



NSA-BPA Umpire Assigning Program – UMPIRE Instructions



By using the NSA-BPA Umpire Assigning Program, you will be REQUESTING to UMPIRE specific DATES and LOCATIONS of tournaments, you will not be requesting to work a specific age group or class/division of teams. MOST tournaments will only have one age group or one class/division shown for you to select to SIGN UP for – so remember you are NOT requesting to ONLY work that age group or class. The tournament UIC will assign umpires based on the overall needs of the tournament.

You can SIGN UP to request any DATES and LOCATIONS within your State. If you are willing to travel to all sites within your state, please feel free to sign up for ALL the tournament LOCATIONS for the weekends you are available to officiate.

Following NSA-BPA procedures, if you want to umpire out of state, please contact your State UIC.

1. **UMPIRES must have a current NSA or BPA Registration Number.** If you do not have one yet: Go to www.PlayNSA.com or www.PlayBPA.com and Click on: UMPIRES (picture toward top of page) Select: New Umpire Registration – fill out the form and submit it. Follow the payment information at the bottom of the screen. Once the UIC receives payment, they will approve your registration number – it will be automatically emailed to you through the PlayNSA/PlayBPA system.
2. **LOG IN:** Once you have your Registration Number Go to www.PlayNSA.com or www.PlayBPA.com Click on: UMPIRES (picture toward top of page) Select: UMPIRE LOG IN Enter your current Registration Number and Password – Click on LOG IN ***If you have forgotten your password***, select: FORGOT PASSWORD and follow the prompts.
3. **UMPIRE FUNCTIONS PAGE** – If for any reason your availability changes after signing up, please contact the Tournament UIC's immediately. Thank you in advance.
 - a. **SEARCH for TOURNAMENTS** – You can select to view tournaments within your State and decide which tournaments you would like to officiate. You can then SIGN UP or REQUEST to UMPIRE any or all listed.
 - Sort Options: STATE, Tournament Starting on DATE, PROGRAM and How far to LOOK FORWARD
 - Once the tournament list appears, you can click on SIGN UP for any tournament DATE/LOCATION you are REQUESTING or willing to WORK.
 - Once you have selected SIGN UP, the date will appear of when you submitted the request.
 - The tournament UIC and YOU should receive a copy of the email that you are REQUESTING to work the specific date/location you have signed up for.
 - IF NO TOURNAMENTS ARE LISTED for your State – Please check the SORT OPTIONS you are using and try again. If there are still no tournament listings, Please contact your State UIC. The State UIC has to communicate with the Tournament Directors to have each tournament added for you to select.
 - b. **MY ASSIGNMENTS – List of tournaments you have been OFFICIALLY ASSIGNED to the umpire.**
 - You will receive an email when the UIC has OFFICIALLY ASSIGNED you as an umpire to a tournament. Again, this is NOT for the specific age group or class/division – it IS an assignment for the Tournament DATE & LOCATION.
 - The Tournament UIC will contact you closer to the tournament date with detailed information and specifics you will need to officiate.
 - The Tournament UIC's EMAIL is available from this page for each tournament you are assigned.
 - c. **CHANGE PASSWORD** – Click here to change your password for any reason.

Please make sure to keep your contact information up to date, especially your email and phone numbers. Any items that need updated, please contact the UIC that you have registered through. Thank you.