



## Manager Instructions on Getting Started

- 1) Sign onto the NAI website, [www.nainterlock.com](http://www.nainterlock.com), using the login and password provided to your President or League Rep.
- 2) After you log in, you may watch the YouTube Video from RAMP however we don't use some of the features they discuss.
- 3) You are going to add your team staff - this includes all the volunteers that are listed on your HCR that are carded to be behind the bench such as the Coach, Assistant Coach, Trainer, etc, as well as positions such as the Team Manager and Assistant Manager. NAI requires email addresses and phone numbers for your staff. These are mandatory for at least two different staff members on the team.

Click Add Staff Member. Enter their information. Click Submit.

*Note- If you click on Add Multiple Staff Members, you will not have an option to enter their phone number and you will have to go back to add it later, so we recommend adding your staff one at a time.*

*If you click on any Hide button, the name will not appear under the team name on the front of the website. We do not recommend you use this feature for anyone.*

- 4) You are going to enter your players, or your Team Roster now.

Click Add Multiple League Players. Enter the player's Jersey Number, Last Name and First Name. When complete, click Submit.

*Note - All NAI requires is the Jersey number, Last Name, and First Name. You may want to add more information but that is totally up to your association. If you add contact information such as email addresses for your players, it can be handy for a manager to have all the information available online at the click of a button. That button is Contact List. It will create a downloadable excel file of all the contacts associated with the player and team.*

- 5) The final requirement for the League before you play your first game is to upload a digital copy of your team's HCR file. You can get this copy from your Registrar.

Click on the HCR File button. Click Choose file, find it in your downloads or your documents or wherever, and select it. When you see the name of the file beside the Choose File button, click Upload File.

- 6) You can now go back to your Dashboard, or home page, and sign out.

- 7) Go to the front of the NAI website.

Find your team in the list under your division, and select it.

Click on Roster to see your players and make sure they are all there.

Then go to the Staff button and click on it to make sure you have at least two staff members with email addresses and phone numbers listed.