

This application is for **active members ONLY!**

If you are redirected to the Logon Error page then one or more of the following errors has occurred:

- You are not listed as a Senior Member or Cadet in our database
- Your membership has been "Flagged"
- Your membership has expired

Please contact [NESSA-ADMIN@nesa.cap.gov](mailto:NESSA-ADMIN@nesa.cap.gov) for assistance.

### **How to use this application:**

The NESAs application link will remain enabled until courses are full. Courses are filled on a first come first served basis.

The Payment Option links and the Participant Status link will remain through the close of NESAs 2018.

The first tab of the NESAs application will be displayed if you are a current CAP member. The first tab will contain all of your personal information that will be required to complete the application.

If any of the items on the application that have an asterisk (\*) by them are blank, you will not be allowed to continue to the next step of the application. To update these missing or any incorrect items, click the "Modify Personal Information" link. Your rank will be listed as either Cadet or Senior only. Be sure you follow the instructions carefully to provide emergency contact data and verify the t-shirt size listed as this will be the size used for all orders on your behalf for NESAs.

**NOTE:** Not all of the items on the first page of the application will be available for you to update. Any items that you are unable to update will have to be updated through our Membership Department personnel. The membership department is available Monday through Friday from 7:30am to 4:30pm (Central) at 877-227-9142.

After correcting any missing items you will be able to proceed to the next step of the application by clicking the second tab. All of the tabs must be completed in order. If you click a tab out of sequence an error message will be displayed.

All personnel must upload a scanned copy of the CAPFs 160 & 161, Camp Atterbury Release and the NESAs Release (with signatures) to complete their application. Cadets under the age of 18 at the start of the activity must also complete the CAPF 163.

At least one Event must be selected in order to proceed any further with your application. If you are not eligible for an event an error message will be displayed when you try to select that particular event. For example, you may be refused a selection because you do not meet the age requirement.

The Event selection process is done on a first come first served basis. You may not be selected for the Events that you have selected depending on when you apply. If you apply for more than one event, the NESAs staff will assume that you want to attend multiple events unless you only register for the same event in two different session weeks.

At the time of the application you are not "selected" for any Event, you are just requesting attendance at those events and you will be notified once selected for any NESAs Event. You cannot be selected until your unit and wing approve your application. After selecting an event you will be able to proceed to the next step of the application.

Don't forget to order any promotional items you desire in advance. Only a limited amount are available on site. If payment is not made on promotional items by the 14<sup>th</sup> of May, the promotional order will be cancelled.

You must click the Review button in order for your application to be sent electronically to NHQ. If you do not click this button your application will not be received and you will not be considered for any NESAs Events.

If you have difficulty viewing your application, please make sure you have downloaded the latest version of Adobe Reader. The link is located on the left hand side of the page. Your application will still be submitted to NHQ electronically if you are unable to view the report.