number

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STEP 13

Click inside the box for EXPIRATION DATE

Uploaded By
Kathie Horton
Enter Name of Person Uploading

EXPIRATION DATE
[Empty Date Field]
Enter Expiration Date of Policy or Membership Number

Sanction Payments & Dues

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STEP 14

Click on Arrow to Move backward & switch to the previous month.

Policy Expires 8-1-23 You can use the back arrow to go back to AUGUST, then change the YEAR to 2023 and select the date it expires.

EXPIRATION DATE

Enter Expiration Date

September 2022

Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue
			1	2	3	4		
5	6	7	8	9	10	11	3	4

Sanctio

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STEP 15

Change the year - Click on 2022 and Change to 2023

EXPIRATION DATE

Enter Expiration Date

August 2023

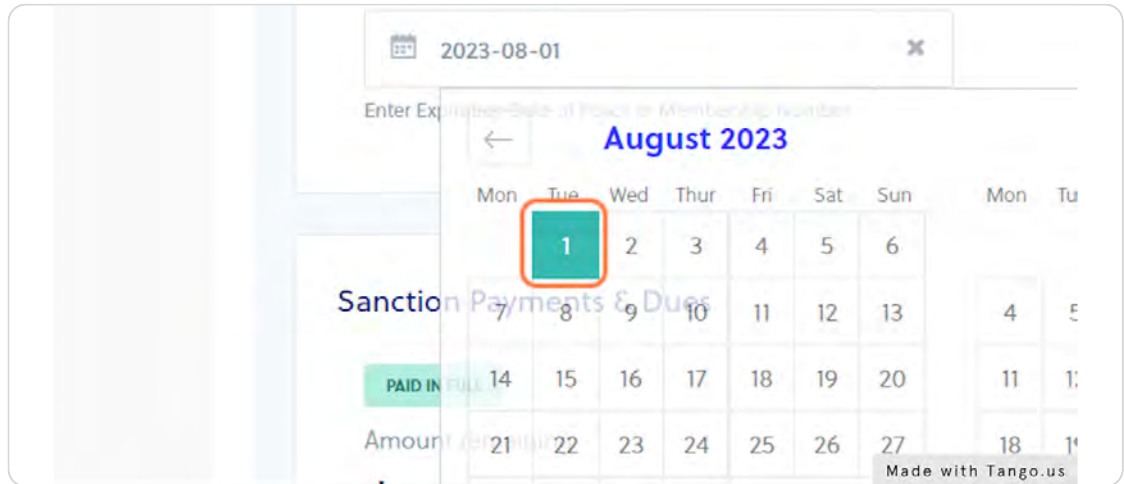
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur
1	2	3	4	5	6	7				1
8	9	10	11	12	13	14	5	6	7	8

Sanctio

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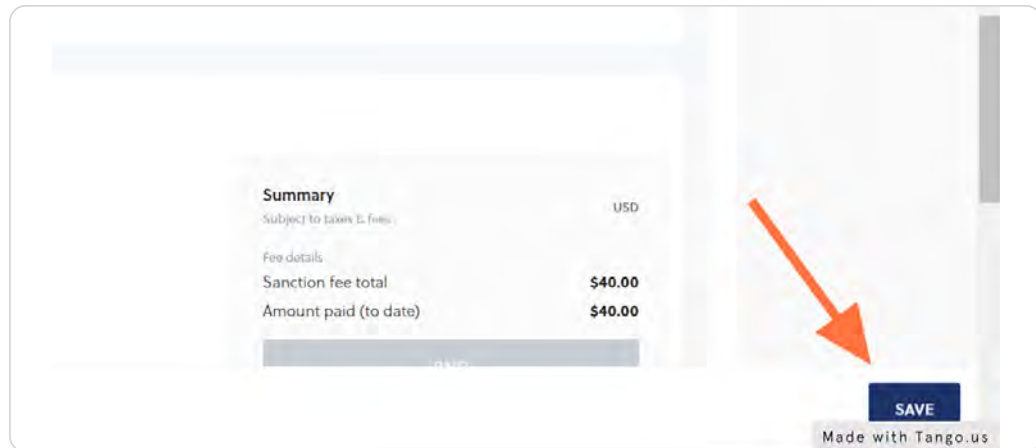
STEP 16

Select the DAY the Policy Expires



STEP 17

Click on SAVE - Bottom right of the page.



STEP 18

Congratulations! Your insurance certificate is Uploaded.

STEP 19 Also Available - To View Events Entered - See Next Page

STEP 19

Also Available - To View Events Entered - Click on EVENTS TAB

2023MIKH0001

Coach: Sarah Warren

Roster Status: APPROVED

Age Group: 10u

Players | Coaches / Team Managers | **Events** | Team Sanction

Assigned Sanction

FASTPITCH Youth - TEAM Membership 2023 APPROVED

FASTPITCH - YOUTH

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STEP 20

Will show Events your team has entered - If you still owe for Entry Fee & more

Kathie's Kritters 10u CLASS

Coach: Sarah Warren

Roster Status: APPROVED

Age Group: 10u

Program: Fastpitch - Youth

Players | Coaches / Team Managers | **Events** | Team Sanction

Q Search... Upcoming Events SEARCH CLEAR

EVENT NAME	STATUS	DATE REGISTERED	TRAVELLING	DIVISION/RATE	RATE FEE	PAID	CREDIT	DWING	PLAYERS CHARGE
NSA Fall Brawl Sep 09, 2022 - Sep 11, 2022 Hobart, IN	ACTIVE	Sep 06, 2022	TRAVELLING (DR MILES)	9u/10u Entry Fee	\$400.00	\$0.00	\$0.00	\$400.00	0 Player(s) x \$0.00
NSA Super 6 Oct 02, 2022 - Oct 09, 2022 Michigan City, IN	ACTIVE	Jul 29, 2022	TRAVELLING (DR MILES)	9u/10u Entry Fee	\$575.00	\$0.00	\$0.00	\$575.00	0 Player(s) x \$0.00
Meadowdale Opener Feb 25, 2023 - Feb 26, 2023 Lynnwood, WA	ACTIVE	Aug 17, 2022	TRAVELLING (DR MILES)	12u Entry Fee	\$700.00	\$0.00	\$0.00	\$700.00	0 Player(s) x \$0.00
NSA Spring Fling Apr 29, 2023 - Apr 30, 2023 Saint Joseph, IL	ACTIVE	Sep 03, 2022	TRAVELLING (DR MILES)	10u Entry Fee	\$475.00	\$0.00	\$0.00	\$475.00	0 Player(s) x \$0.00
Kees Vacations Outer Banks Invitational Classic May 20, 2023 - May 21, 2023	ACTIVE	Aug 03, 2022	TRAVELLING (DR MILES)	10u Entry Fee	\$475.00	\$375.00	\$25.00	\$75.00	0 Player(s) x \$0.00

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