

## **HOW TO REGISTER YOUR TEAM FOR NATL & TAAF A&T EVENTS**

Follow the steps below to register your team for events. Make sure to go in order.

**IMPORTANT - Teams within both the NATL and TAAF must follow this list to properly register their teams for events!!**

### **WEB PROFILE**

#### **STEP 1:**

Create a professional profile at [www.TheNATL.com/m/create-account](http://www.TheNATL.com/m/create-account)

- To expedite account approval text 512-626-5070 once profile is complete.
- Once your profile is approved, you'll have access to the Meet Registration Pages.

**IF ATTENDING ANY NATL EVENTS THIS SEASON PROCEED TO [STEP 2](#).**

**IF ATTENDING ONLY TAAF EVENTS THIS SEASON PROCEED TO [STEP 4](#).**

### **NATL MEMBERSHIPS**

#### **STEP 2:**

Register & purchase your programs **ANNUAL NATL PROGRAM MEMBERSHIP (\$250)**

- [www.TheNATL.com/membership](http://www.TheNATL.com/membership)

#### **STEP 3:**

Refer parents to register & purchase their athlete's **ANNUAL NATL ATHLETE MEMBERSHIP (\$25)**

- [www.TheNATL.com/membership](http://www.TheNATL.com/membership)
- Contact [Info@TheNATL.com](mailto:Info@TheNATL.com) for your list of athlete numbers.
  - The delivery of this info to program directors will soon be automated.
  - In the meantime, updated lists will be sent out periodically or can be requested any time.

**IF ATTENDING ANY TAAF EVENTS PROCEED TO [STEP 4](#).**

**IF NOT ATTENDING ANY TAAF EVENTS PROCEED TO [STEP 6](#).**

### **TAAF REGISTRATION**

#### **STEP 4:**

Register your program (\$100) and athletes (\$11) with TAAF under GYMNASTICS here: [www.TAAF.com](http://www.TAAF.com)

#### **STEP 5:**

Submit a complete program roster and each athlete's TAAF Athlete Number in a spreadsheet using the format below to [Info@TheNATL.com](mailto:Info@TheNATL.com). This is to expedite your event rosters later.

- You will also need your TAAF Club #, which you can request from Lori Richards at [TAAFScoremaster@gmail.com](mailto:TAAFScoremaster@gmail.com).

TAAF #	Athlete Last	Athlete First	Gender	Bday mm/dd/yyyy	Parent Full Name	Phone xxx-xxx-xxxx	Parent Email	TAAF ATHLETE #
Y12345678	Hoff	Susan	Female	6/14/2015	Eleanor Hoff	123-456-7890	e.hoff@gmail.com	1024
Y12345679	Miller	Barb	Female	2/22/2012	Dru Johanson	123-456-0987	dru.j@gmail.com	9064

**TO CREATE YOUR ROSTERS FOR NATL & TAAF EVENTS PROCEED TO [STEP 6](#).**

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## CREATE TEAM ROSTERS

### STEP 6:

Create your team rosters.

- Download the **TAAF** &/or **NATL** Roster form(s) here: [www.TheNATL.com/downloads-1](http://www.TheNATL.com/downloads-1)
  - Be sure to use the correct form for the event you are attending.
- After downloading, create copies of the file and rename for each team you're rostering.
- Complete the Roster Form(s). For the athlete list you'll only need to fill in their Athlete #'s.
  - The remaining information should auto-populate if your athlete has successfully registered with the appropriate league. If the info does not appear, they do not have a current Athlete # filed in the system.
    - NATL numbers are instantly functional in the roster documents once an athlete completes the NATL Annual Membership process.
    - For the TAAF roster auto-fill to work you must have submitted your TAAF #'s to the NATL.
  - **\*PRO TIP\*** = you can cut & paste your Athlete # lists from preexisting spreadsheets.

**TO REGISTER FOR NATL & TAAF EVENTS PROCEED TO [STEP 7](#).**

## REGISTER FOR NATL & TAAF EVENTS

### STEP 7:

To register for a meet, visit the [COACH CORNER](#) section of [www.TheNATL.com](http://www.TheNATL.com).

- Select "REGISTER FOR MEETS - Account Required"
  - If you don't have a profile for the website, please return to [STEP 1](#).
- Scroll to the meet of your choice and select "Register Team"
- Complete the linked Google Form provided.
  - Team rosters should be submitted within this form.
  - Any missing rosters or roster updates can be emailed to [Info@TheNATL.com](mailto:Info@TheNATL.com).
- You will have 3 choices for payment within this Google Registration Form:
  1. Be invoiced to make payment arrangements with the host directly by the posted due date.
  2. Pay immediately for all athletes within the form. *\*if offered by the event host.*
  3. Your athletes pay directly through The NATL. *\*if offered by the event host.*
    - a. When selecting this option you will be provided a link to a custom Google Form to send to each of your families.
    - b. The NATL will forward these funds to the meet host for you.
    - c. Your custom form can include any mark-ups of your choice to include your program's fees such as coach travel, overhead, etc.
      - i. "Mark-up" amounts will be forwarded to your program minus the CC processing fee (5% + \$.49/transaction)

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## SUBMIT YOUR TARIFF FORMS

### STEP 8:

Download the Mini Novice/Youth Excel or the Junior/Senior Scoring Tariff documents as needed:

- [www.TheNATL.com/downloads-1](http://www.TheNATL.com/downloads-1)
  - After downloading, create copies of the file and rename for each team you are tariffing.
    - Use the following file name format: Event Division Program Team
      - i.e. Biles Junior WCC Alpha
      - i.e. Winkids Mini Liberty Diamonds
  - You can submit Tariffs along with your rosters in the registration form download or email to [Info@TheNATL.com](mailto:Info@TheNATL.com) NO LATER THAN THE MONDAY BEFORE THE EVENT!!
    - Any tariff updates after that time must be approved by the Meet Director.
  - Make sure you have downloaded and are using the most recent version before submitting.
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