

32nd Annual St. Louis Senior Olympics

How to Register Online

ATHLETE (Singles and Doubles events)

- 1) Log into the registration system.
 - A) <https://www.nsga.hangastar.com/registration>
NOTE: You can retrieve your account number by contacting the St. Louis Senior Olympics office (314-442-3279 / solympics@iccstl.org) or click on the “Forgot Account Number” button and your number will be sent to the email on file.
- 2) Activate online account (one time) and follow instructions.
- 3) Confirm information is correct
- 4) Click on the “Games Registration” tab.
- 5) Click “Register Now” to the left of “2011 St. Louis Senior Olympics”
- 6) Scroll down and click ‘Register as a guest, athlete and/or request to be on a team’.
- 7) Follow the instructions on each page to register.
- 8) Complete your registration by paying the individual registration fee.

HELPFUL TIPS:

DOUBLES: If your partner is NOT listed on the partner selection page, this is NOT a problem – it just means your partner has not registered yet. Just select “I could not find my partner in the provided list” and click “Next”. If your partner has registered, they will be listed. Click on your partners name in the list and then click “Next”.

DOUBLES PARTNER CHANGE: If you need to change your partner, click “Change Partner?” on the event selection page. Type in the information about your new partner and the system will search to see if they are an acceptable partner change.

TEAM (3 on 3 Basketball, 7 v 7 Soccer, Volleyball, Water Volleyball)

Please keep in mind **ONLY** the team captain can register the team. Each team can only have **ONE CAPTAIN**.

If any players need to be **ADDED** to the team, those players must log into their own account on the registration system and make a **TEAM REQUEST** to be on the team (instructions below on how to do this). A team request can only be made **AFTER** the team is already registered.

To Register A Team (Team Captain Only):

- 1) Log into the registration system.
 - A) <https://www.nsga.hangastar.com/registration>
NOTE: You can retrieve your account number by contacting the St. Louis Senior Olympics office (314-442-3279 / solympics@jccstl.org) or click on the “Forgot Account Number” button and your number will be sent to the email on file.
- 2) Activate online account (one time) and follow instructions.
- 3) Confirm information is correct
- 4) Click on the “Games Registration” tab.
- 5) Click “Register Now” to the left of “2011 St. Louis Senior Olympics”
- 6) Scroll down and click ‘Register your team for a team sport’.
- 7) Follow the prompts to register your team.
- 8) Complete your registration by paying the registration fee.

ONCE REGISTERED, HOW TO CONFIRM/REMOVE PLAYERS (TEAM CAPTAIN ONLY):

Once you register the team, you need to confirm or remove each player and finalize the team. Do this by going to the “Registration Status” tab and follow the instructions. Please keep in mind any qualified player can make a request to be on your team, so you should review your roster carefully.

ADDING A QUALIFIED TEAM MEMBER:

Each player you want to add to your team must log onto their registration system account and make a “team request” for your team.

A team request cannot be made until the captain has registered the team.

For a player to make a team request:

- 1) Log into the registration system.
- 2) <https://www.nsga.hangastar.com/registration>
NOTE: You can retrieve your account number by contacting the St. Louis Senior Olympics office (314-442-3279 / solympics@jccstl.org) or click on the “Forgot Account Number” button and your number will be sent to the email on file.
- 3) Activate online account (one time) and follow instructions.
- 4) Confirm information is correct
- 5) Click on the “Games Registration” tab.
- 6) Click “Register Now” to the left of “2011 St. Louis Senior Olympics”
- 7) Scroll down and click ‘Register as a guest, athlete and/or request to be on a team’.
- 8) Follow the prompts to make a team request for your team.

NOTE: The team will only show up in the box if the captain has already registered the team.

Once you complete your team request, the captain will see you on the roster and can confirm or decline you. You will receive email notification once the captain confirms or declines you.