HOW TO CREATE MY TEAMS

1. Go to https://www.ncsaasports.com/
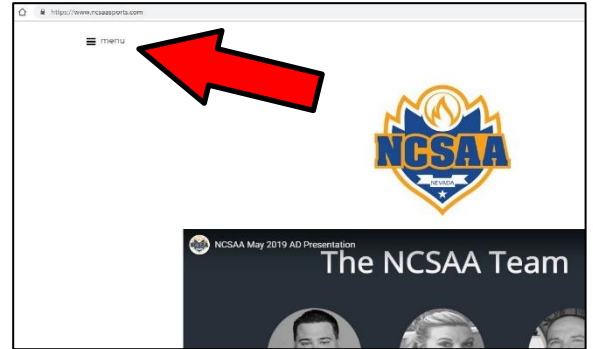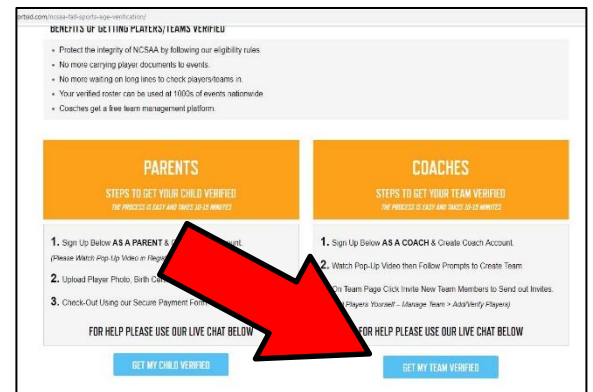2. In the Top Left Corner Click on "Menu"
3. Scroll Down to "National Sports ID"

4. This will redirect you to https://www.nationalsportsid.com/ncsaa-fall-sports-age-verification/
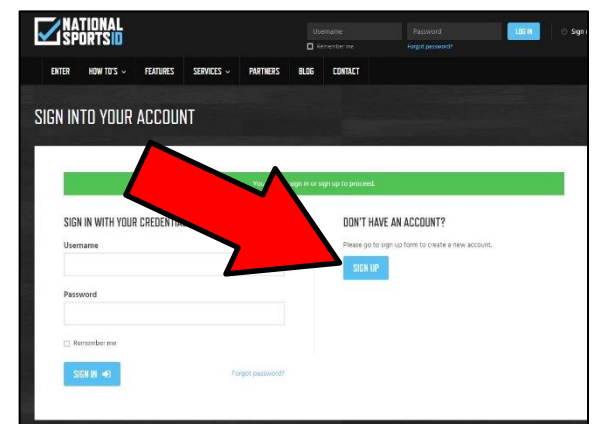

5. Scroll down to the lower right and select the "Coaches" option. Push the blue "Get my team verified" button
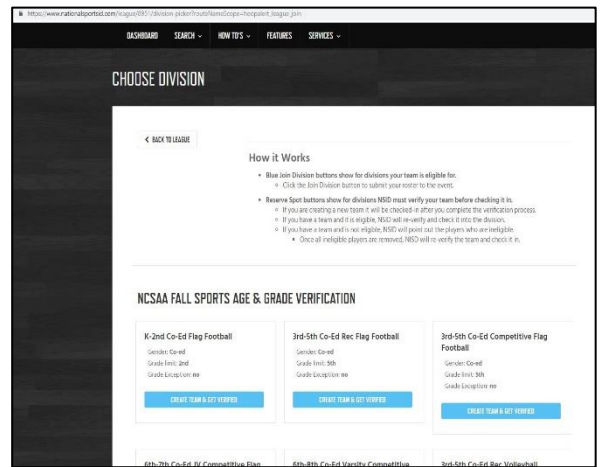

6. Complete the Signup Form and then click the Light Blue "Register" Button in the Bottom Right.

7. You may be asked to sign in again.

8. Select the Division you want to setup a team for and click on the blue "Create Team & Get Verified" Button

9. This will bring up the "Edit Team" page. This is where you setup your team for this division. (You will need to repeat these steps for each team/division)

   a) A helpful video may pop up the first time you create a team. We strongly advise watching it. Consider bookmarking the video https://youtu.be/5pRUDpBn174 . Also remember in the bottom left corner is a live help option where NSID can help walk you through any steps you get stuck on. Fill in all of the information it asks for. The more information you provide the easier it will be for your parents to find your page and NCSAA to be able to verify the information. All of this information can be changed/updated later.
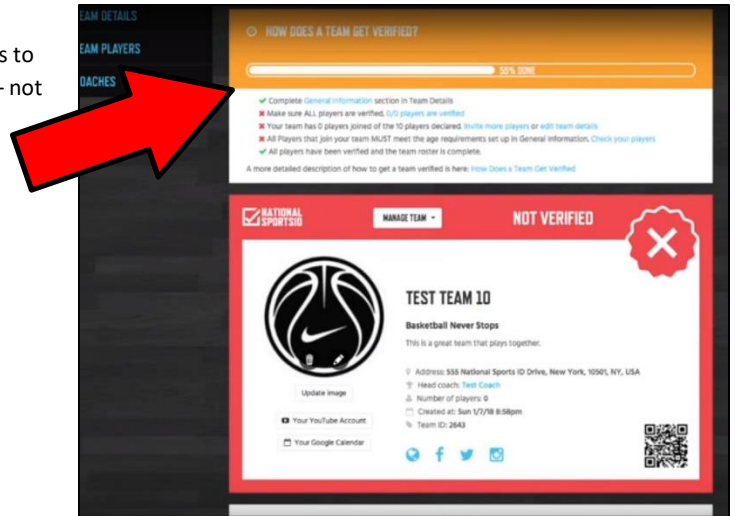

   b) **NAME** Please complete your Full Team Name. We have a lot of teams with the same name (ex: Pinecrest, Somerset, Legacy, etc.)

   c) **NUMBER OF PLAYERS** is your best guess for the number of players you will carry on your roster. We will need to update this on September 11th (the roster deadline) to make sure everyone is accounted for.

   d) **VERIFICATION BASED ON** Grade. NCSAA is completely Grade Based.

   e) **SCHOOL GRADE** Select the oldest grade possible for your division.
      i) **Elementary School Divisions** 5th Grade
      ii) **Middle School JV** 7th Grade
      iii) **Middle School Varsity** 8th Grade
      iv) AGE LIMIT FOR GRADE Turned off

   f) **GRADE EXCEPTION** Turned off

   g) **TAGS/KEYWORDS** This will help your parents find your team. You may want to include your school name, mascot, Coach or AD last name (all separated by commas)

   h) **TAG LINE** School Motto or Saying

   i) **IMAGE** School Logo or Team Mascot

   j) **COACHES** The Head Coach can be the Athletic Director or the actual Head Coach. You can add assistants who can help manage National Sports ID but they must be signed up to add them to your team

   k) **PRIVACY SETTINGS**
      i) We suggest making it to where "Members can invite other people" in order to have them help you get started.
      ii) New Members join immediately vs. New Members must be approved. This is up to you on how you'd like to handle.
      iii) Team Page Public will make the process easier for your parents.

   l) **E-SIGN WAIVER** If you have a team/school waiver or contract you'd like signed this is a way to have your parents do it all in one step. You may also add other additional documents there.

   m) **TEAM SETTINGS** Each school can decide what's best for them on these settings
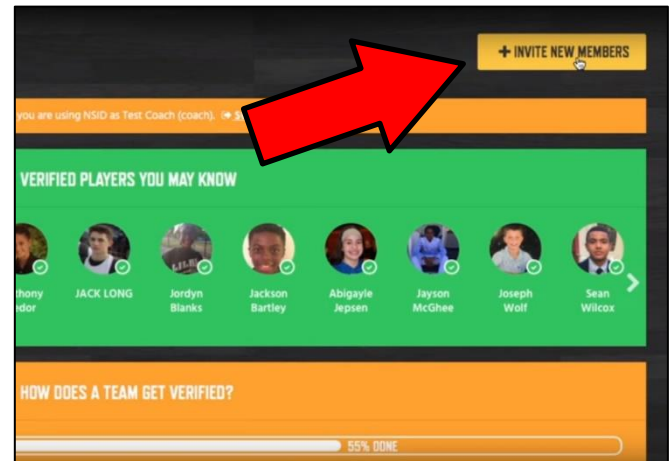
10. Once you've completed all of the steps push the blue "Create +" in the very bottom right of the page

11. This will lead you to your team page. Notice at the top of the page is your progress bar (most likely orange). This will be your guide to what still needs to be completed for your team. Remember you need to make one per team – not just one for the entire school.

12. Now you need to invite players to your team to get verified.

13. Click the button in the top right corner of your team page labeled "+ Invite New Members"

14. From this page you can send each parent a direct invite to their email for them to join your team and get verified through National Sports ID. As long as they use the link in the email they'll automatically get added directly to your team. There is a template in the message section that you can edit how you'd like.

   a) Another way you can invite parents directly to your team is to copy and paste the web address from the URL from your team's NSID page and send it out to them.

   b) Instruct your parents to click the link in email/text/parent's page

   c) Click "Join Team" on team page

   d) Register and complete player verification

National Sports ID is there to help. They have a full support team happy to walk parents or coaches through the process. They can be reached through live chat on the National Sports ID website -OR- you can email them at admin@nationalsportsid.com. They're available most days 24 hours a day and have been extremely helpful.