Sign up and Profile Set Up:
1. Head to https://www.nocapsports.io
2. Click the “Brand” tab in the middle of the screen
3. Fill out the required fields and click “Sign up”
4. When you land into the NOCAP platform dashboard, upload a logo. Once the logo is uploaded, click “Edit” in the corner of the “Info” section. Fill out necessary information:
   a. Business Name
   b. Product/Service Description
   c. Industry
   d. Company Mission
   e. Headquarters
5. Navigate to “Public Contact Info” section
   a. Click “Edit” and fill out necessary fields
6. Navigate to “Payment Methods” section
   a. Click “Add Payment Method” and enter bank account or credit card that you will be using to pay athletes
7. Navigate to “Websites” section
   a. Click “Add Sites” and type in full website URL of your business

Submitting a proposal to an athlete:
1. From the dashboard, navigate to the top of the screen and click the “Discover” tab
2. On the “Discover” page, find the athlete that you would like to sponsor
3. Once you decide on the athlete that you would like to sponsor, click on their photo
4. From this view, click “Invite to campaign”
5. From this view, click “Rapid Proposal”

6. Fill out “The Specifics” of the campaign including title of the campaign, other businesses involved, and when you would like the campaign to begin
7. Click “Next”

8. Fill out the “Types of promotion” section
   a. For “Social Media Promo” selection, select the platform(s) you would like to use, the quantity of posts, the type of post, the price per post, the date of when you would like this be posted and the specifics of the post.
   b. Add multiple tasks to your proposal
   c. **TIP:** For social media, input “1” for “quantity of posts” for each individual task and click “New” to add another post
9. Click “Next”
10. Type out exactly what you would like the athlete to do in the large text box
11. Click “Add content” beside each task and upload all necessary information
   a. Example images, logos, etc
   b. Caption for their posts
   c. Hashtags for their posts
   d. Accounts to tag in their post
12. Click “Next”
13. Click “Ok” to finish and send proposal
14. Begin chatting with athlete in message thread once the proposal is accepted

Please contact us with any issues or questions!

Matt Palacio: matt@nocapsports.io (914) 589-5192
Nick Lord: nick@nocapsports.io (717) 330-2795
Casey Floyd: casey@nocapsports.io (661) 904-5211
General: Info@nocapsports.io