



Dave Dougherty  
Executive Director  
National High School Athletic Coaches Association  
3409 50<sup>th</sup> St S  
Fargo, ND 58104

January 16, 2021

Dear Coach:

Please review the Instructions below to complete your online registration for the 2021 NHSACA National Convention which will be hosted at Lincoln North Star High School, N 33<sup>rd</sup> St Lincoln, NE from July 26-29. If there are any changes, questions or clarifications that you need please contact me at:

Phone: 701-570-1008

Email: [dougherty54@ymail.com](mailto:dougherty54@ymail.com)

1. Check the name (spelling and if you have a shortened version or “nickname”) that you sent in. I will use the name you sent in on the forms and the high school you identified on the form for the information I put on your Finalist Plaque.
2. Go to the NHSACA website: [www.nhsaca.org](http://www.nhsaca.org)
  - a. **Click the “National Convention” Menu tab (top right)**
  - b. Click the “2021 National Convention Registration” link.
  - 1**
  - c. Choose “Join NHSACA” and enter your email and click join. (this allows you to register for the convention)
  - 2**
  - d. Click circle “o” NHSACA Convention Registration. Then click “Next”
  - 3**
  - e. Fill in information and create a password for yourself. Then click “Next”
  - 4**
  - f. Using the pull down menu box, choose the sport you’re a finalist for. Then click “Next”
  - 5**
  - g. You will have many items on page 5:
    - i. You may choose the “Hotel Link” and make your room reservations. This will take you to a new window to complete room reservation. You do NOT need to complete this at this time. You may go to the NHSACA website for additional information for making room reservations at the **???**.
    - ii. Next, click the Register box.

Revised: July 2020



- iii. Once you do that the screen for registration choices opens up. Choose the specific events you wish to register for.
- iv. When you register you receive a **free COTY Awards Banquet ticket** for yourself as a finalist. If you are bringing guests to the banquet, click “Awards Night Banquet”, only include the number of tickets you need for the guests you are bringing. **DO “NOT”** include your free ticket in this count.
- v. One of the choices is “Check here if you will be bringing guests”. Only check this box and the number of guests you are bringing if you want them to attend any sessions during the convention. Guests would include spouse or children that may attend sessions with you. If fellow coaches are attending the convention with you they will need to register for the convention. They do not qualify as a guest. You **DO NOT** need to check this if your guests are only planning on attending the Awards Banquet.

Click Next.



This page allows you to order a NHSACA convention ¼ Zip shirt for yourself or family members. It will commemorate this event and provide all of you with a physical remembrance of this very special event in your professional life.



This is your payment page. Select method of payment and complete the page. If you are paying by check please mail your check to the address at the top of this document. If you pay by credit card there is a handling fee added on to the total that goes to the online registration company that manages this site, not to the NHSACA.

**\*\* Please print the receipt for your registration at this time. You may need this record for future reference. This may be very important and useful for you!!!**

**\*\*\*Your credit card statement will show this registration charge to “Cordonco”. Cordonco is the company that manages our online registration!!**



**\*\*Hall of Fame tickets, COTY Banquet tickets that you purchase will be handed out to you at registration!!**

**\*\*\*You may visit the NHSACA Online store at:  
to view t-shirts, polo shirts and other items that you may wish to purchase for yourself or family members. The items you purchase will be waiting for you at the registration table.**