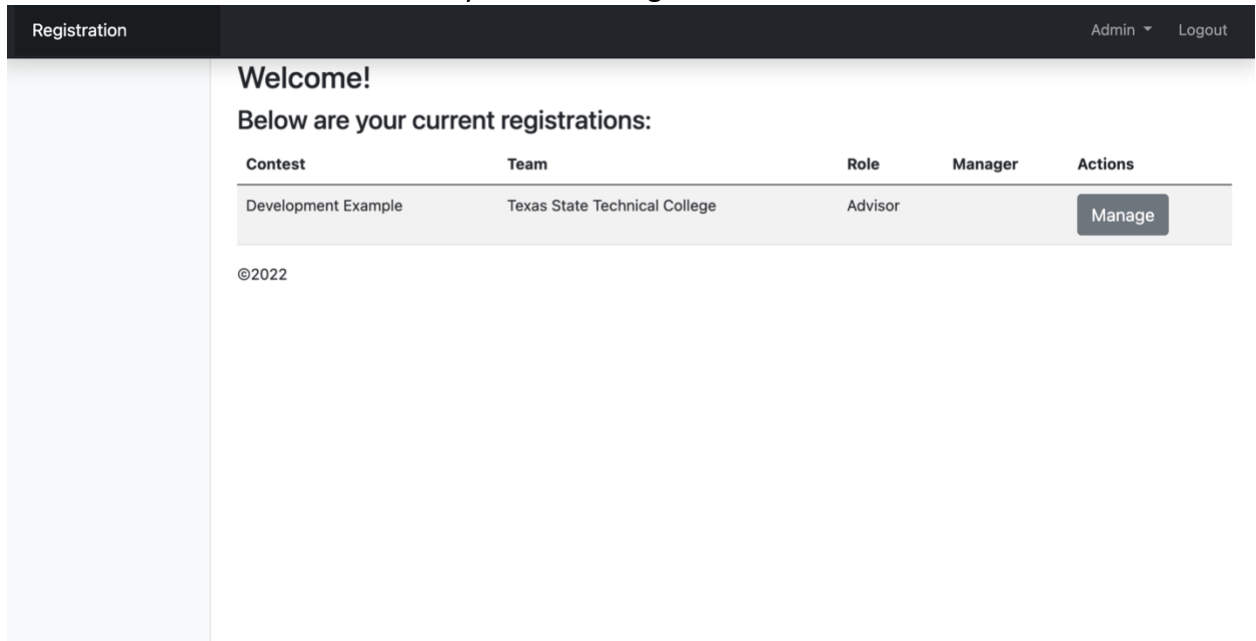
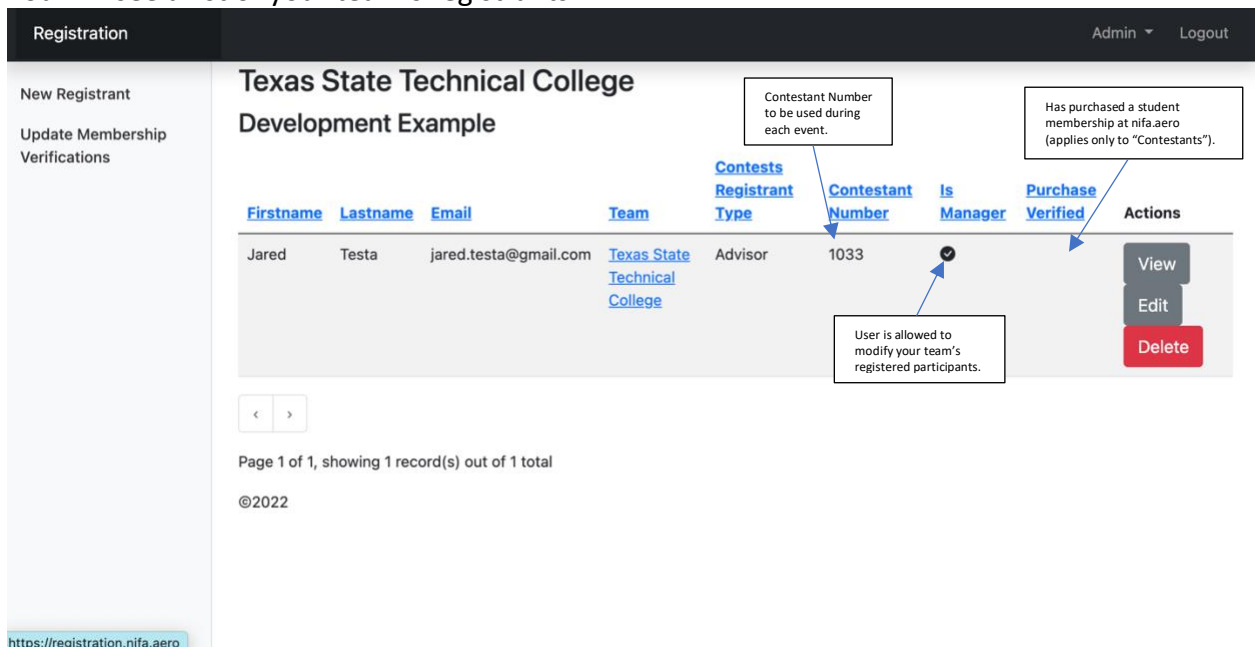


NIFA-Registration “How To” Guide

- 1) Go to <https://registration.nifa.aero>
- 2) Log in with your nifa.aero credentials (username/password)
- 3) You will be presented with a list of your current registrations. Select the “Manage” button next to the event for which you wish to register contestants.



- 4) You will see a list of your team’s registrants.



NIFA-Registration “How To” Guide

- 5) Clicking the “New Registrant” button in the upper left will direct you to the page to add members to your team.

Registration Admin Logout

List Registrants

Add Registrant to Texas State Technical College

Email
Type an email and select from the list...

Firstname

Lastname

Contests Registrant Type
Advisor

☐ Is Manager

Submit

©2022

- 6) Enter an email address and select from the list provided.

Registration Admin Logout

List Registrants

Add Registrant to Texas State Technical College

Email
ebart

ebarton1031@gmail.com

Lastname

Contests Registrant Type
Advisor

☐ Is Manager

Submit

©2022

- 7) If the email you’re entering does not appear in the list, the team member has not created an account at NIFA.aero. This is required to participate in NIFA events.

NIFA-Registration “How To” Guide

- 8) The Firstname and Lastname fields should auto-populate. Select a type of registration from the list.

Registration Admin ▾ Logout

List Registrants

Add Registrant to Texas State Technical College

Email
ebarton1031@gmail.com

Firstname
Eric

Lastname
Barton

Contests Registrant Type

- ✓ Advisor
- Coach
- Contestant

Submit

©2022

- 9) If you wish to allow this user to modify the team, select “Is Manager”.
- 10) Click submit and you will be returned to your team’s page.
- 11) You can check if your participants have purchased memberships by selecting the “Update Membership Verifications” button.

Registration Admin ▾ Logout

New Registrant

Update Membership Verifications

✓ The registrant has been saved. ✕

Texas State Technical College Development Example

Firstname	Lastname	Email	Team	Contests Registrant Type	Contestant Number	Is Manager	Purchase Verified	Actions
Jared	Testa	jared.testa@gmail.com	Texas State Technical College	Advisor	1033	✓		<button>View</button> <button>Edit</button> <button>Delete</button>
Eric	Barton	ebarton1031@gmail.com	Texas State Technical College	Contestant	1035		✓	<button>View</button> <button>Edit</button> <button>Delete</button>

◀ ▶

- 12) Continue to use the “New Registrant” button until your entire team has been entered.
- 13) If you have any questions, please email jared.testa@nifa.aero.