

How to UPLOAD a COPY of TEAM INSURANCE



Last Updated September 19, 2022

How to UPLOAD a COPY of TEAM INSURANCE - SHORT INSTRUCTIONS: For Teams or Director

1. LOGIN (Either PlayNSA.com or PlayBPA.com)
2. Go to the TEAM and use the VIEW ROSTER (Directors will use VIEW)
3. Click on the SANCTION TAB and scroll down
4. Upload the Insurance Certificate & Fill in other information.

NOTE: Westpoint uploads the certificates purchased as NSA/Westpoint or BPA/Westpoint policies.

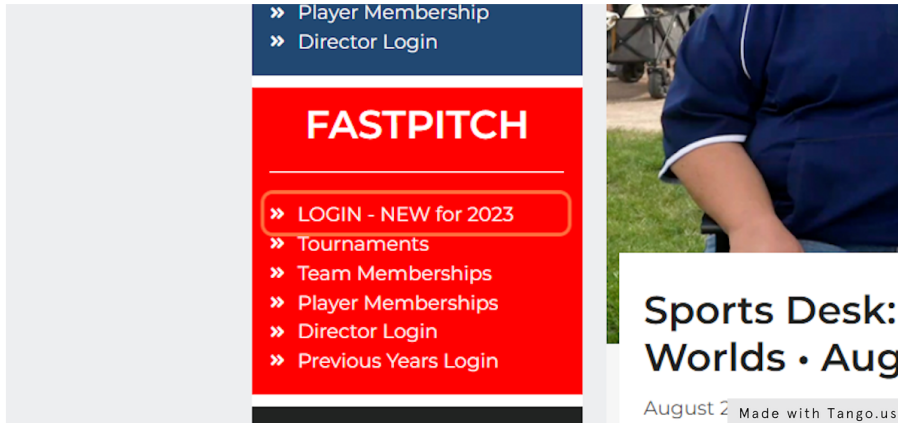
For Teams or Directors that need a little more help. STEP by STEP instructions:

STEP 1

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

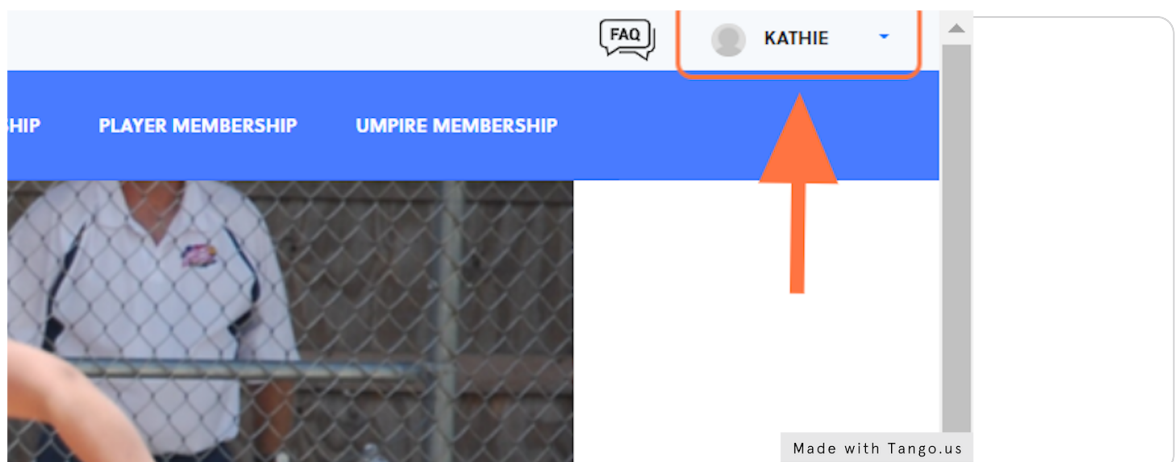
STEP 2

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

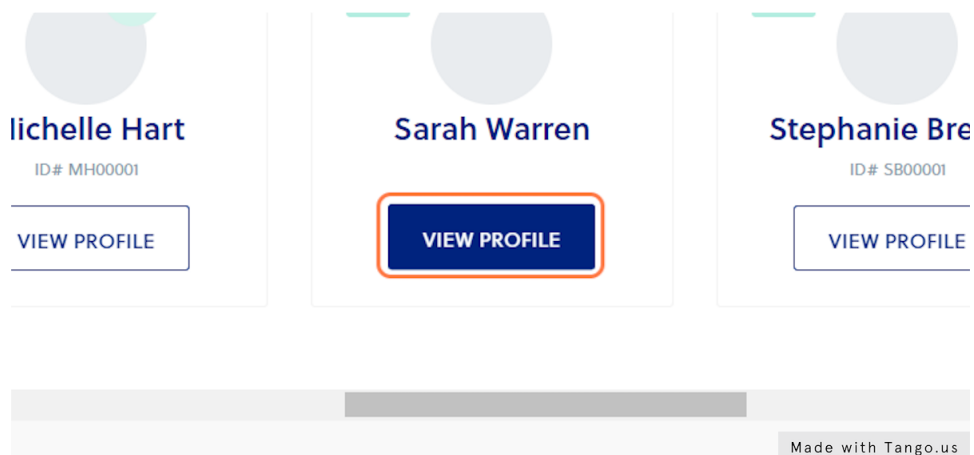
In the drop down - Click on MEMBERSHIP

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



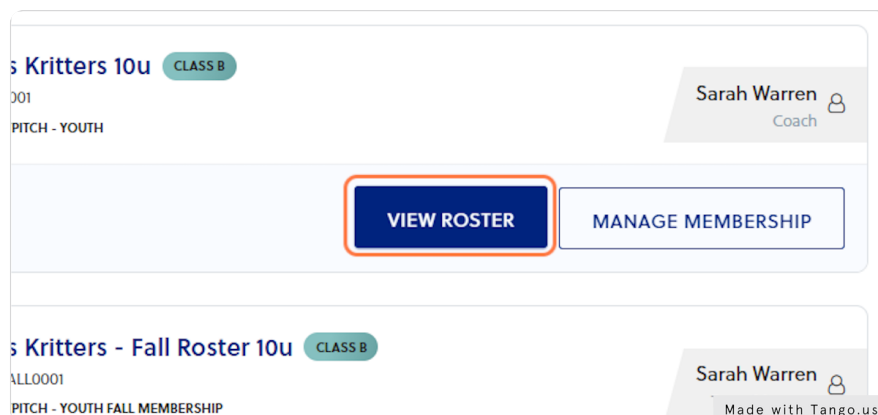
STEP 5

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.

The screenshot shows the team profile for 'Kathie's Kritters 10u' (CLASS B, ID: 2023MIKH0001). The coach is Sarah Warren, the roster status is APPROVED, and the age group is 10u. A navigation menu at the bottom includes 'Players', 'Coaches / Team Managers', 'Events', and 'Team Sanction', with the 'Team Sanction' tab highlighted by a red box. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 8

Enter your Team's Membership Number or Name.

The screenshot shows the 'Team Insurance Information' form. It includes a question 'Do you have NSA/Westpoint Insurance?' with radio buttons for YES, NO (selected), and NONE Yet. Below this is a text input field for 'Enter your Team Name & Age Group -OR- Your Team Membership Number' containing the value '2023MIKH0001'. A red arrow points from the text 'Team Insurance Information' to the form title, and another red arrow points from the membership number input field to the text '2023MIKH0001'. A 'COACHES' section for uploading a certificate is also visible. A 'Made with Tango.us' watermark is in the bottom right.

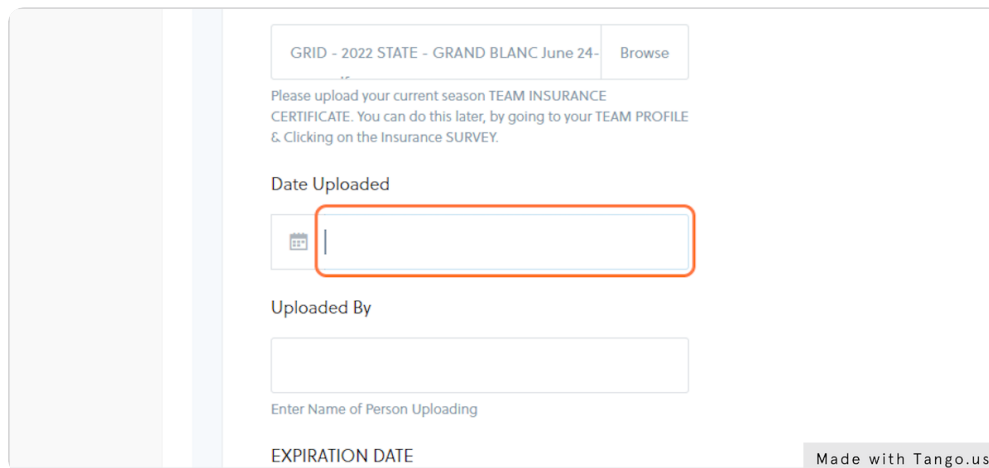
STEP 9

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

The screenshot shows the file upload section of the form. It includes the instruction 'Files must not exceed 10MB in size' and a file selection area with a 'Browse' button highlighted by a red box and a red arrow. Below this is a text prompt: 'Please upload your current season TEAM INSURANCE CERTIFICATE. You can do this later, by going to your TEAM PROFILE & Clicking on the Insurance SURVEY.' A 'Date Uploaded' label is at the bottom. A 'Made with Tango.us' watermark is in the bottom right.

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

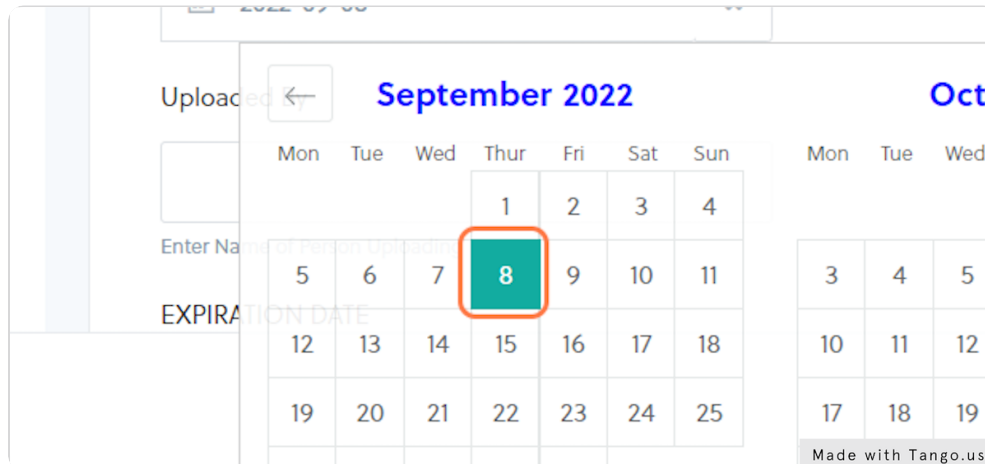
Enter Name of Person Uploading

EXPIRATION DATE

Made with Tango.us

STEP 11

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



Uploaded by

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

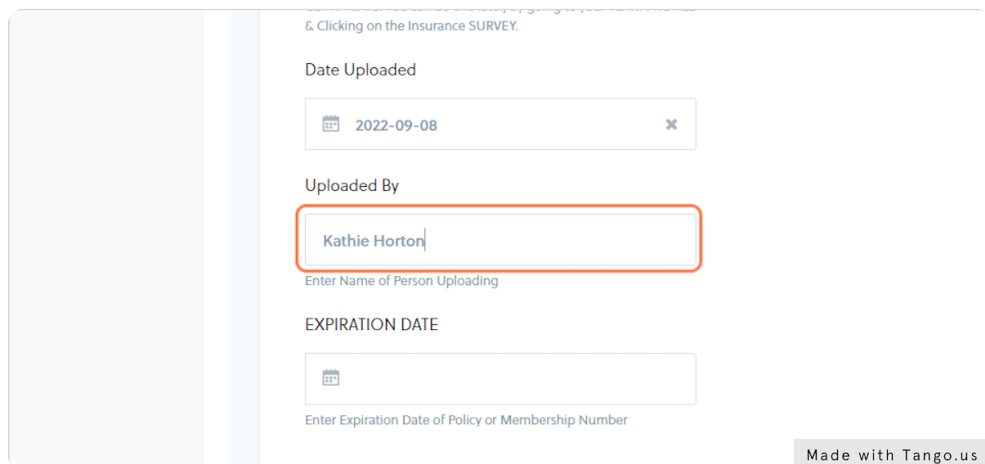
Enter Name of Person Uploading

EXPIRATION DATE

Made with Tango.us

STEP 12

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



& Clicking on the Insurance SURVEY.

Date Uploaded

Uploaded By

Enter Name of Person Uploading

EXPIRATION DATE

Enter Expiration Date of Policy or Membership Number

Made with Tango.us

STEP 13

Click inside the box for EXPIRATION DATE

Uploaded By
Kathie Horton
Enter Name of Person Uploading

EXPIRATION DATE

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 day it expires.

EXPIRATION DATE

Enter Ex

← 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 Ex

← August 2023 September

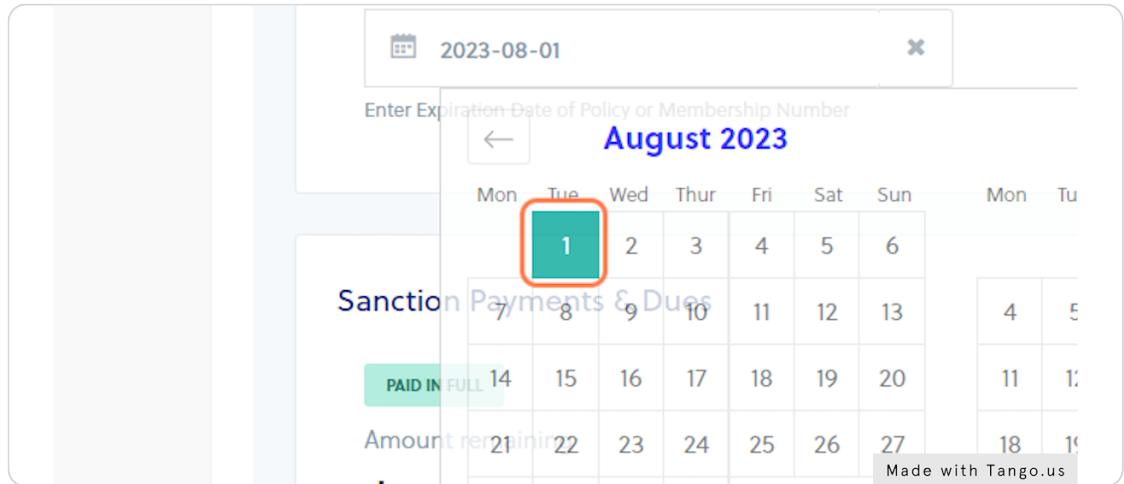
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur
1	2	3	4	5	6	7				1
8	9	10	11	12	13	14	5	6	7	8

Sanctio

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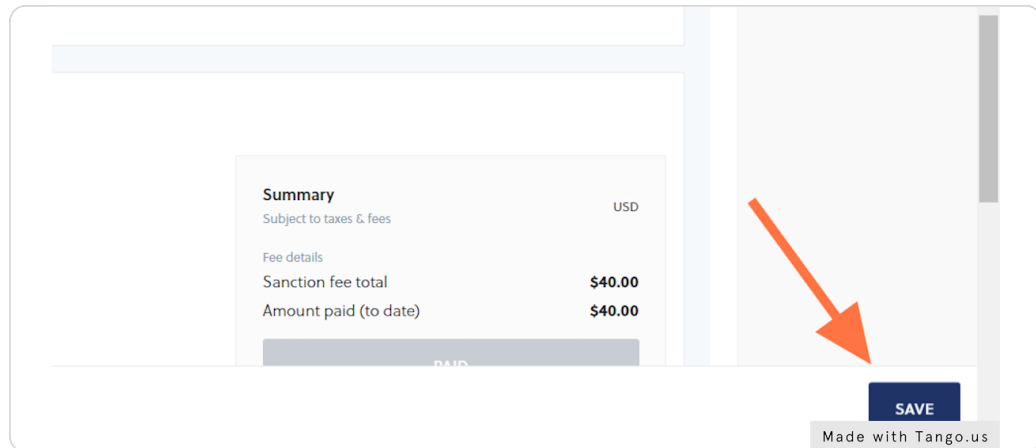
STEP 16

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 | Made with Tango.us

STEP 20

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

Kathie's Kritters 10u | CLASS B | 2023MIKH0001

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	OWING	PLAYERS CHARGED
NSA Fall Brawl Sep 09, 2022 - Sep 11, 2022 Hubbard, IN	ACTIVE	Sep 06, 2022	TRAVELLING (000 MILES)	9u/10u Entry Fee	\$400.00	\$0.00	\$0.00	\$400.00	0 Player(s) x \$0.00
NSA Super 6 Oct 07, 2022 - Oct 09, 2022 Michigan City, IN	ACTIVE	Jul 29, 2022	TRAVELLING (000 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 (000 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 (000 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 (000 MILES)	10u Entry Fee	\$475.00	\$375.00	\$25.00	\$75.00	0 Player(s) x \$0.00

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