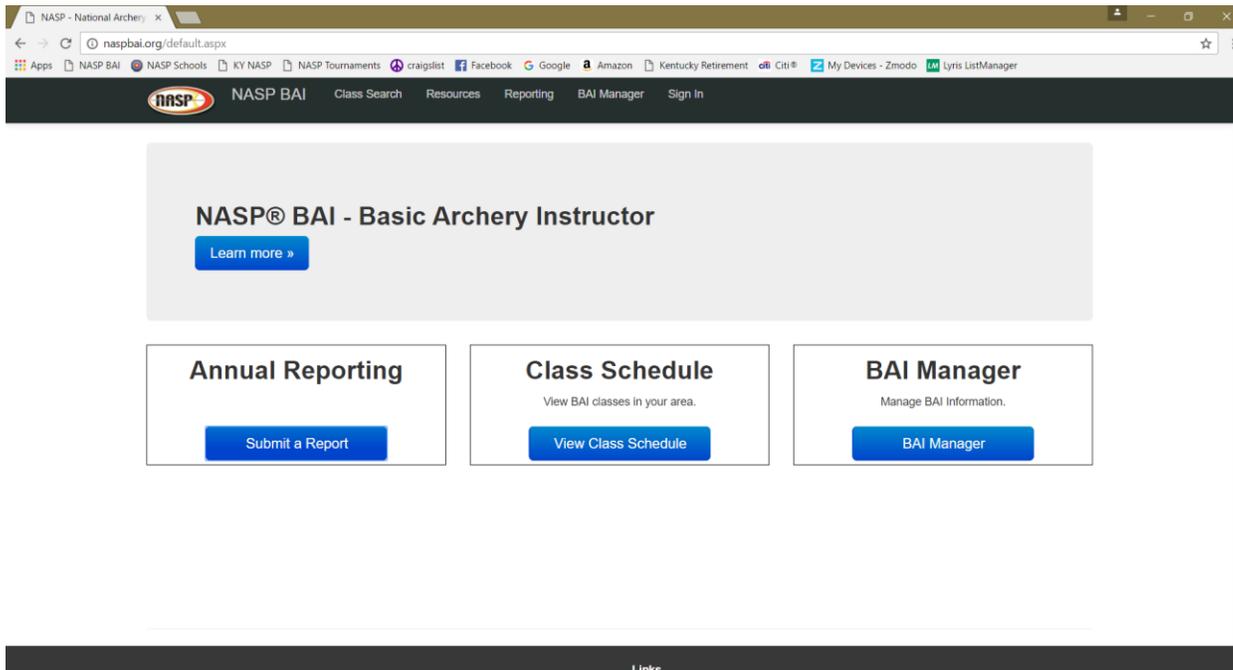
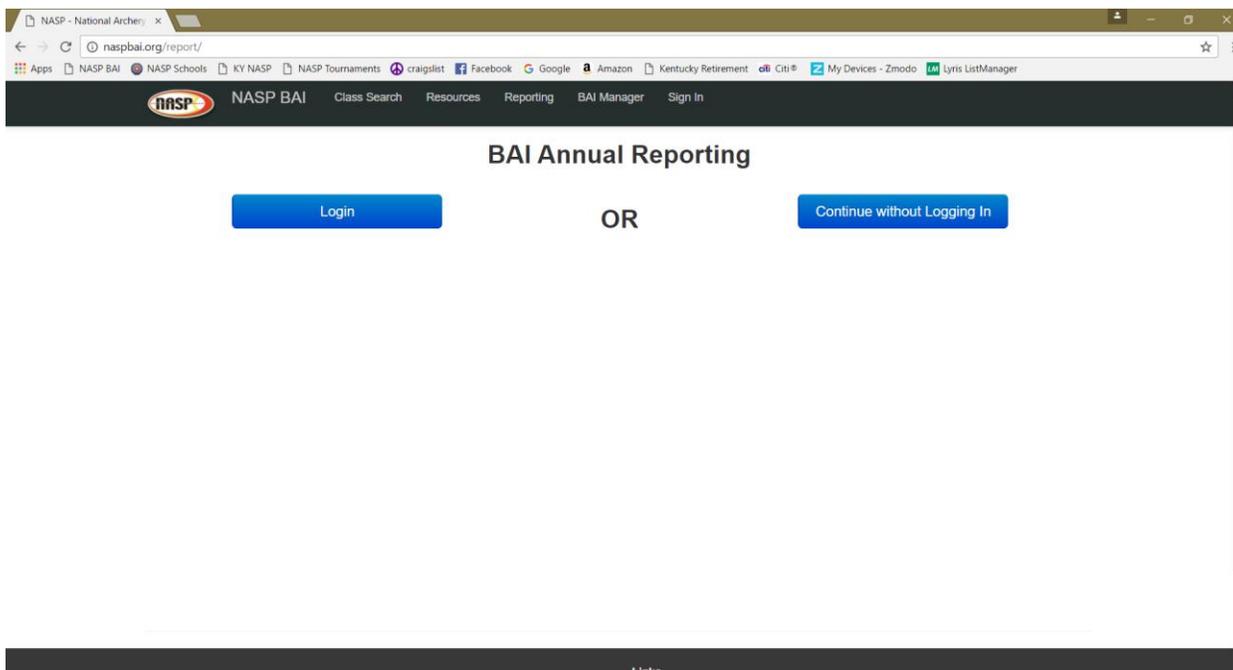


NASP® Annual Reporting Instructions

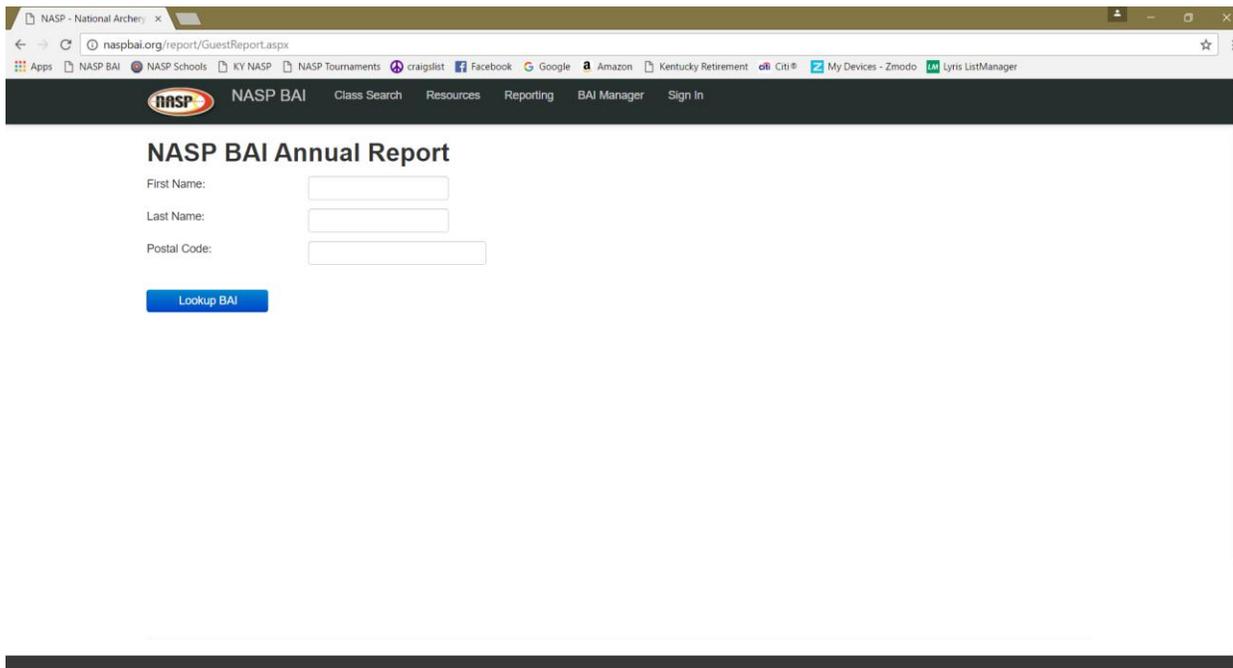
Go to <http://naspbai.org/>



Select "Submit a Report". You will then see the screen below.

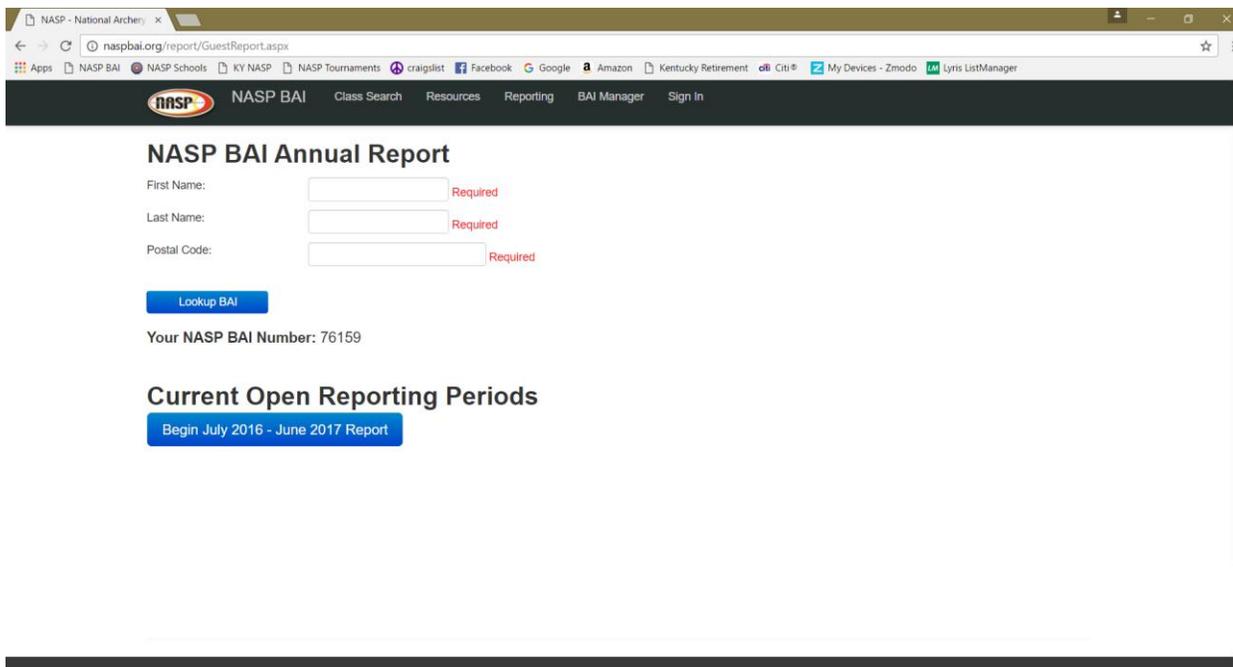


If you have a login for this site or for nasptournaments.org, select the "Login" option. If not (or you are not sure) select the "Continue without Logging In" option.



Enter your first name, last name and postal (zip) code that you provide when you signed up for your BAI class. This could be a prior zip code if you have moved since you first were certified as a BAI. Then Select “Lookup BAI”

If it can verify you, you will see a screen like below. If you receive an error message, try again. If you cannot get the right combination, please email jon@naspschools.org for assistance.



Select the “Begin July 2016 – June 2017 Report”. You will see the screen below.

The screenshot shows the 'NASP BAI Annual REPORT' form. At the top, there is a navigation bar with the NASP logo and links for Class Search, Resources, Reporting, BAI Manager, and Sign In. Below the navigation bar, the title 'BAI Annual REPORT' is displayed, followed by the instruction 'All questions refer to the July 2016 - June 2017 School Year'. The form includes the following fields and options:

- BAI Number: 76159
- CHIP TEST
- Primary Teaching County (BAI): FRANKLIN
- Email: (empty field) (NASP will keep private)
- Confirm Email: (empty field)
- Did you teach NASP archery lessons during July 2016 - June 2017: Select (dropdown menu)
- Do you plan to teach NASP archery lessons during the next reporting period: Select (dropdown menu)
- General Comments: (empty text area)
- Submit REPORT (blue button)

Please verify/enter the County where you teach most of your NASP lessons. Enter and confirm your email address. This is the primary contact method we will have for you. Please make sure it is accurate and one you plan to keep.

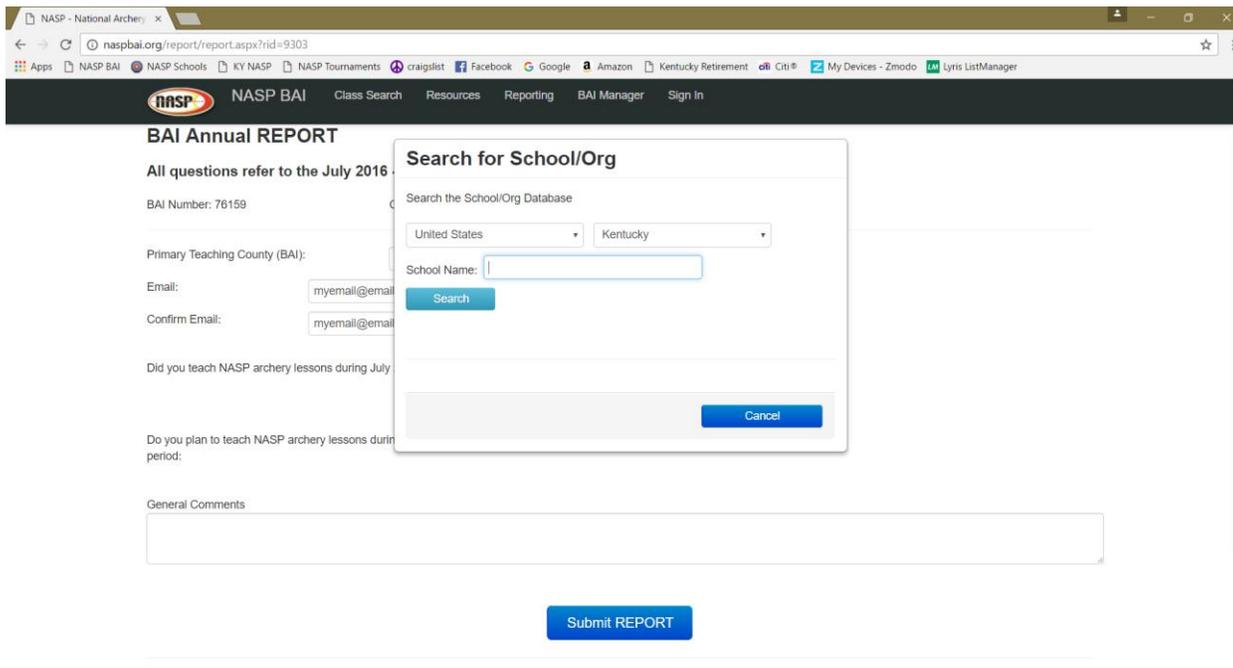
Then, answer the “did you teach” questions.

This screenshot shows the same 'NASP BAI Annual REPORT' form, but with the 'did you teach' question answered 'Yes'. The form now includes an orange 'Add School/Group' button next to the 'Yes' dropdown menu. The other fields remain the same as in the previous screenshot:

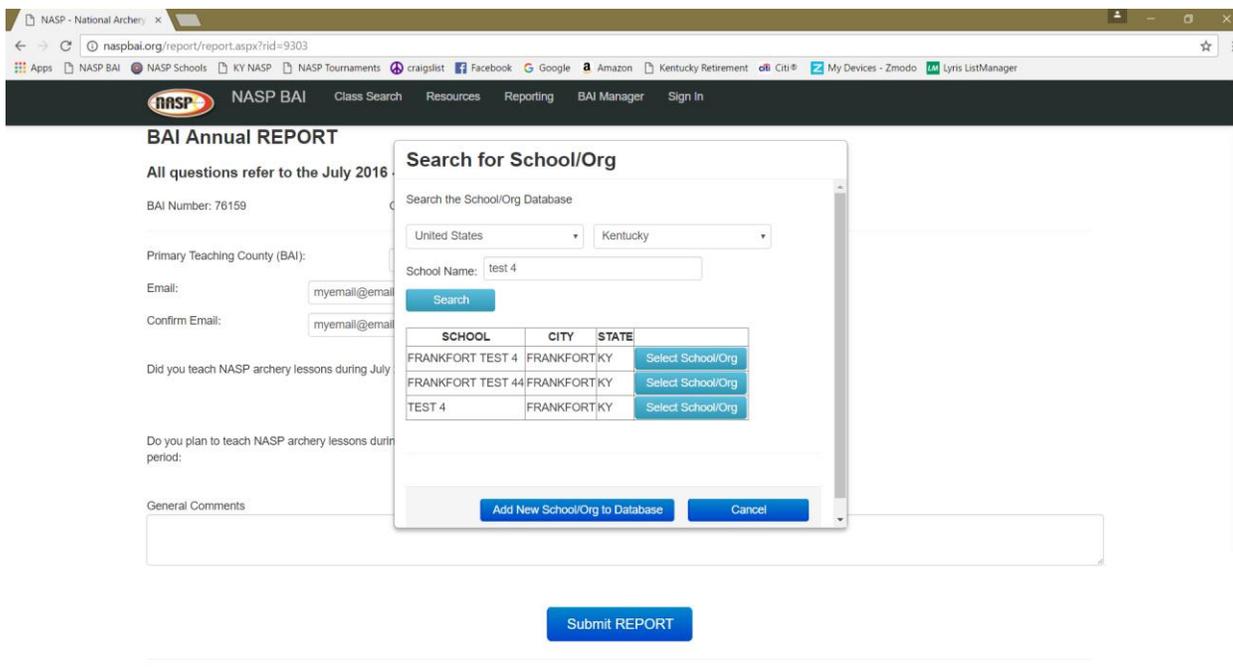
- BAI Number: 76159
- CHIP TEST
- Primary Teaching County (BAI): FRANKLIN
- Email: myemail@email.com (NASP will keep private)
- Confirm Email: myemail@email.com
- Did you teach NASP archery lessons during July 2016 - June 2017: Yes (dropdown menu) Add School/Group (orange button)
- Do you plan to teach NASP archery lessons during the next reporting period: Yes (dropdown menu)
- General Comments: (empty text area)
- Submit REPORT (blue button)

If you answered “yes” to teaching this year, an orange “Add School/Group” button will appear.

Please select that button.



You will see a popup screen with a school look up. Enter a few characters (3 or 4 only) of the school name and select "Search". (for example If the school is St Thomas Clarence Elementary school, just enter "tho" or "clar". This will better your chances to find the right school.



A list of schools will be returned. If you see your school/group, select "the "Select School/Org" button next to it. If not select "Cancel" try another search. If it is just not there, select "Add New School/Org to Database" option and add the school.

NASP - National Archery

naspbai.org/report/report.aspx?rid=9303

NASP BAI Class Search Resources Reporting BAI Manager Sign In

BAI Annual REPORT

All questions refer to the July 2016

BAI Number: 76159

Primary Teaching County (BAI):

Email: myemail@email

Confirm Email: myemail@email

Did you teach NASP archery lessons during July:

SCHOOL/ORG	# DURING SCHOOL	# OUTSIDE SCHOOL	ROLE		
FRANKFORT TEST 4				Edit	Delete

Do you plan to teach NASP archery lessons during the next reporting period: Yes

General Comments

Once selected, you just need to enter the grade levels for the school. Then answer if you taught lessons during the school day and/or after school. "Teaching" just means that you helped or presented NASP®-style archery lessons to the kids.

NASP - National Archery

naspbai.org/report/report.aspx?rid=9303

NASP BAI Class Search Resources Reporting BAI Manager Sign In

BAI Annual REPORT

All questions refer to the July 2016

BAI Number: 76159

Primary Teaching County (BAI):

Email: myemail@email

Confirm Email: myemail@email

Did you teach NASP archery lessons during July:

SCHOOL/ORG	# DURING SCHOOL	# OUTSIDE SCHOOL	ROLE		
FRANKFORT TEST 4				Edit	Delete

Do you plan to teach NASP archery lessons during the next reporting period: Yes

General Comments

If you answer yes to teaching during the day or after school, It will ask you how kids students you worked with. Please make sure that you account for all students. For example, if after school, include all students that tried out for the team, not just the ones who are on the team now. In school, include all students from all classes that received archery lessons. After entering this info, select "Save"

NASP - National Archery x

naspbai.org/report/report.aspx?id=9303

NASP BAI Class Search Resources Reporting BAI Manager Sign In

BAI Number: 76159 CHIP TEST

Primary Teaching County (BAI): FRANKLIN

Email: myemail@email.com (NASP will keep private)

Confirm Email: myemail@email.com

Did you teach NASP archery lessons during July 2016 - June 2017: Yes [Add School/Group](#)

SCHOOL/ORG	# DURING SCHOOL	# OUTSIDE SCHOOL	ROLE		
FRANKFORT TEST 4	450	75	ASSISTANT COACH	Edit	Delete

Do you plan to teach NASP archery lessons during the next reporting period: Yes

General Comments

[Submit REPORT](#)

If you taught at additional school you can repeat the “Add School/Group” for each school.

When complete, select the “Submit REPORT” button. You should receive the summary report screen

NASP - National Archery x

naspbai.org/report/ReportComplete.aspx?id=9303

NASP BAI Class Search Resources Reporting BAI Manager Sign In

Report Complete

BAI Report
 BAI Number: 76159
 Reporting Period: 2016-2017
 Report Status: COMPLETED
 Active Instructor: Yes

SCHOOL	# DURING SCHOOL	# OUTSIDE SCHOOL	ROLE
FRANKFORT TEST 4	450	75	ASSISTANT COACH

Thank you for completing this Report.

Your BAI information has been sent to your current email address: myemail@email.com

To update your BAI information you will need to create a BAI user account.

[Create User Account](#)

You are finished!!!!