

The NSID Guide for Tournament/League Directors

National Sports ID provides innovative online tools combined with efficient processes to not only make sure that all the participants of your tournament/league are age/grade verified but teams are organized into divisions with rosters. We will also explain a great business model your organization can benefit from just implementing NSID into your tournaments/leagues. This guide will walk you through how you can use NSID to help legitimize your tournament/league and generate a re-occurring revenue stream for your organization.

Overview

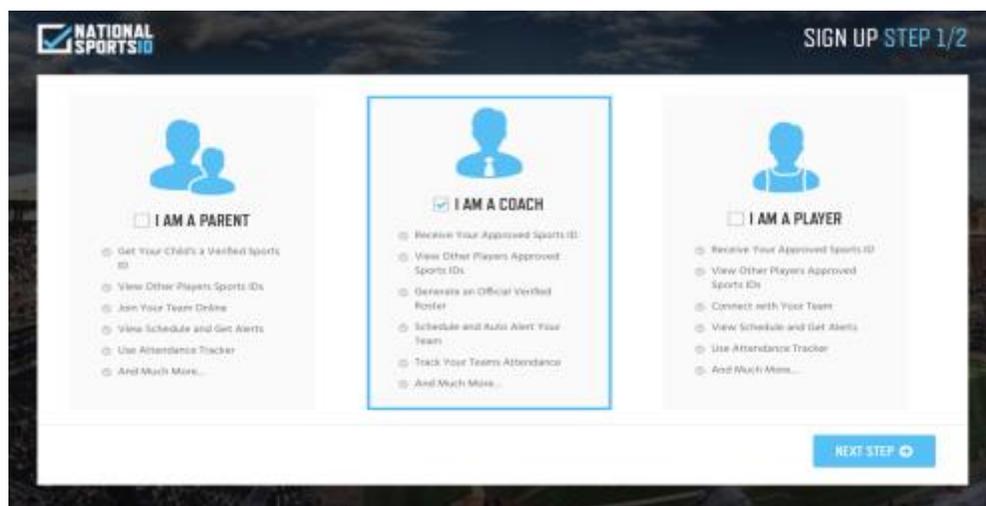
1. Integration with NSID
2. Age Grade Verification
3. Online Check-In before all events
4. Collecting Verified Team Rosters
5. Tracking Participants & Partnership Payments
6. Saving Time, Labor Costs and Tips

How NSID Works for Tournaments/Leagues



Integrate Your Website with NSID

1. Sign up for NSID & create a coach account (*skip creating a team unless you have one to coach*)
2. We will send you an Iframe and coupon code that is associated with it.
 - a. **Iframe** - this line of code can be pasted into your website and the NSID registration process will appear. This way your participants can register for NSID and stay on your site. This is the main way to track your users.



- b. **Coupon Code** - this a code that can be entered at time of check out to give your participants a discount. This is also used as a way of tracking your users.

3. Create a webpage on your site designated to player age/grade verification.

- a. We will assist and show you examples of a page the coaches, players and parents can come to on your site and follow simple instructions to lead them into the verification process.
- b. Once webpage is complete we will supply you with email templates to blast out to your coaches.
 - i. Coaches will then register in your IFrame and the process will explain and direct them to create a team and invite his/her players.

Example of a webpage with instructions and NSID IFrame registration embedded:

The image shows a webpage for the Filipino Basketball Invitational (FBIT) tournament. At the top left is the FBIT logo, which features a basketball and the text "FBIT FILIPINO BASKETBALL INVITATIONAL TOURNAMENT". To the right of the logo is a dark blue banner with the text "Filipino Basketball Invitational – FBIT". Below the banner is the text "AGE & GRADE VERIFICATION PROMOTING FAIR PLAY FOR YOUTH ATHLETES".

The page is divided into two main sections: "PARENTS" and "COACHES".

PARENTS
 STEPS TO GET YOUR CHILD AGE VERIFIED
THE PROCESS IS EASY AND TAKES 5-10 MINUTES

1. Sign Up Below **AS A PARENT** & Create Child Account. (Please Watch Pop-Up Video in Registration)
2. Upload Player Photo, Birth Certificate/Passport & Report Card.
3. Check-Out Using our Secure Payment Form.

FOR HELP PLEASE USE OUR LIVE CHAT BELOW

COACHES
 STEPS TO GET YOUR TEAM VERIFIED
THE PROCESS IS EASY AND TAKES 10-15 MINUTES

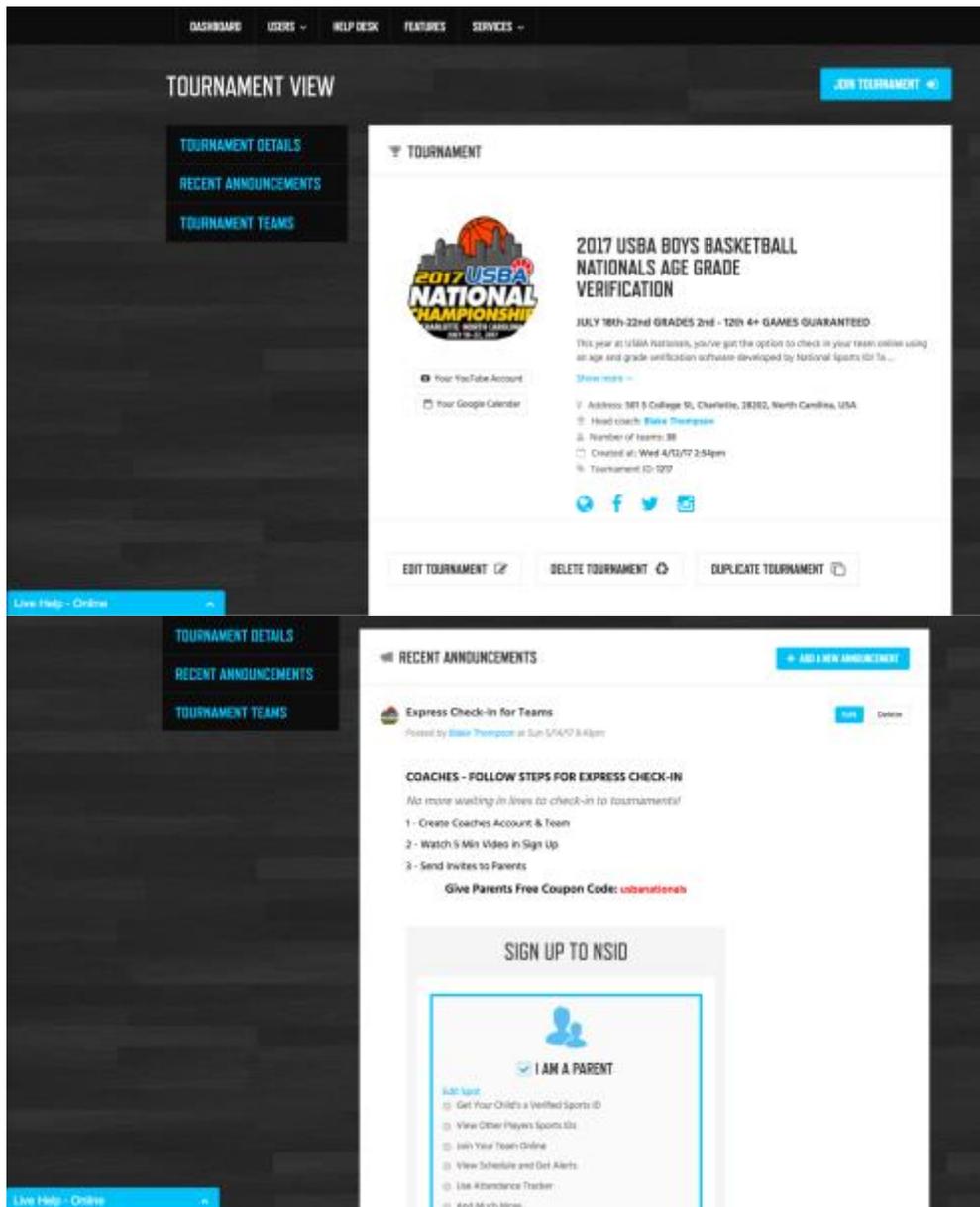
1. Sign Up Below **AS A COACH** & Create Coach Account.
2. Watch Pop-Up Video then Follow Prompts to Create Team.
3. On Team Page Click Invite New Team Members to Send out Invites. (To Add Players Yourself – Manage Team > Add/Verify Players)

FOR HELP PLEASE USE OUR LIVE CHAT BELOW

Below these sections is a "SIGN UP TO NSID" section. It features three columns, each with a blue icon representing a user type and a list of benefits:

- I AM A PARENT**
 - Get Your CHILD'S a Verified Sports ID
 - View Other Players Sports IDs
 - Join Your Team Online
 - View Schedule and Get Alerts
 - Use Attendance Tracker
 - And Much More...
- I AM A COACH**
 - Receive Your Approved Sports ID
 - View Other Players Approved Sports IDs
 - Generate an Official Verified Roster
 - Schedule and Auto Alert Your Team
 - Track Your Teams Attendance
 - And Much More...
- I AM A PLAYER**
 - Receive Your Approved Sports ID
 - View Other Players Approved Sports IDs
 - Connect with Your Team
 - View Schedule and Get Alerts
 - Use Attendance Tracker
 - And Much More...

Example of NSID tournament page with instructions and embedded iframe:



4. Once you get to this point the NSID 24/7 customer support will take over and assist your coaches and his/her parents to make sure they all get verified and joined to the right teams. *(You direct any inquiries you receive to NSID)*
 - a. We will also assist coaches with checking their teams in online and all other questions they may have.
 - b. We also have a robust [Help Desk](#) filled with how to's and tutorials.

Age & Grade Verification Process



1. The most common way for to get players verified is coaches inviting the parents to get it done.
 - a. Parents usually take 5-10 minutes to complete the process IF they follow instructions.
 - b. NSID will review and either verify or reject with a reason to fix within the hour.
 - c. The cost is \$10 per athlete per year. *(Parents will have re occurring charge yearly but can cancel at anytime)*
 - d. Here is detailed how to with video: [How to Get Child Verified](#)

Parent/Player Verification Process

2. We also allow for the coach to get his/her players verified without the help from parents.
 - a. Coaches can create player accounts.
 - b. Coach can enter all player information, upload documents and make payment.

- c. Coach can also communicate with NSID support to fix mistakes in case of a rejection.
- d. Here is a detailed how to: [How to Coaches Register Players](#)

REGISTER MULTIPLE PLAYERS

Click to Edit Player Info

Test 2 Player 2
Remove from team - Edit

ADD PLAYER +

ADD NEW PLAYER

Parent

Parent First Name *

Parent Last Name *

Parent E-mail *

Parent Mobile Number

Enable Text Notifications

Player

Player First Name *

VERIFY ALL

Click to Get Players Verified

Start adding multiple players by clicking "Add Player" button on the left.

After you are done with the fields please save player's card. Now this player will be visible on the left.

You can still edit or delete it from there.

When you are ready, you can verify players.

Profile Image

Drop your picture here or click to browse your computer

Upload Photo

Birth Certificate
Choose File No file chosen

Report Card
Choose File No file chosen

Upload Docs

School Name

School Grade

Timezone *

New York

Enter School & Grade

SAVE PLAYER

VERIFY MEMBERS OF YOUR TEAM ✕

Card number *

Expiry date *

Security code ⓘ *

Type *

Coupon

ADD COUPON

Players to verify *

Test 2 Player 2

VERIFY MEMBERS \$10 EACH PLAYER

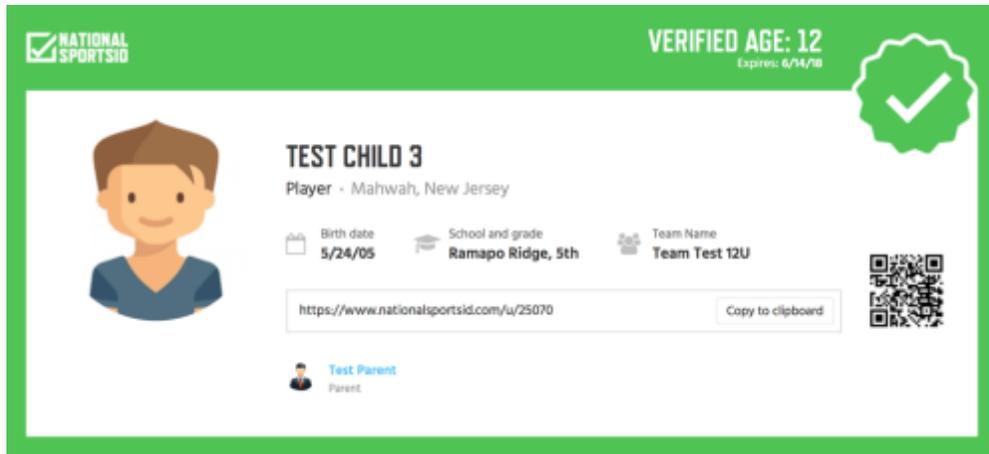
Secure payments by  PayPal

Status Symbols for Player's Verification Process

	Completed – You have completed the player's sports id and it's ready to be paid for and submitted for approval by CLICKING VERIFY ALL PLAYERS.
	Pending – The athlete's sports id is being reviewed and an email will be sent with either an approval or rejection with reason on how to fix it.
	Incomplete – The athlete's sports id is missing information and cannot be submitted until the player form is completed.
	[Rejection Red Pop should be displayed that is shown in Edit]

3. There are 3 different statuses for players.
 - a. Verified (Green) – Sports ID will turn green and show age and grade.

- b. Pending (Orange) - The player's information has been submitted and is being reviewed.
- c. Not Verified (Red) - Either the player's information has not been submitted or it was rejected.



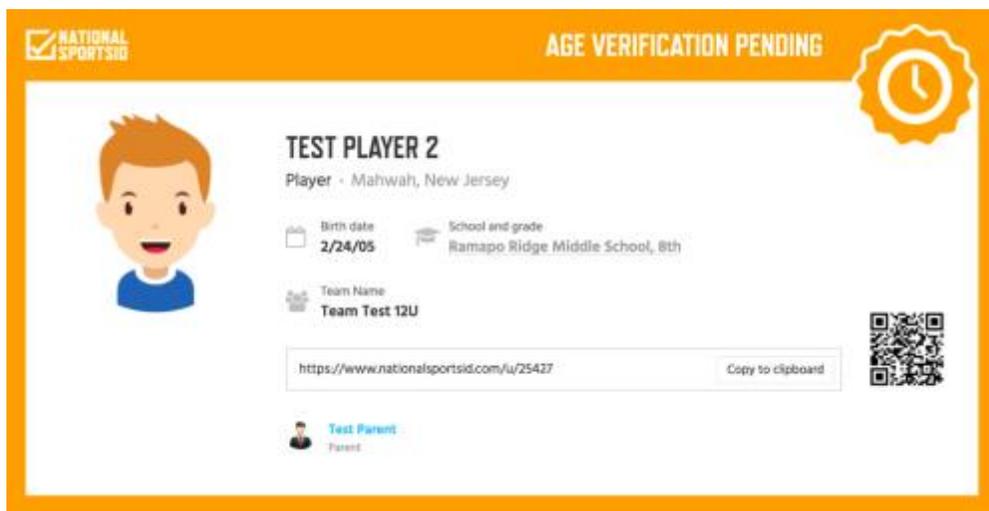
NATIONAL SPORTSID VERIFIED AGE: 12 Expires: 6/14/18

TEST CHILD 3
Player - Mahwah, New Jersey

Birth date: 5/24/05 | School and grade: Ramapo Ridge, 5th | Team Name: Team Test 12U

<https://www.nationalsportsid.com/u/25070> Copy to clipboard

Test Parent Parent



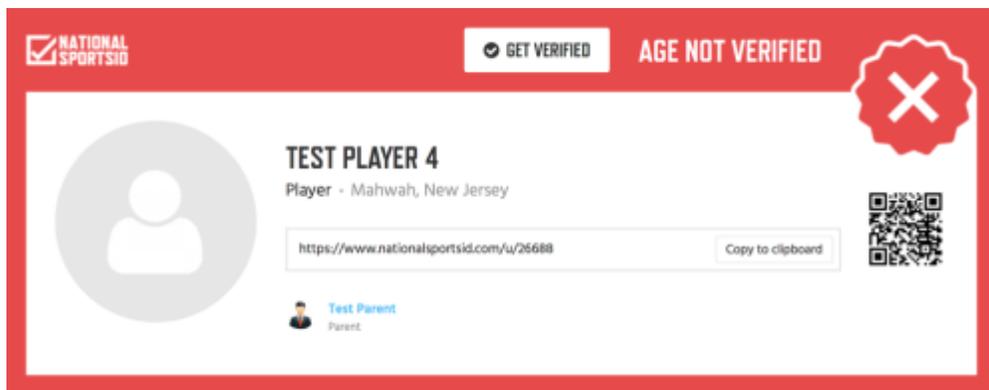
NATIONAL SPORTSID AGE VERIFICATION PENDING

TEST PLAYER 2
Player - Mahwah, New Jersey

Birth date: 2/24/05 | School and grade: Ramapo Ridge Middle School, 8th | Team Name: Team Test 12U

<https://www.nationalsportsid.com/u/25427> Copy to clipboard

Test Parent Parent



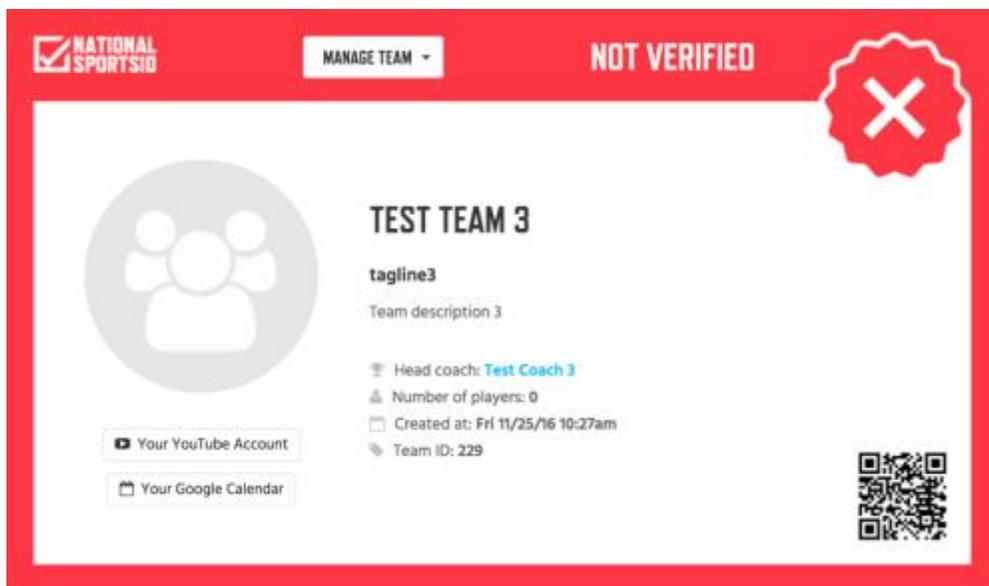
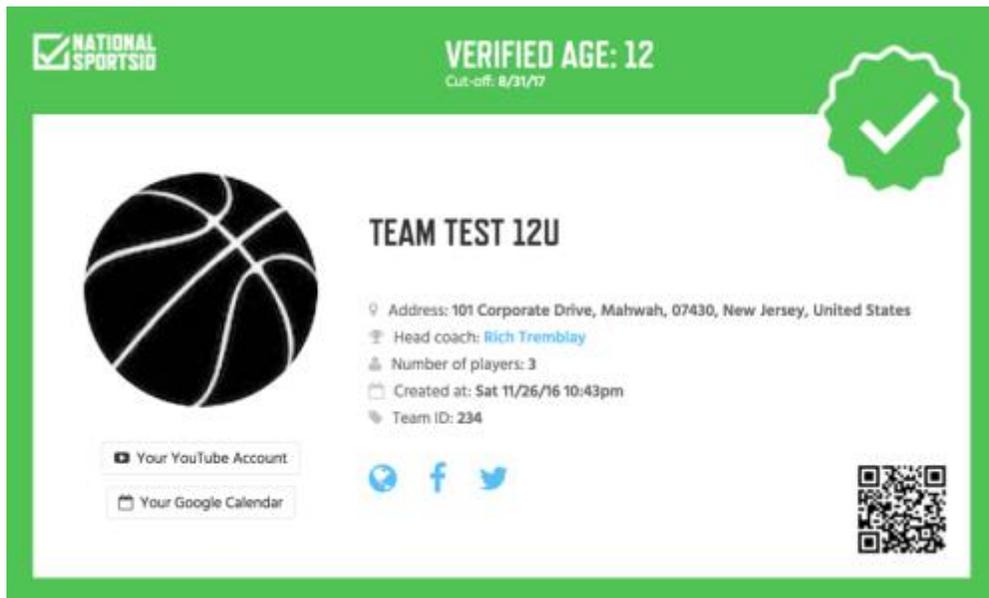
NATIONAL SPORTSID GET VERIFIED AGE NOT VERIFIED

TEST PLAYER 4
Player - Mahwah, New Jersey

<https://www.nationalsportsid.com/u/26688> Copy to clipboard

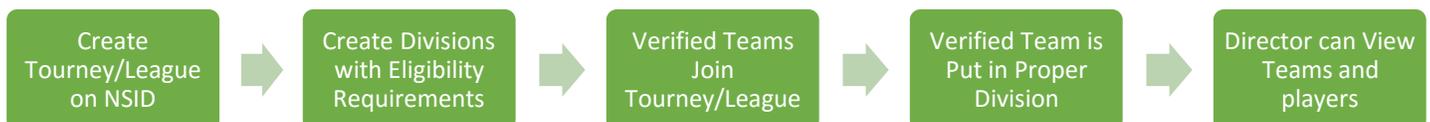
Test Parent Parent

- 4. There are 2 different statuses for teams.
 - a. Verified (Green) - Sports ID will turn green and show age or grade verified for.
 - b. Not Verified (Red) - This means the team has not met all requirements to get verified.



- c. A team must meet 3 requirements to get verified.
 - i. All players joined to team must be verified.
 - ii. The amount of joined players must match the number of player's coach entered into team settings. *(This can be edited at any time and system will re calculate)*
 - iii. All verified players who have joined team must meet the age or grade requirements that the coach set up in team settings. *(This would match the tournament eligibility rules and can be changed from event to event and system will automatically re calculate.)*
 - iv. Here is a detailed how to: [How Does a Team Get Verified](#)
- d. Verified teams and players can be viewed by directors:
 - i. Players can be searched individually by going to Users > Members > Search
 - ii. Teams can be searched by going to Users > Teams Search
 - iii. Verified teams that join the tourney/league division allows the director to easily search all teams and players and see much more information than the public view listed above.

Online Check-In Process



Our Online Check-In process will cut down the lines on days of events, organize all verified teams in the proper divisions based on eligibility and allow the director to easily search teams and players.

1. Create your tournament/league page on NSID
 - a. This page will be a webpage with information about the tournament/league.
 - b. When creating your team, you can enter in the features you want to use or edit in Settings.
 - c. All pages have features like: custom URL, scheduling, announcements, text alerts and more.
2. Set up your divisions based on the age or grade criteria your tournament follows.
 - a. You can create age base divisions with a cutoff date of whatever you want.
 - b. You can create grade base division with an age limit and cutoff date.
 - c. You can have age exception for grade base tournament.

DIVISIONS

Name *	<input type="text" value="2nd Grade Boys"/>	Gender *	<input type="text" value="Boys"/>
Verification Based on *	<input type="radio"/> Age of Players <input checked="" type="radio"/> Grade of Players	School Grade	<input type="text" value="2nd"/>
<input checked="" type="checkbox"/> Grade Exception	Age Limit	Cutoff Date	<input type="text" value="9"/> <input type="text" value="9/1/2017"/>
Name *	<input type="text" value="12u Boys"/>	Gender *	<input type="text" value="Boys"/>
Verification Based on *	<input checked="" type="radio"/> Age of Players <input type="radio"/> Grade of Players	Age Limit	<input type="text" value="12"/> <input type="text" value="8/31/2017"/>

3. Verified teams can now join your tournament and will be checked-in to the proper division.
 - a. The team settings must match the eligibility requirement you set up in your division.
 - b. If the team's verification matches the division, it will be blue when they attempt to enter.
 - c. If the team's verification does not match a division they will not be able to enter.

[← BACK TO THE TOURNAMENT](#)

Please select a division for the chosen Tournament and Team. If a division is not available for choosing, please make sure that your team is verified and all players have appropriate age or school grade.

TEST TOURNAMENT / TEAM TEST 12U

6th Grade

- Grade limit: 6th
- Grade Exception: yes
- Age limit: 13
- Cutoff date: 9/1/17
- Gender: Boys

[JOIN DIVISION](#)

7th Grade

- Grade limit: 7th
- Grade Exception: yes
- Age limit: 14
- Cutoff date: 9/1/17
- Gender: Boys

[JOIN DIVISION](#)

8th Grade

- Grade limit: 8th
- Grade Exception: yes
- Age limit: 15
- Cutoff date: 9/1/17
- Gender: Boys

[JOIN DIVISION](#)

9th Grade

- Grade limit: 9th
- Grade Exception: yes
- Age limit: 16
- Cutoff date: 9/1/17
- Gender: Boys

[JOIN DIVISION](#)

5th Grade

- Grade limit: 5th
- Grade Exception: yes
- Age limit: 12
- Cutoff date: 9/1/17
- Gender: Boys

[JOIN DIVISION](#)

12u Boys

- Age limit: 12 (cutoff: 8/31/17)
- Gender: Boys

[JOIN DIVISION](#)

4. Directors can see and search all verified teams that have entered a division.

TOURNAMENT DETAILS

RECENT ANNOUNCEMENTS

TOURNAMENT TEAMS

TOURNAMENT TEAMS

Search

 <p>PSPA 13U Boys Elite Division: 7th Grade Boys Open team page - Remove team</p>	 <p>PSPA 15U Elite Division: 9th Grade Boys Open team page - Remove team</p>
 <p>West Georgia Warriors 2022 Division: 7th Grade Boys Open team page - Remove team</p>	 <p>Diamond City Allstars 8th Grader Division: 8th Grade Boys Open team page - Remove team</p>
 <p>Next Level Elite Division: 7th Grade Boys Open team page - Remove team</p>	 <p>ShowTyme Athletic Group 5th Grade Division: 5th Grade Boys Open team page - Remove team</p>
 <p>CP RimRockers 2025 Division: 4th Grade Boys Open team page - Remove team</p>	 <p>Team Power Division: 8th Grade Boys Open team page - Remove team</p>
 <p>RBC Elite Division: 10th Grade Boys Open team page - Remove team</p>	 <p>NC Hornets Division: 9th Grade Boys Open team page - Remove team</p>

Collecting Verified Team Rosters

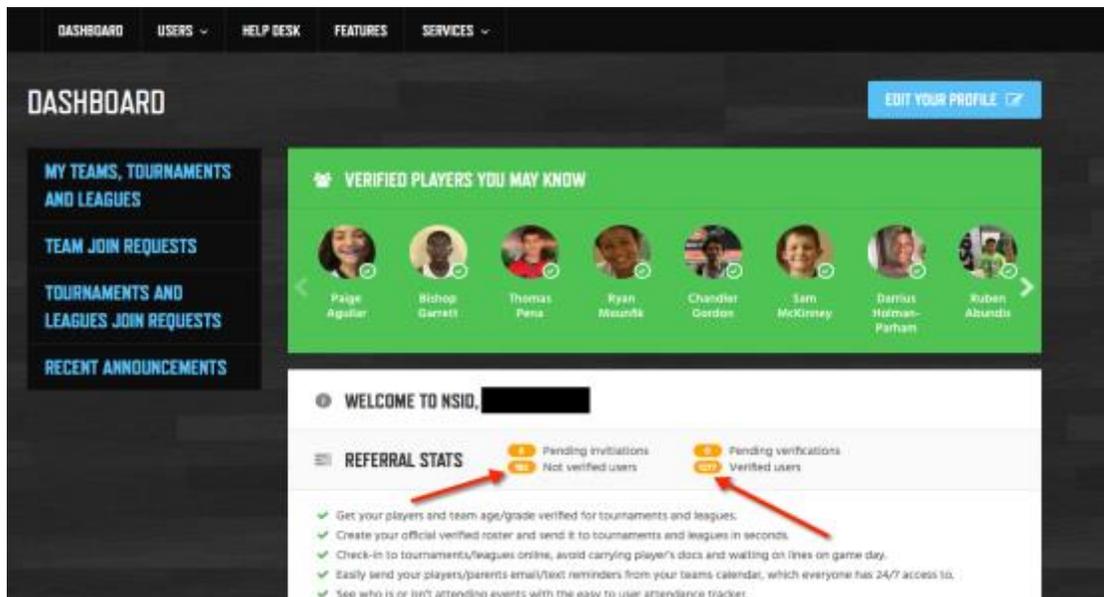
1. Once a team is verified coaches can easily generate a verified roster in a PDF or CSV file.
 - a. Coaches can email the PDF to the director.
 - b. Coaches can generate a CSV and import it into many registration platforms.
 - c. All required information for a roster is included in the template.

The screenshot displays a web interface for exporting player rosters. On the left, a list of three players is shown: 'Test Child', 'Test Child 3', and 'Test Player 2', each with a 'Remove from team' link and a green checkmark. The main area is titled 'EXPORT MULTIPLE PLAYERS' and contains an 'EDIT PLAYER' form. The form fields include: Jersey Number (23), Position (Guard), Address (101 Corporate Drive), Zip Code (07430), Town/City (Mahwah), State (New Jersey), Country (USA), Team (Test Team), Height (4 feet, 10 inches), and Weight (85). A 'SAVE' button is at the bottom of the form. To the right, a 'HOW IT WORKS' section provides three steps: 1. Click Edit Under Player to Open His/Her Form. 2. Complete the Form then Click Save till ALL Players Show a Green Check. 3. Click Download Roster and Choose PDF or CSV Format. It also includes tips about download button status and CSV file uploads, and a link to 'Import To Exposure Events'. A 'DOWNLOAD ROSTER' button is at the bottom right.

Tracking Your Participants & Partnership Payments

1. Making sure your registered and verified players get tracked under your umbrella is very important and we have several ways we assist you with that.

- a. **Iframe** – As you already know your own personal Iframe can be embedded in your website. All users that sign up through the Iframe will be tracked in your statistics.
 - b. **Coupon Code** – You can also be issued a coupon code that will be associated with your Iframe. If you decide to give a discount on your cost the user can enter a coupon during check out and this will track the user under your umbrella.
 - c. **Online Check-In** – When a team checks-in to your tournament/league all players who have not already been added to yours or another director's statistics will now be added as long as that coach registered through your Iframe. This will help make sure you get all the players of the coach who signs up in your Iframe then uses our invite system to join.
2. You can check your statistics any time on your Dashboard when you log in to NSID.
 - a. We can also run reports for you and export an excel spreadsheet.



3. The cost for a verified Sports ID is \$10.00 per athlete per 365 days.
 - a. Each user enters into a subscription with NSID and will have a reoccurring payment of \$10.00 every 365 days to keep their Sports ID verified.
 - b. This subscription can be cancelled at any time and if it is then the organization will not receive commission.
4. How partnership payments work for your organization.
 - a. The revenue sharing opportunity for your organization is based on how many tournaments you have, estimate on participants, if you will mandate NSID or not and if you will use our online check in or not.
 - b. Your organization will be paid on a monthly or quarterly basis based on your paid verified participants.
 - c. All coaches who participate in your events will get a free innovative scheduling platform for free.

Saving Time & Labor Cost Tips

1. Using National Sports ID cards for your event saves you time and money on labor.
 - a. Working with us is like hiring an entire customer support team to organize your tournament/league into age/grade teams and divisions.
 - b. You can hire less people and take less time during your check-in process as our online check-in. Between labor costs and time spent on the check-in this is a big number, especially if you have a lot of tournaments and leagues throughout the year.

2. Your organization will receive an additional re occurring revenue stream to increase profit margins.
 - a. It has become harder and harder for tournaments/leagues to make money with multi-team discounts, rising rental costs and other rising costs. **NSID** is a great way to increase your profit margin.