

Step-by-step Instructions for the NEW Registration Process for the 2024-2025 Season

***Please ensure the following are downloaded on a computer or a phone:**

- NCSI- USAG Background Check or USAG Card (for proof).
- Abuse Prevention Course Certificate.
- Current Photo.

***NEW Judges to Scoreflippers.com, please follow the instructions to make a profile:**

- Go to scoreflippers.com.
- Click NGA LaunchPad.
- Click the Officials tab.
- Hit the blue Create button.
- Create your new user account: Name, Email, Password, and confirm password.
- Hit the green “Create New User Account” button.
- Click the Officials tab **again**.
- This opens the Officials Registration page.
- Fill out **ALL** the fields, including your NGA rating level.
- **Verify** every field with the checkboxes.
- Then hit the green “I've Confirm All Details” button ---- It **will not** let you move on until **ALL** fields are verified.
- You will upload the above items to this next screen.
- In Step 2- Judge Background Check box, Type in the Certification Issue Date--- This can be found on both the **USAG Card (for proof)** and the actual **Background Certificate**.
- Next, click the grey box, “Choose File.”---Find your **USAG card (for proof)** or **background check certificate** on the computer or photo on your phone.
- Hit the green Upload File button.
- Next is the Abuse Prevention Training: Type in the Certification Issue Date--- The date can be found on the Certificate.
- Click the grey box that says Choose file--- Find your certificate on the computer or a photo on your phone.
- Hit the green Upload File button.
- Lastly, Sign **ALL** the Agreements!
- Proceed to Checkout---you'll need a payment method.

***Judges that have already created a profile and need to upload their Background Check, USAG Card (for Proof), and Abuse Prevention Course follow these instructions:**

- Go to scoreflippers.com.
- Click NGA LaunchPad.
- Click the Officials Tab.
- Login---Email and Password---IF you DON'T remember your password, click Forgot Your Password? Follow the instructions given on the page.
- In the top right-hand corner is your name (on the computer) or a head and shoulders person with a gear (on the phone) --- Click it to drop down the options.

- Click on **MY ACCOUNT**.
- Go to the purple Certifications tab on the left-hand side of the computer (middle of the page on the phone).
- Click the green **UPLOAD NEW CERTIFICATIONS** tab.
- In the blue box, click it----choose what you want to upload first: for the background check, use your **Background Check Certificate** or your **USAG Card (for Proof)** and **Abuse Prevention Certificate**--- Find them on your computer or photo on your phone.
- Hit the green Upload File button.
- REPEAT this process for the other certificate---Click the green **UPLOAD NEW CERTIFICATIONS** tab; in the blue box, click it----choose what you want to upload. Find them on your computer or photo on your phone.
- Hit the green Upload File button.