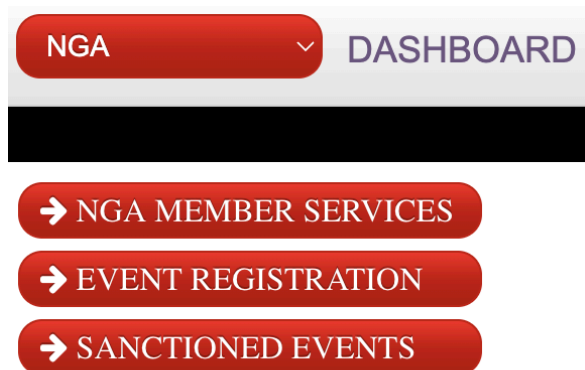# How to Upload Documents for NGA Membership Requirements

Please follow the below steps to upload required documents for your NGA membership:

1. Navigate to http://scoreflippers.com/ and click on the **'NGA'** icon:

2. Next, click on the '**NGA MEMBER SERVICES**' button:

3. Click on the **'OFFICIALS'** button:

INSIGHT   MORE▾

NGA MEMBERSHIP SERVICES

➜ MY ACCOUNT

➜ ATHLETES

➜ CLUBS

➜ COACHES

➜ OFFICIALS

4. You'll be prompted to log in (or create an account):

LOGIN OR CREATE NEW ACCOUNT   ✕

Email:

The Email field is required.

Password:

➜ LOGIN

Reset My Password

➜ CREATE ACCOUNT

5. Once logged in click on the '**MY ACCOUNT**' button:

Click on **'CERTIFICATIONS'** in the left panel. If you already have your proof of background check uploaded, you can click on the **'VIEW'** button to check its expiration date. To upload proof of your background check click on the green button '**UPLOAD NEW CERTIFICATION**':

6. A pop up window will display. Click on '**Officials - Background Check**' or '**Officials - Abuse Prevention Training**' in Step 1, enter the date the green light/certificate was issued in Step 2, and click on the '**Choose File**' button on Step 3 to select a downloaded copy of your background check. Once you have completed steps 1-3, click on the green '**UPLOAD FILE**' button to complete the upload process.

Step 1: Select Certificate Type

Officials - Background Check

Step 2: Type Certificate Issue Date

3/13/2024

*** Date Required*

Step 3: Choose Certificate File

Choose File   Gmail - US…tion 2024.pdf

Step 4: Upload Certificate

UPLOAD FILE

NGA - CERTIFICATES MUST BE VALID THROUGH END OF COMPETITION SEASON (JUNE 30th) WITHIN 2 YEARS OF ISSUANCE

Example: Background Check Issued on 11/14/2022 is valid thru 11/13/2024 (Would NOT be valid for 2024-2025 season)

7. You will receive a message in green text confirming your upload. You can now click on the 'X' in the upper right corner to close the window.

Upload Certificates   ✕

Step 1: Select Certificate Type

| Officials - Background Check ⌄ |

Step 2: Type Certificate Issue Date

| 3/13/2024 ▾ |

*** Date Required

Step 3: Choose Certificate File

Choose File   No file chosen

Step 4: Upload Certificate

UPLOAD FILE

Certificate Uploaded. Membership Will Now Review Your Pending Item.

NGA - CERTIFICATES MUST BE VALID THROUGH END OF COMPETITION SEASON (JUNE 30th) WITHIN 2 YEARS OF ISSUANCE

Example: Background Check Issued on 11/14/2022 is valid thru 11/13/2024 (Would NOT be valid for 2024-2025 season)