NCSA Activity Director Registration Zone Guidance

Registration Zone is the platform where all NCSA, NFA and CSA activity application data will be housed and managed. This section focuses on the use of Registration Zone areas relevant and important for Activity Directors and activity staff. While specific directions are outlined in this guide, the Registration Zone User Guide is the best reference and kept up to date as new features are released throughout the year.

Activity Set Up

CAP/CPA will set up all NCSA, NFA and CSA activities. This is a mandatory requirement to ensure all slotting and financial sections are correctly configured.

Activity Directors and staff are not authorized to edit or change NCSA, NFA or CSA Registration Zone details. Please bring any questions or suggested edits to CAP/CPA.

Activity Directors will work with CAP/CPA to submit any new information for the activity set up. This includes, but is not limited to the following information:

- Activity Start and End Dates.
- Activity Start and End Times
- Activity Location
- Activity Description (if any different from website listing)
- Tuition rates for students and staff
- Number of Student Slots
    - If there are required sex breakdowns due to lodging configuration, please include male/female counts
- Number of Staff slots
    - If there are required sex breakdowns due to lodging configuration, please include male/female counts
- Registration Prerequisites – eServices Member Record
    - All applications will require the following
        - Encampment credit at the time of application
        - Cadet Protection Training at the time of application for all members 18+ at the time of the activity
        - CAP Health module update within 1 month at the time of application
        - Maximum age 20 for students at the time of the activity
    - If your activity has other requirements that can be queried in a Member Record, please work with CAP/CPA during the setup of your activity
- Registration Prerequisites – Document Upload
    - If your activity requires an external document upload (example: Cisco Networking Course Certificate for an advanced National Cyber Academy), please work with CAP/CPA on this item during setup
- Attendance Prerequisites – eServices Member Record
    - All slotted members will be required to complete the following before arriving at the activity. Activity Directors should run the Attendance Prerequisites Report within 30 days of the activity and contact all slotted members
        - Cadet Protection Training current through the entire length of the activity
        - For Staff: Required Staff Training online module completed
        - CAP Health module updated within 1 month of the activity start date
- Credit
    - NCSA credit for your activity will be set up in the Credit tab by CAP/CP
    - After your activity concludes, when you push Attendance through Registration Zone, activity credit will automatically be added to the member record of all participants you indicate
- Approvals
    - All NCSA, NFA and CSA activity applications require unit and wing approval
    - Those sequential approvals will be toggled on by CAP/CPA during setup
    - Any applicant must receive unit and wing approval in order to be eligible for the slotting process
- Registration Zone Event Roles should be assigned as soon as possible for the most efficient management of the activity information. At the time of event creation, it's ideal to assign the following staff members in Event Roles:
    - Activity Director
    - Deputy Activity Director
    - Safety Officer
    - Finance Officer
    - Health Services Officer or Designee

If any of the above activity duty positions have not been filled at the time of event creation, please work to confirm those staff members as soon as possible. As soon as they are confirmed, add those members to their respective Event Roles.

Other notes:

- Use the Event Roles chart below to determine which roles fit your activity's duty assignments
- Activity Director Event Roles can assign members to other Event Roles, including Assistant level Event Roles
- Health Services Officer role is restricted to members assigned to the HSO duty assignment. HSOs can designate and remove an HSO Designee in the HSO Designee Module in Registration Zone

	eServices Permissions			Registration Zone Roles						
Registration Zone Modules/Information	Event Administrator	Event Approvals	NHQ FM	Activity Director	Event Coordinator (POC)	Deputy Event Coordinator	Safety Officer	Finance Officer	Health Services Officer	Health Services Designee
Search for User	X			X	X	X	X	X	X	X
Reports										
Event Listing	X	X	X	X	X	X	X	X	X	X
Event Administration	X			X	X	X	X	X	X	X
Attendance Prerequisites	X			X	X	X	X	X	X	X
Attendance By Unit	X			X	X	X				
Payment Status By Event	X		X	X	X	X		X		
Daily Payment	X		X	X				X		
Administration										
Create Events	X									
Manage Events	X			X	X	X				
Attendance Marking	X			X	X	X	X			
Registration Approvals		X								
Slotting	X			X	X	X				
Admin Payments / Refunds	X		X	X	X	X		X		
Account Management			X							
PayPal Fee, Email, Account Management			X							
View Medical Information in CAP Health				X	X	X	X		X	X
Update Medical Information in CAP Health									X	X

Event Roles allow certain staff members to access reports and manage activity data.

If you need assistance assigning Event Roles, please contact CAP/CPA.

- Subevents and Sessions
  - If your activity is eligible for these features, CAP/CPA will work with you on this configuration to ensure all slotting and other business rules are followed.

Applications

Applications for all NCSAs, NFAs and CSAs go through Registration Zone. All applicants (students and staff) must submit an application for each activity for which they wish to be considered.

After submitting their applications, applicants use the Slotting Preferences module in Registration Zone to place their applications in order of interest. Placing an application as #1 in Slotting Preferences indicates the #1 priority choice of that applicant. Slotting Preferences are taken into account during the Slotting process.

The application window for Summer 2027 activities is Dec 15, 2026 through 12pm Central Jan 15, 2027.

Approval Queue

Parents and unit commanders must submit approval decisions no later than Oct 8, 2026 for Winter activities and Jan 18, 2027 for Summer activities. Wing commanders must submit approval and Highly Recommended decisions no later than Oct 10, 2026 for Winter activities and Feb 1, 2027 for Summer activities.

Slotting

Slotting is the process by which applicants are accepted to NCSAs, NFAs and CSAs.

When an application receives parent, unit and wing approval, that applicant is placed in the default Alternate status for that activity. Approved applicants will be on the Alternate list in the Slotting module of your activity.

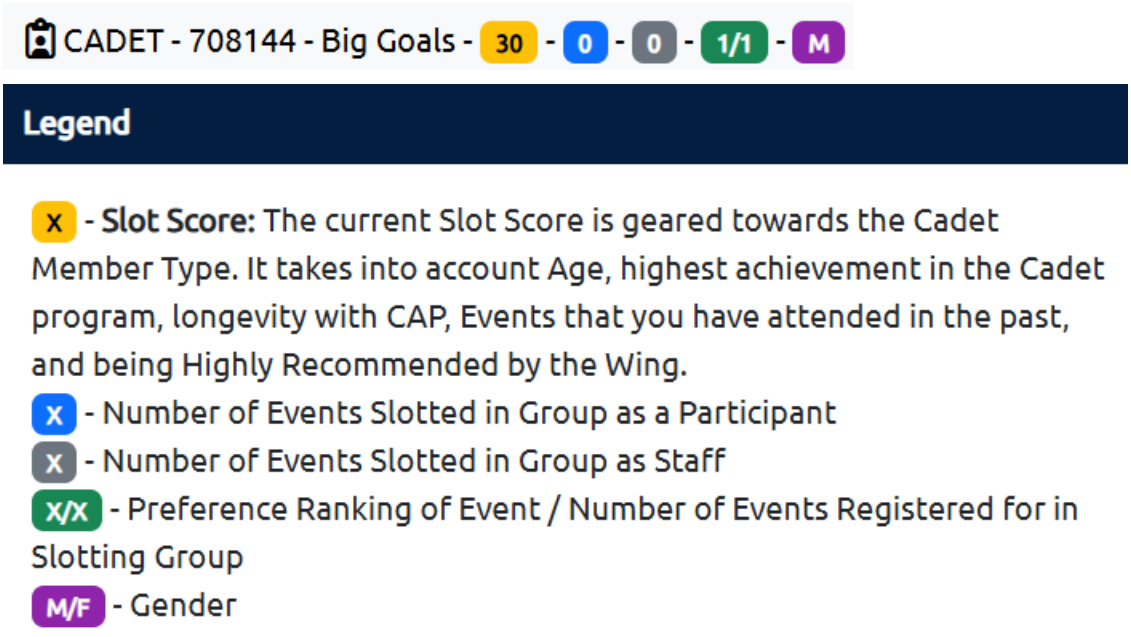
Staff Slotting

With few exceptions, staff positions are manually slotted. Senior Staff may be slotted once applications close. Cadet Staff may by slotted only during the designated window.

Cadet Staff Slotting Rules

Cadet applicants should select your activity as their #1 choice to be slotted as staff. Activity Directors should use the visual indicator in the Slotting Module to confirm an applicant's Slotting Preferences

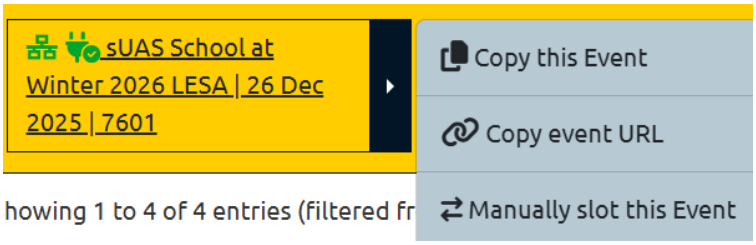
Example:



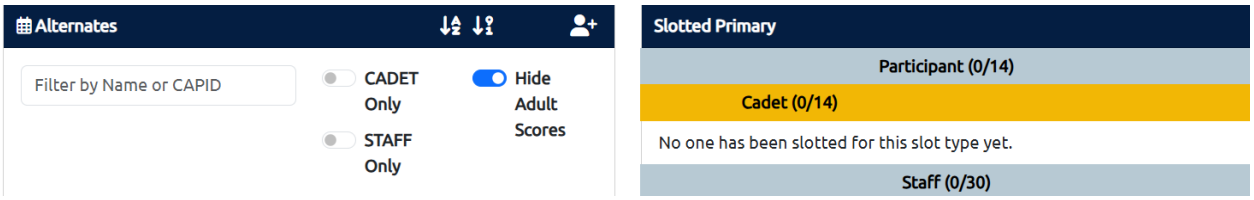
How to Slot Staff (Manual Slotting)

See page 38 of the Registration Zone User Guide for full details.

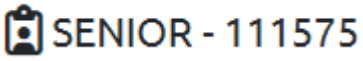
- Click on Manage Events
- Click on the Action Icons menu (white arrow on black bar) on the right side of your Event Name
- From the dropdown menu, select the last item in the list – Manually slot this Event



In the Manual Slotting Module, you will see the Alternates to the left and the Slotted Primary to the right.



Staff applicants are indicated by a clipboard icon to the left of their listing. This means they applied for a Staff position. Only Staff applicants are eligible to be moved to Staff Slots.



Clipboard icon indicates Staff Application

Click the name of the Staff member you wish to slot. Selecting that person will turn the background black.

In the upper right of the Alternates header, click the Person+ icon to “slot” that applicant. Confirm the Staff applicant is now in a Staff Slot.



How to Unslot a Member

Click the red Person-x next to the name of the Slotted member you wish to unslot.

Confirm that person has been returned to the bottom of the Alternates list.



Autoslotting

Unless given explicit permission from CAP/CPA each year, all activities must use Autoslotting for all participant or student slots. This process uses the established points process publicly listed on NCSAs.com. This objective algorithm is the most fair process for cadets seeking an NCSA slot.

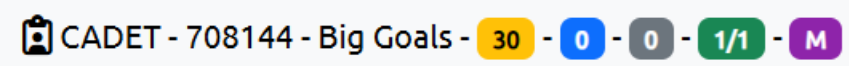
Cadet Slotting Rules

- Autoslotting will take place in coordination with IT.
- Activity staff may not unslot cadets without conferring with Cadet Programs.
- Cadet Programs will quality check all slots to confirm business rules are being met. Cadets are limited to one (1) cadet staff and one (1) cadet participant activity.
- Example: If we have 1 cadet slotted for 2 staff activities and/or 2 participant activities, CAP/CPA will coordinate with Activity Directors to make changes.

What happens after Autoslotting is completed?

Once Autoslotting is completed, CAP/CPA conducts business rules quality checks. Autoslotting notifications will be sent via email to all approved applicants and the entire suite of parent email addresses affiliated with a cadet member record. The notification will include basic activity information and if the applicant is Slotted or Alternate.

Cancellations: How to Fill Gaps



If a slotted cadet cancels, you have a gap to fill at your activity. Follow these business rules to fill that gap.

Look at your Alternate list

- Sort by Slotting Score by clicking the 01-arrow icon at the top right of the Alternates header in the Manual Slotting module.
- Look for Alternates with a zero (0) in the blue box. This indicates they have not been slotted for another NCSA
- Look at the green box. Are they highly interested in your activity?

Your goal is to select a cadet who has not been slotted for another activity who has the highest score.

What About Last-Minute Participant Cancellations?

Activity Directors may use discretion to fill last-minute cancellations from local applicants on your Alternate list who are more likely able to drive in to attend the activity. Ultimately, we want all available activity spots to be filled from your applicant pool.

Example:

AF Civil Engineering Academy based in Florida has a cancellation due to illness 5 days before the activity. The Activity Director may use discretion to contact a Florida-based applicant from the CEA Alternate list to fill a gap.

Notifying a Newly Slotted Member

When you fill a gap, you need to send the notification to that member.

Option 1: Use the Manual Slotting email notification function. This only sends once per cadet but provides an official message through Registration Zone.

Option 2: Contact the family directly

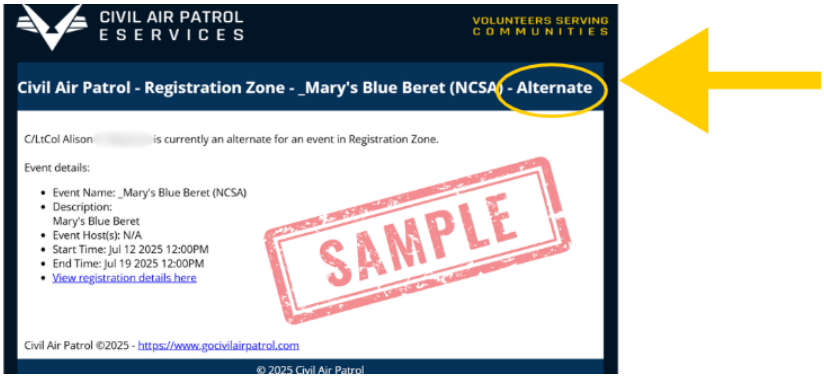
Slotting Email Notifications

Slotting Cadet and Senior Staff in Registration Zone does not notify them of those slotting actions. Slotting email notifications from Registration Zone will take place after Autoslotting is completed and quality checked. Once Autoslotting is complete and quality checked, the automatic email notification will be set to go out to all Slotting Group applicants. This message will simply notify applicants if they are a Slotted or Alternate for each event.

Slotting Email Notification Sample: Slotted Cadet



Slotting Email Notification Sample: Alternate Cadet



What to do after initial Slotting Notifications go out?

Send your Welcome Letter within 48 hours of slotting notifications going out.

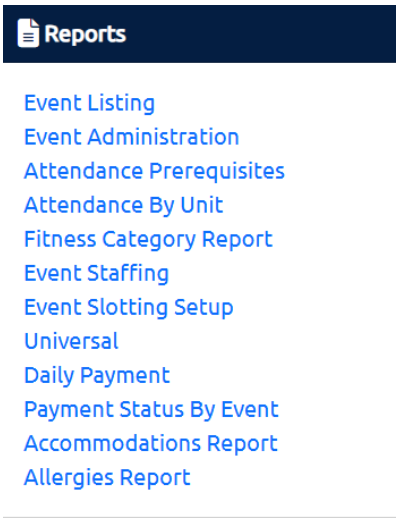
This is time sensitive because your slotted participants are expected to accept or decline their slots no later than March 14 for Summer activities.

On March 15, CAP/CPA will work with Activity Directors to unslot those that have declined their slots if they've not already cancelled their applications.

At that point, Activity Directors will move to fill any available gaps.

Using Reports in Registration Zone

Registration Zone reports help you manage your activity data efficiently. Refer to the Registration Zone User Guide for the most up-to-date features.



Key Reports for Activity Staff

Attendance Prerequisites Report –Used to view registrant compliance with the Attendance Prerequisites.

Fitness Category Report – Report to see fitness categories for cadets that have been entered for a unit or an event.

Universal Report – Report to combine multiple events in one view and export. Different columns than Event Admin export.

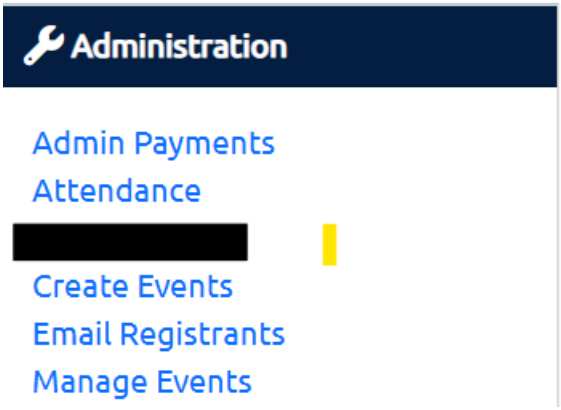
Daily Payment – Report to see payments made with a date filter.

Payment Status By Event – Report to show payment status by event

Accommodations Report – Report to see accommodations requested through CAP Health for attendees.

Allergies Report - Report listing declared allergies through CAP Health for attendees

Using the Administration Module

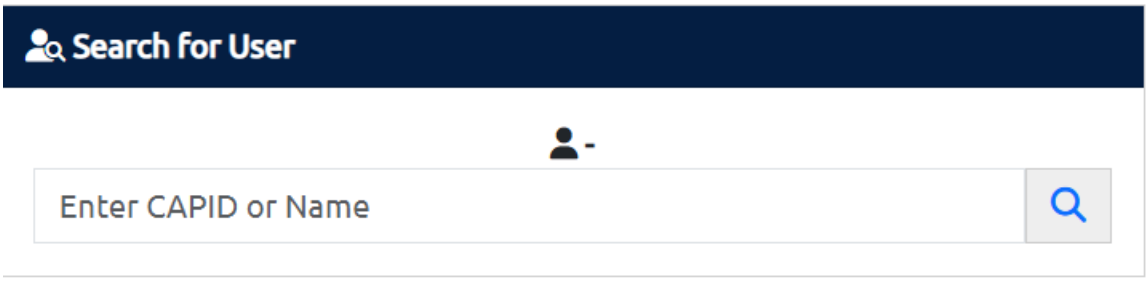


Attendance – used to mark attendance for an event. When your activity concludes, use the Attendance module to push credit for attendees.

Email Registrants - Used to mass-email registrants for a selected event with filters for Registrant Status, attendee type (Staff, Not Staff or Both) and Attendance Prerequisite progress (Met, Not Met, Both). Notification email will append basic event information after the custom content. Options exist to CC: select emails. All assigned event roles receive all messaging. See Using the Email Registrants Module section below.

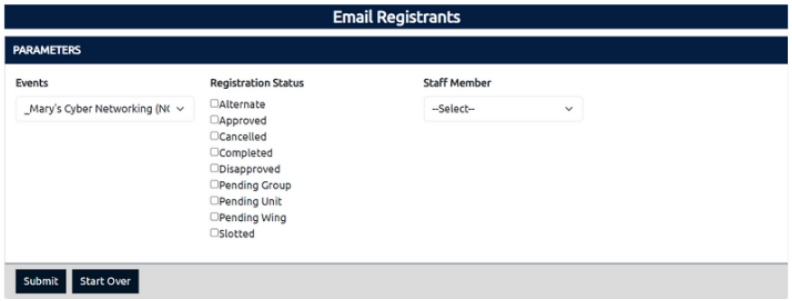
Manage Events – takes you to your event where you can see the details

Using the Search for User Module

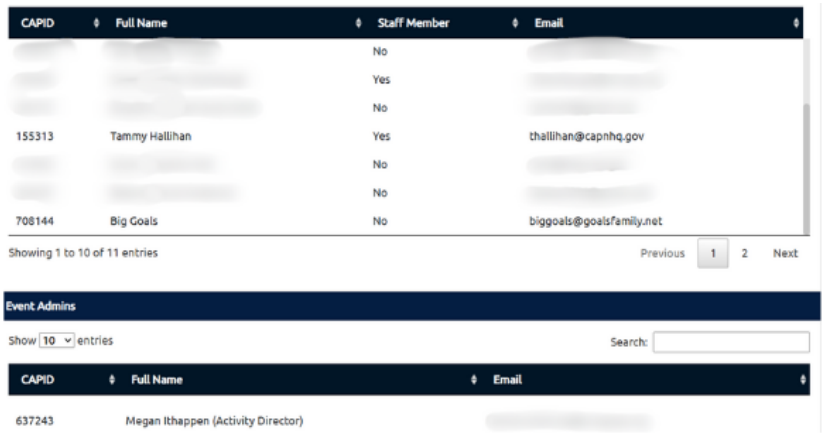


This module appears at the top of the Registration Zone home page. It can be used to search for registrants within your permissions scope to see their Event Cards information. You can use this module to update their application if needed with the Staff toggle or updated comments.

Using The Email Registrants Module



This module makes it easy for Activity Staff to send communications to all Slotted personnel at any point in the activity season. When sent to cadets, email messages in this module also are sent to the cadet suite of emails.



Plan to use this module to send monthly updates and important announcements.

How to Submit Attendance Credit for Your Activity

Under Administration, click on Attendance

Click on the clipboard icon on your activity to Mark Attendance

Review all members listed on the screen. Select Attended or Did Not Attend. If you selected Did Not Attend, please add a note.

If you have a member who was dismissed early or did not meet graduation requirements, select Did Not Attend and add a note describing these circumstances.

Select the Attendance Type for your activity:

- Student Graduate
- Advanced Student
- Cadet Cadre
- Senior Staff
- Participant

Click Save Attendance once completed.

A green “Attendance has been marked” box should appear at the top of the screen.

